



NORTH SEA VOLUNTEER LIFEGUARDS

CODES OF PRACTICE

**SATURDAY EVENING POOL SESSION AT
TYNEMOUTH POOL, PRESTON NORTH ROAD,
NORTH SHIELDS, NE29 9PX**

This version adopted by the Executive Committee on 1st August 2011

Registered Charity, Number 1114331.
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www.nsvl.org.uk

Contents

	Page
Purpose of document	
Objective of Document	3
Intended Audience	3
Normal Operating Procedures	
Volunteer structure	4
Areas of Tynemouth Pool used by NSVL	4
Main Pool	5
Small Pool	7
Teaching Pool	8
First Aid Room	10
Upstairs Training Room	11
Poolside Plant/Store Room	11
Male Changing Rooms	11
Female Changing Rooms	12
General information for those on poolside	12
Lifeguarding	13
Teachers, Rookie Instructors and Assistant Instructors	14
Front Desk Team	15
Equipment and activities	15
Rules of the Swimming Pool	15
Photography	15
Child Protection	16
Details of Alarm Systems	16
Rescue Equipment	16
First Aid Equipment	17
Telephones	17
Call Out Procedures	17
Emergency Action Plan	
General information	18
Emergency exits	18
Fire Alarm	18
Major Incident	19
Spinal Injury	19
Bomb Threat	20
Other situations	20
Informing the Emergency Services	21
Appendices	
Appendix 1 – Pre-session set up	22
Appendix 2 – Post-session close down	23
Appendix 3 – Lock up procedure	24

Purpose of Document

Objective of Document

To provide details of the “Normal Operating Procedures” and “Emergency Action Plan” for North Sea Volunteer Lifeguards pool sessions held at Tynemouth Pool.

Intended Audience

The document will be used by:

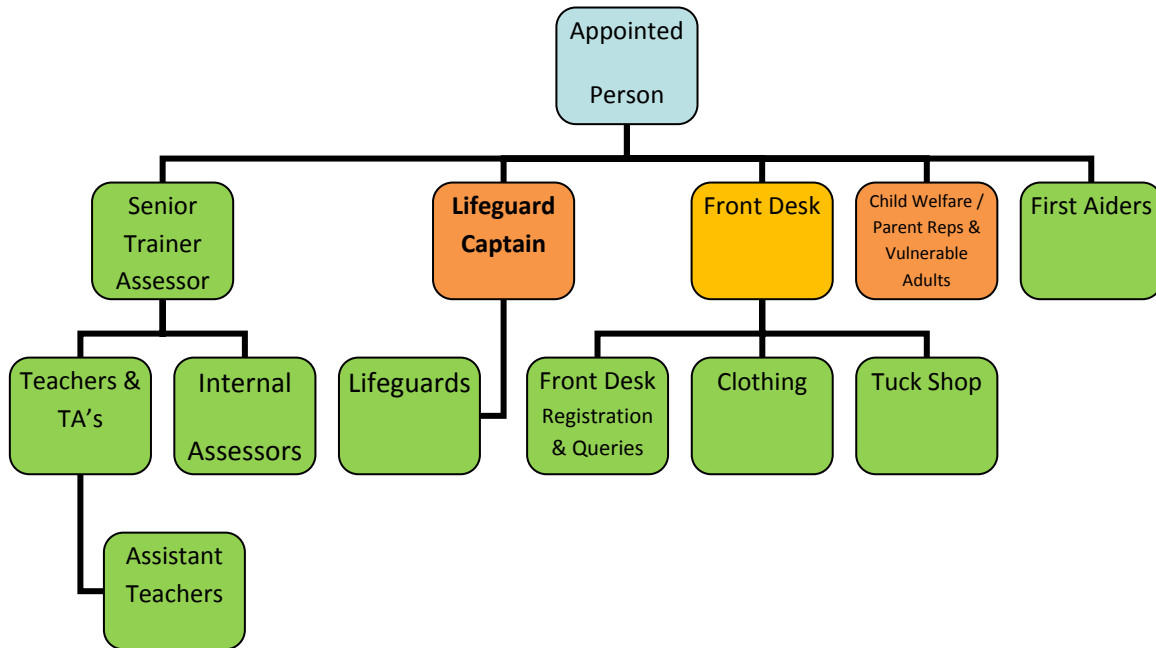
- Committee Members
- Trainer/Assessors
- Rookie Instructors
- Assistant Instructors
- Lifeguards
- First Aiders
- Front Desk team

Normal Operating Procedures (NOP)

The NOP outlines the processes and procedures to be followed during the North Sea Volunteer Lifeguards training session by the roles listed in the volunteer structure section of this document.

Volunteer structure

The NSVL committee is responsible for the development and adherence to the club's policies and procedures. The appointed person acts as the overall coordinator and representative of the committee at each pool session. This does not negate the responsibilities of the roles illustrated in the diagram below.



The appointed person for each session must be present for the duration of the session. They should be readily available at any moment and therefore, while they may undertake other duties during the session, the duties must be such that they can be left without notice.

Areas of Tynemouth pool used by NSVL

Ground floor

Main Pool
Teaching Pool
Automatic doors
Entrance to Teaching/main pool areas
Pool cover mechanism
Baby change
Foyer toilets (Female)
Stairs from foyer area
Foot pools
Shower areas

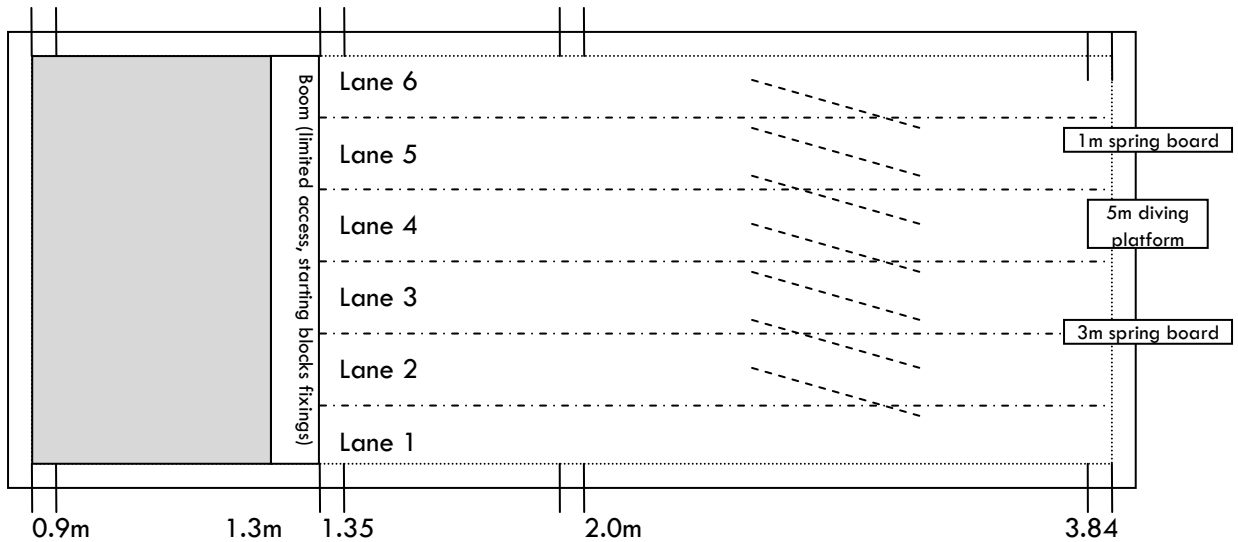
Small Pool
First Aid Room
Stairs to balcony area
Shoe cover dispenser
Foyer toilets (Male)
Disabled toilet
Public telephone
Changing area (Male)
Administration corridor
Equipment store

Upstairs

Spectator area
Stairs from pool side

Upstairs Training Room

Main Pool




Pool Dimensions

The main pool is of variable rectangular shape due to and separated by a movable boom from the small pool. For safety reasons NSVL will not move this boom.

The main pool is set as a rectangular pool measuring 25 metres x 12.8 metres (with boom in normal position) with depths ranging from 1.35 metres (4'5") to 3.80 metres (12'6") with a sudden/step drop to the deep end. It comprises of six standard lanes. The main pool is surrounded by a step up ledge.


Lifeguard Positions and Pool Alarms

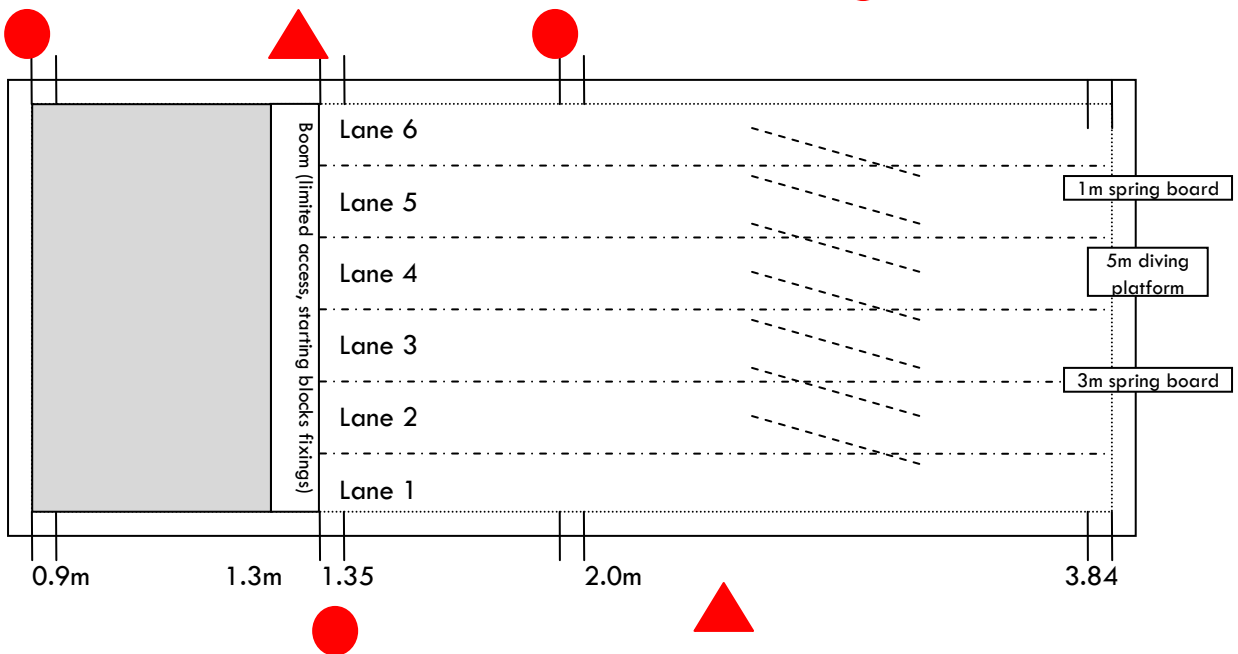
Lifeguard high chairs are situated on both sides of the pool, indicated by a 

Balcony Side Lifeguard is positioned by the boom

Window Side Lifeguard is positioned by the 6'6" mark

This ensures good visibility

Pool Alarms are situated on both sides of the pool, indicated by a 



Access to Pool and Diving

There are a number of steps into the main pool with hand rails, some of which are removable.

Disabled access is available via a hoist (training required from North Tyneside Council if use of the hoist is necessary).

Diving is restricted to the deep end and the side of the pool, running from the 1.5 metre depth to the deep end.

There are 3 diving boards located in the deep end – a 1 metre spring board, 3 metre spring board and a 5 metre table. For safety reasons these will not be used by NSVL.

Pool Covers

There are currently no pool covers.

Other Information

The shallow end of the pool is protected by safety barriers which can be removed.

Windows run the full length of the pool on one side and a spectator balcony area on the other.

Lane ropes are also situated at the deep end of the main pool.

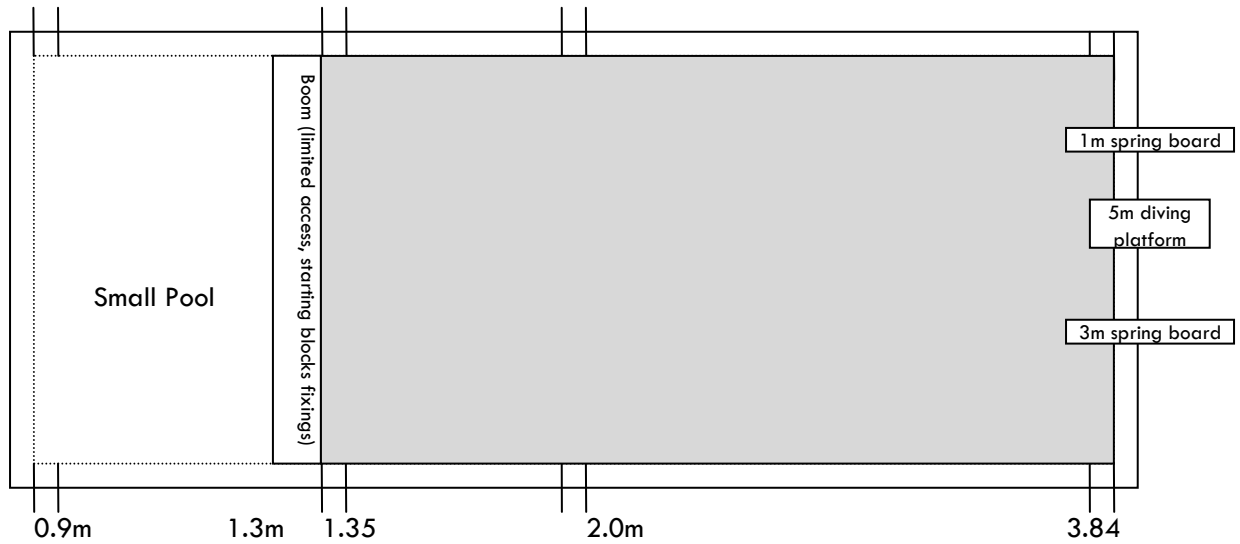
Teachers should ensure the boom is kept clear of equipment as much as possible.

Main Pool Hazards

Identified Hazard	Mitigating Action / Control
Shallow areas	Ensure appropriate entry & exits as advised by RLSS syllabus are used by all. No diving under 1.5m
Deep areas	Ensure appropriate entry & exits as advised by RLSS syllabus are used by all.
Pool slope/change of depth	Advise all class members where the pool depth changes during their first session
Step up ledge surrounding the main pool	No running Teachers to keep class members off step up ledge unless required for access to water Simulated unconscious casualty lifts to be stopped after initial lift
Barriers	Care to be taken when removing, storing and replacing barriers. Two people to remove barriers if required.
Disabled hoist	Only to be used by those who have received training from North Tyneside Council
Blind spots Glare	Lifeguards positioned in accordance with this document to ensure blind spots and glare are minimised. Teachers shall position themselves to ensure they can observe all class participants
Steps into main pool	Control of class to avoid crowding on or around steps
Freeboard	Shall always be positioned against the wall and secured with the chain. Minimum of 2 adults to place board in position
Diving board area	No access to diving boards
Lane ropes	Remind people not to sit on the ropes. Due care to be taken when fitting and removing lane ropes from the pool.
Multi access approaches to the pool area	Volunteers on pool side ensure that overview of the pool is maintained.

Slippery surfaces	No running
Dangerous edges	No running
Step from foot pools to poolside	No running


Small Pool




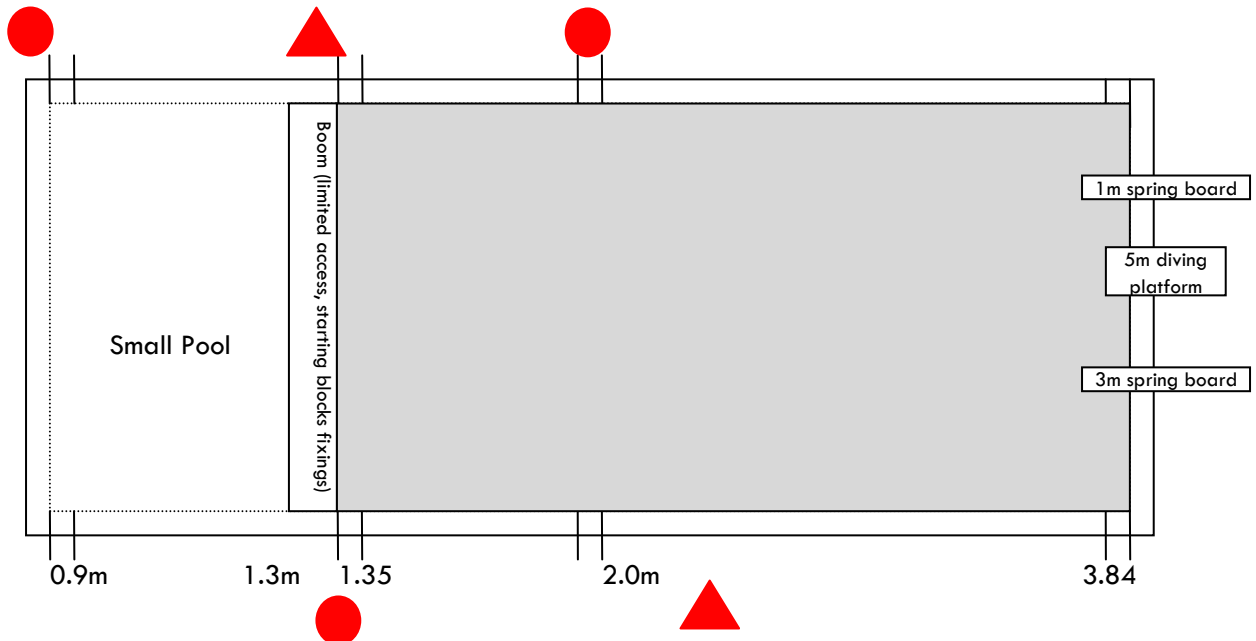
Pool Dimensions

The small pool is of variable rectangular shape due to and separated by a movable boom from the main pool. For safety reasons NSVL will not move this boom. During NSVL use the small pool ranges from 0.9 metres (3'.0") to 1.3 metres (4'3") deep. The small pool is surrounded by a step up ledge.

Lifeguard Positions and Pool Alarm

Lifeguard high chairs are situated on both sides of the pool, indicated by a  Balcony side Lifeguard is positioned by the boom to ensure good observation of Small Pool

Pool Alarms are situated on both sides of the pool, indicated by a 



Access to Pool and Diving

There are a number of steps into the small pool with hand rails.
No diving is permitted in the small pool

Pool Covers

There are no pool covers.

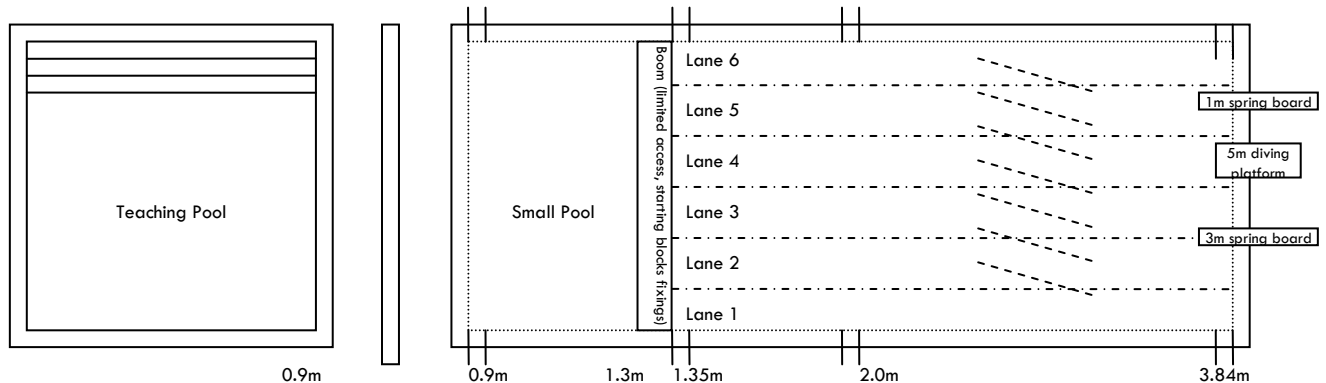
Other Information

The small pool is protected by safety barriers which can be removed. Windows run the full length of the small on one side and a spectator balcony area on the other.

Small Pool Hazards

Identified Hazard	Mitigating Action / Control
Steps	Class control to ensure no crowding around steps
Shallow water	No Diving and only approved entries and exits
Step up ledge surrounding the small pool	No running Teachers to keep class members off step up ledge unless required for access to water
Barriers	Care to be taken when removing, storing and replacing barriers.
Disabled hoist	Only to be used by those who have received training from North Tyneside Council
Blind spots Glare	Lifeguards positioned in accordance with this document to ensure blind spots and glare are minimised. Teachers shall position themselves to ensure they can observe all class participants
Multi access approaches to the pool area	Volunteers on pool side ensure that overview of the pool is maintained.
Slippery surfaces	No running
Dangerous edges	No running

Teaching Pool

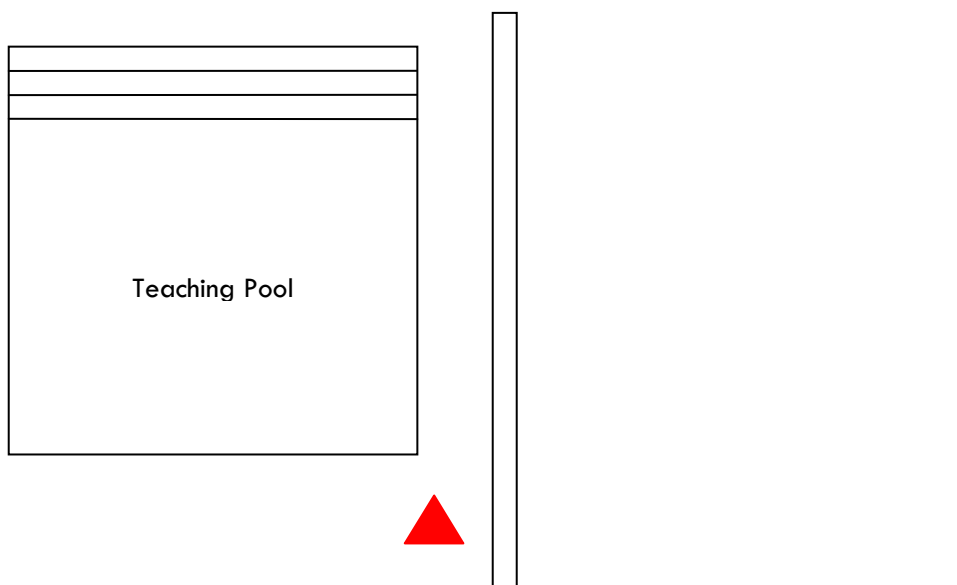


Pool Dimensions

The teaching pool is situated in an enclosed pool hall, accessed from the main pool hall. The pool itself measures 11.6 metres x 9.2 metres and the depth is 0.9 metres throughout.

Lifeguard Positions and Pool Alarms

The Lifeguard is positioned in the corner of the room, indicated by a ▲
There are no Pool Alarms in the Teaching Pool



Access to Pool and Diving

Entry and exit is gained by steps at one end of the pool.

Disabled access is available via a hoist (training required if it is necessary to use the hoist).

No diving is permitted in the teaching pool

Pool Covers

Pool covers are situated at the window end of the small pool. If the pool covers are on the pool, no access to the pool or running on the pool covers is permitted.

Other Information

Adults should ensure child protection guidelines are followed when accessing the teaching pool (no 1:1 situations).

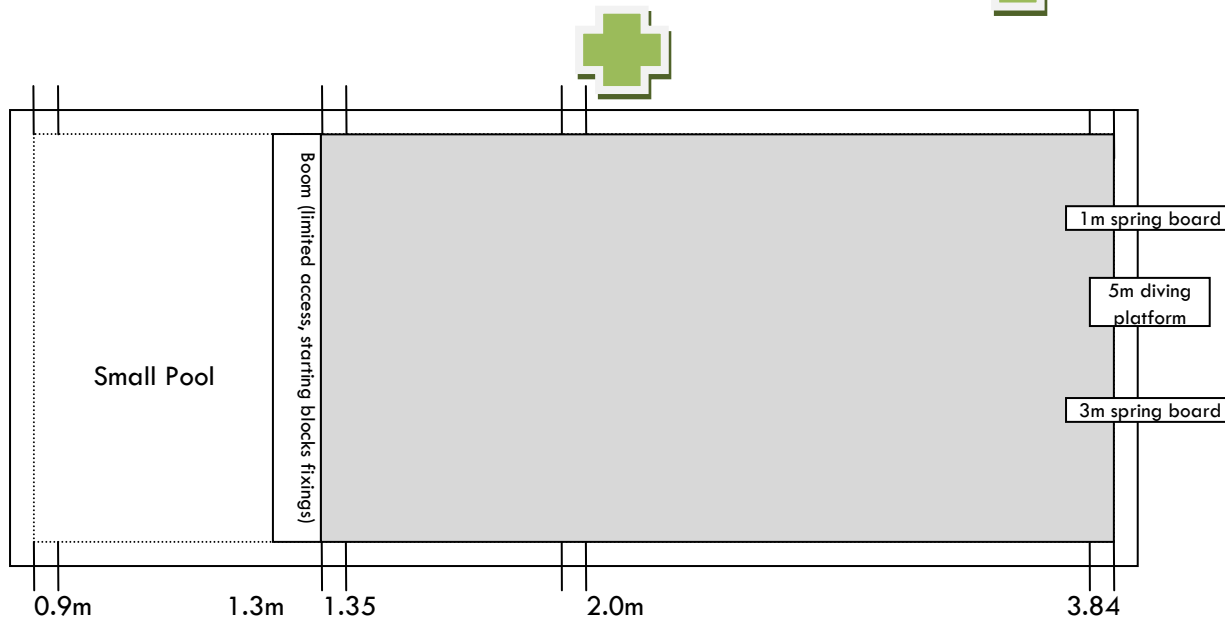
Teaching Pool Hazards

Identified Hazard	Mitigating Action / Control
Shallow areas	No diving and only approved entries and exits
High ledge surrounding the main pool	No diving and only approved entries and exits
Disabled hoist	Only to be used by those who have received training from North Tyneside Council
Blind spots	Lifeguards positioned in accordance with this document to ensure blind spots and glare are minimised. Teachers shall position themselves to
Glare	

	ensure they can observe all class participants
Steps into the teaching pool	Avoid overcrowding on steps
Pool covers (hanging down)	Lifeguards / Teachers to ensure that pool cover is not dangling.
Multi access approaches to the pool area	Volunteers on pool side ensure that overview of the pool is maintained.
Slippery surfaces	No running
Dangerous edges	No running

First Aid Room

The First Aid room is accessed from the main pool hall and is indicated by a



NSVL equipment is stored in a cage which is locked outside the NSVL pool session. Teachers should ensure all equipment is returned to the cage and the cage is kept tidy. The First Aid room contains a bed and wheelchair for use in emergency situations. A stereo system linked to speakers within the main pool hall is situated near the door. Due to the nature of NSVL pool sessions, the stereo will not be used during NSVL pool sessions.

Adults should ensure child protection guidelines are followed when accessing the teaching pool (no 1:1 situations).

First Aid Room Hazards

Identified Hazard	Mitigating Action / Control
Cluttered area	Care taken in cluttered areas No running
Slippery floor	No running

Upstairs training room

The training room is accessed from the landing area at the top of the main steps to the spectator gallery. Once entering through the door the main area is accessed via a set of steps. The training room also contains ventilation equipment for the pool. Teachers should ensure that all class members remain in the designated area and not tamper with the ventilation equipment. This room should not be opened unless the area is required by a class.

Adults should ensure child protection guidelines are followed when accessing the teaching pool (no 1:1 situations).

Upstairs Training Room Hazards

Identified Hazard	Mitigating Action / Control
Cluttered area	Care taken in cluttered areas No running
Steps into the room	Keep steps clear of objects
Ventilation equipment	Ensure classes do not access or tamper with equipment

Poolside Plant/Store Room

The Poolside Plant/Store room is accessed from the main pool side, underneath the balcony near the diving boards. Once entering through the door the storage room is located on the right. There should be no reason to go further in to the plant room.

No person under the age of 16 should be allowed to enter this Poolside Plant/Store Room

The floor of the room is smooth concrete and very slippery when wet. To keep the floor dry and minimise chances of slipping, people who have been in the pool should not access this room.

Poolside Plant/Store Room Hazards

Identified Hazard	Mitigating Action / Control
Cluttered area	Care to be taken in cluttered areas No running
Slippery surface	No running No wet people permitted in room
Pool equipment	No tampering with pool equipment

Male Changing Rooms

The male changing room are accessed from the main foyer / reception area and from the pool side. The male changing room can be also accessed from the female changing rooms via the School Changing rooms. Note the school changing rooms door should be locked, they are checked at the beginning of each session. If they are found to be opened please inform the front desk.

Adults should ensure child protection guidelines are followed when accessing the changing rooms (no 1:1 situations).

Male Changing Room Hazards

Identified Hazard	Mitigating Action / Control
Showers – Step edge	No running
Toilets	No running
Cubicles	No climbing on cubicles
Gutters	No running
Base of Benches	No running
Foot Pool	No running
Slippery Surfaces	No running

Female Changing Rooms

The Female changing rooms are accessed from the main foyer / reception area and from the pool side. The female changing room can be also accessed from the male changing rooms via the School Changing rooms. Note the school changing room's door should be locked, they are checked at the beginning of each session. If they are found to be opened please inform the front desk.

Adults should ensure child protection guidelines are followed when accessing the changing rooms (no 1:1 situations).

Female Changing Room Hazards

Identified Hazard	Mitigating Action / Control
Showers – Step edge	No running
Toilets	No running
Cubicles	No climbing on cubicles
Gutters	No running
Base of Benches	No running
Foot Pool	No running
Slippery Surfaces	No running

General information for those on poolside

All those on teaching, lifeguarding or assisting on poolside must sign in, using the signing in books at the NSVL reception table, before the pool session starts. It is expected that those involved in the pool session will arrive in good time to ensure the session can start on time.

All those teaching, lifeguarding or assisting on poolside must be in possession of a current Enhanced CRB disclosure. CRB disclosures are not transferable and the disclosure must be obtained through RLSS.

Those on poolside must be directly involved in the session underway. Anyone not teaching, lifeguarding or assisting should be directed to the spectator gallery.

Suitable clothing must be worn. This means shorts and t-shirt (preferably NSVL blue t-shirt or lifeguard t-shirt). Trousers are permitted but jeans are not suitable.

If footwear is worn on poolside, it must not be outdoor footwear. Anyone going onto poolside temporarily in outdoor footwear must use the blue overshoe covers.

Lifeguarding

All Lifeguards are responsible to the Lifeguard Captain.

The Lifeguard Captain is responsible for drawing up a Pool Lifeguard rota to ensure sufficient lifeguards are available for each pool session. In the event that a lifeguard is unable to attend a session they are due to lifeguard, they must attempt to swap with another lifeguard and notify the Lifeguard Captain. Failing that they must notify the Lifeguard Captain in good time.

The Lifeguard Captain is responsible for organising Pool Lifeguards at each pool session and certifying that there is sufficient cover in place for a pool session to begin. If the Lifeguard Captain is unable to attend a pool session they are responsible for appointing a club member as their designated replacement to execute their duties.

If there is not sufficient lifeguard cover, then the Lifeguard Captain or designated substitute is accountable and responsible for ensuring that the pool session does not commence.

To be able to lifeguard a session, a member must:

- Hold a current Enhanced CRB disclosure
- Have a current RLSS National Pool Lifeguard Qualification
- Have submitted a copy of their current RLSS National Pool Lifeguard Qualification to the club
- Maintain competency by attending ongoing training (as outlined below)
- Received induction training in these Codes of Practice

All Lifeguards must:

- Wear an identifying uniform (i.e. yellow t-shirt) at all times while on poolside duty (spares available from NSVL reception desk).
- Carry a whistle (spares available from NSVL reception desk)
- Be vigilant at all times to ensure the safety of bathers using the facilities.
- Ensure discipline at all times.
- Ensure poolside signage is obeyed.
- Conduct themselves in a courteous and proper manner, as they are under scrutiny at all times.
- Be aware of their own responsibilities and duties.
- ***Never leave a pool, or an area of a pool unattended.***
- ***Not take part in social conversations while on duty.***

First session (5.30pm – 6.25pm)

There must be a minimum of two Lifeguards on duty in the main pool hall. Lifeguards must be able to supervise the pool at all times with regard to the safety of bathers. The two high chairs should be used all times. Lifeguards should rotate every 30 minutes.

If the teacher of the class in the Teaching Pool:

- Holds a NPLQ and meets the ongoing training requirements then no additional lifeguard is required.
- Holds a NRASTAC and meets the ongoing training requirements then no additional lifeguard is required during structured teaching. In the event of any unstructured activities a lifeguard is required.
- Holds no lifeguard or rescue qualification then a lifeguard is required.

Second session (6.35pm – 7.30pm)

There must be at least one Lifeguard on duty in the main pool hall. If one Lifeguard is on duty, in general they should position themselves in the high chair by the windows.

If the small pool is in use during the second session, then either the trainer must hold a NRASTAC or NPLQ and meet the ongoing training requirements or an additional lifeguard is required.

If the teacher of the class in the Teaching Pool:

- Holds a NPLQ and meets the ongoing training requirements then no additional lifeguard is required.
- Holds a NRASTAC and meets the ongoing training requirements then no additional lifeguard is required during structured teaching. In the event of any unstructured activities a lifeguard is required.
- Holds no lifeguard or rescue qualification then a lifeguard is required.

Fun sessions

Four Lifeguards are required, to be positioned around the main pool hall. No fun sessions to be held in the teaching pool.

Ongoing training

In order to maintain competency and be able to supervise activities at the pool session, Pool Lifeguards and NRASTAC holders must undertake a minimum of two hours ongoing training per calendar month, to include CPR.

This must be conducted by a Pool Lifeguard Trainer/Assessor and must be recorded in the club's training records. Lifeguards should ensure they sign the club records at the end of a training session.

Training at an alternative club or facility is acceptable but Lifeguards must provide the club with copies of their training records prior to undertaking duties.

If a Pool Lifeguard or NRASTAC holder fails to undertake a minimum of two hours training per calendar month, a competency assessment (assessment criteria defined by IQL) must be completed before duties can be resumed.

Teachers, Rookie Instructors and Assistant Instructors

All those teaching lifesaving classes are responsible to the Senior Trainer Assessor, who is responsible for organising the classes.

All Teachers, Rookie Instructors and Assistant Instructors:

- Must coordinate their availability with other teachers of their class to ensure availability. In the event of any difficulties with availability they must inform and coordinate with Senior Trainer Assessor as soon as possible.
- Must ensure that the register is taken at the start of the class.
- Must return registers to the register folder at the end of the class.
- Must ensure lane discipline at all times.
- Must ensure the class obey the rules of the pool.
- Must ensure safety precautions in relation to specific items of equipment/training are followed. If in doubt, ask the Senior Trainer Assessor.

Front Desk Team

The Front Desk Team are responsible for registering attendance of members at the session and answering any queries. All members taking part in the session must register at the front desk before the session.

Equipment and activities

All those teaching and lifeguarding must ensure safety procedures in relation to specific items of equipment/training are followed:

- Use of snorkels and masks – there is a disinfection system set up and snorkels must be disinfected after each use.
- Mats and body boards – swimmers must not stand on mats or body boards or jump onto them from the poolside.
- Swimmers are to be advised to tie back long hair for safety reasons.
- Jewellery is not permitted.
- Water polo – goggles should be removed when playing water polo. Water polo is a non-contact sport and this must be enforced.
- Lane discipline – this should be maintained to prevent collisions between class members.
- Swimming in clothes – this should be introduced in standing depth water before class members to progress to out their depth
- Diving must only take place in depths greater than 1.5m. If undertaking shallow dives, there should be a minimum forward clearance of 7.6m available. Deep dives should be practised with this forward distance available first.
- Members must be warned that there is a chance of ear damage by diving to depths deeper than 1.5m.
- The inflatable slide shall only be installed by personnel trained and authorised by North Tyneside Council. This would require coordination with North Tyneside Council and the NSVL committee in advance of the session.

N.B. Those relating to lifesaving equipment and training are not outlined above.

Rules of the Swimming Pool

No running

No smoking

No spitting

No ducking

No acrobatics

No unsafe diving practices

No eating on poolside

No pushing

No alcohol or drugs

No throwing dangerous objects

No bombing

No unsafe practices

No diving below 1.5 metres

Photography

No photography may take place without advance permission of the Executive Committee. If photography is to be carried out by the Club, the clubs photography policy must be adhered to.

Child protection

All those teaching, lifeguarding or assisting on poolside MUST be in possession of an Enhanced CRB disclosure. CRB disclosures are not transferable between organisations therefore the disclosure must be obtained through NSVL.

- Adults should avoid being alone with a child in any room.
- Class teachers should not enter the water with their class. The only circumstance in which this is permitted is to either rescue a class member, or to demonstrate a skill that cannot be taught from pool side.
- There are notices displayed requesting that mobile phones are not used within the building. This is for child protection reasons.

Details of Alarm systems

If any alarm sounds Teachers to bring their class to pool side and await instructions. Appointed Person to call emergency services as required.

Pool Alarm

The pool alarm is to be sounded when there is an emergency.

- Main pool alarm - Two tones - Red alarm situated beside the Lifeguard chair.
- Small pool alarm - Panic alarm situated next to the exit door to the foyer.
- Teaching pool alarm - Two tones - Situated beside the high chair.

Alarms are reset at the point of activation by turning and pulling out push button.

Do not confuse the pool alarm with the fire alarm bell.

Fire Alarm

The fire alarm is a bell

Chlorine Alarm

There is no Chlorine alarm.

Rescue Equipment

Situated around the pool area:

- Reaching poles
- Throwing ropes
- Throw bags
- Torpedo buoys
- Spinal Board

First Aid equipment

Situated in the First Aid room:

- Static box
- Hypothermia blankets
- Wheelchair
- Accident book and forms – please use the NSVL accident forms, available at the reception table.

NSVL will provide a comprehensive First Aid kit at each Club session to supplement the on site first aid facilities. This will be situated on the NSVL reception table.

Telephones

There is a public telephone situated in the foyer area.

Mobiles are also available as required from NSVL Executive Committee members in case of emergency.

Please note the mobile phones should not be used in the building ordinarily.

Call Out Procedures

In the event of needing to contact North Tyneside Council, Craig Davies, Assistant Manager, can be contacted on 0191 296 5032 or 07742 854 928.

Emergency Action Plan (EAP)

General information

A list of all attendees is present in a register list/sign in book kept at the reception table (excludes parents and visitors). A sealed envelope is kept at the reception table containing medical conditions, contact details etc of all members (in case of emergency).

Emergency exits

Main pool/small pool

- Deep end of the pool
- Through changing area
- Through to teaching pool

Teaching pool

- Step end of the pool to foyer area
- Through to main pool
- Adjacent to spectator area past main offices

Balcony area

- Top area of balcony at deep end
- Top area of balcony at shallow end
- Bottom area of balcony at deep end - down stairs to poolside

Fire alarm

Teachers/Lifeguards are to bring the classes on poolside and wait for further instructions (unless in immediate danger) before evacuating building as the swimmers will be cold/wet.

The appointed person should arrange a check of the building to evacuate all other areas and check the fire alarm points to see if any have been broken. Only if fire is found should people in the pool be evacuated. Please note the fire alarm does not automatically link to the Fire Brigade and if fire is found the appointed person should arrange for the emergency services to be called.

In all cases of fire it is essential that volunteers remain calm and show initiative in controlling club members and spectators. Safety is paramount, therefore if it becomes necessary to evacuate the building/area the people should be directed to the nearest safe fire exit and out of the building to the external assembly point, if possible supply the public with warm covering e.g. towels or bin liners to prevent hypothermia.

Lifeguards and Trainers are responsible for clearing the pool and spectators to the nearest emergency exit on the sounding of the fire alarm, and evacuation if it becomes necessary. Do not stop to collect personal belongings.

The main assembly point is the westward end of the car park, next to the play area. Do not let the public re-enter the building to collect personal belongings or linger to collect them before evacuation. Do not under any circumstances re-enter the building until the Fire Brigade has given the all clear.

Fire alarm points are located next to all emergency exits. Fire fighting equipment is located beside each emergency exit. Hose reels are situated in each changing area and on the balcony area.

Major Incident

Lifeguards must be qualified to carry out rescues in accordance with lifeguarding skills as laid down by RLSS UK using equipment available on the pool side and throughout the building, using the rest of the team as support to deal with the incident.

Prevention is better than cure and Lifeguards and Trainers must make every effort to prevent accidents from occurring, but even in the best run establishments unforeseen incidents do occur and must be dealt with appropriately.

In all cases of major emergency in the pool area or dryside, contact with other members of the Lifeguard team is paramount – whistles or the pool alarm will raise the alarm. This must be done before entering the water so that additional back up staff can be summoned.

In dealing with a pool rescue the nearest Lifeguard/Trainer effects the rescue, NSVL volunteers on hearing the alarm must report to assist with the emergency, bringing First Aid equipment as appropriate.

The pool should be cleared of bathers if required.

First Aid measures must be carried out prior to the arrival of the emergency services.

Accident reports and incident form must be filled in as appropriate, with reports from witness and friends as necessary. Inform Health and Safety Executive of a major incident as reporting under RIDDOR.

After a major incident staff may ask for Post Traumatic Stress Counselling.

Spinal Injury

If a casualty is suspected of having sustained a spinal injury, then the casualty must be rescued with as little movement to the spine as possible to prevent further injury to the casualty.

Tynemouth Pool has a Spinal Board but the manual lifting technique is to be used if the casualty has NO VITAL SIGNS. The casualty will first be rescued by using the appropriate technique:

- Either Bear Hug or Head Splint Technique in shallow water.
- Or Vice Grip Technique in deep water.

The casualty is to be trawled into shallow water and stabilised by the rest of the team. The casualty should be assessed and given treatment accordingly. Remember to reassure the casualty through out the manoeuvres and assess the casualty at regular intervals, as well as keeping the casualty warm, while awaiting the emergency services.

Please note that the shallow end on the main pool is 1.35 metres deep – taller Lifeguards to lift spine board on to the pool side if required/possible. Also note that the barriers may have to be removed to facilitate this.

Ferno Aqua Board

The Ferno Aqua board is kept by the key cupboard. In an emergency the board is to be taken to the casualty who will have been stabilised by the Lifeguard team. Ensure the casualty is breathing, if not a manual lift **MUST** be carried out and CPR started immediately.

Bomb threat

NSVL volunteers should be aware of suspicious bags and packages and report anything unusual.

If a threat is received via the telephone, try to obtain as much information as possible:

- Location of the bomb.
- Expected time of detonation.
- Sex, accent, age of caller.
- Background noises etc anything that may give clues to the caller's identity.
- Police to be called immediately and building evacuated.

Other situations

Lack of water clarity – Inform the appointed person. Clear the pool as necessary.

Vomit/loose stools in the water – Clear pool of bathers and inform Tynemouth Pool to enable backwashing protocols.

Equipment failure – Inform the appointed person. Isolate if dangerous and report to the appropriate body.

Gas/chemical leak – Inform the appointed person. Evacuate the building. Inform the emergency services with the name of the offending chemical/gas.

Power failure – Emergency lighting should come in to effect. Clear the pool. Inform the appointed person.

Structural failure – Evacuate the dangerous area then cordon off the area. Inform the appointed person. Inform the relevant services.

Theft – Inform the appointed person. Make a search of the area. Take a statement. Fill in appropriate form. Inform police on public's request.

Indecency – Inform the appointed person. Observe suspicious behaviour with a witness if possible. Question any innocent parties and take a statement. Call Police if necessary. If necessary isolate the incident.

Injuries – Casualty to be treated in the appropriate manner by a qualified First Aider, respecting privacy. Inform the appointed person. Call emergency services if required. Fill in appropriate accident forms.

Informing the Emergency Services

The appointed person must be informed if the Emergency Services are to be called.

Pick up the receiver and obtain an outside line.

Dial 999 / 112

State which service you require

Police

Fire

Ambulance

Location is:

TYNEMOUTH SWIMMING POOL

PRESTON NORTH ROAD

NORTH SHIELDS

NE29 9PX

TELEPHONE: 0191 643 2900

Description of incident:

How many people involved.

Sex.

Age.

Injuries/illness.

Remember to direct emergency services to the scene.

All accident/incident forms to be filled in as appropriate.

Appendix 1 – Pre-session set up

Prior to session commencing

- Reception table to be set up in foyer
 - Teacher and helper signing in book
 - Lifeguard signing in book
 - Class registers
 - Master register
 - First aid kit
- Check to ensure school changing room doors are locked.
- Equipment store unlocked.
- No access to the pool before the session starts.
- Teachers and lifeguards to sign in using signing in books provided
- Front desk team to register members' attendance at the pool session
- Senior Trainer to verify that sufficient teachers are in place
- Lifeguard Captain to verify that sufficient lifeguards in place to lifeguard each session – the Appointed Person must be informed

Once session underway

- Appointed person to carry out checks/ensure checks are carried out:
 - All on poolside hold a valid CRB disclosure.
 - Class teachers aware of medical conditions.
 - All teachers and lifeguards are signed in
 - First aid kit at reception table.

Appendix 2 – Post-session close down

- Session ends and all swimmers leave the pool.
- Any lost property left on poolside will be kept at the NSVL reception table.
- Rubbish tidied from foyer, spectator gallery and pool side.
- Changing rooms hosed down if necessary.
- Equipment returned to equipment store and equipment store locked.
- Pool covers are put on (teaching pool):
 - Attach hauling line to pool cover.
 - Switch on winding mechanism (in foyer corridor) and set to lower position.
 - Haul cover onto pool.
 - Stop winding mechanism and return hauling line to cupboard.
 - Swimming under or running across the pool covers is NOT permitted.
- A sweep of the building takes place prior to locking up.

Key holder is any committee member who has received training in the locking up procedure

Appendix 3 – Lock up procedure

1. Check all NSVL equipment put away then lock mesh equipment cage in First Aid room and switch off light (do not lock door).
2. Check fire exits on balcony and poolside are closed. Ensure the bolt is drawn on the fire exit at the deep end of the main pool.
3. Check pool cover on teaching pool is on (controls next to trophy cabinet in main corridor, pulling rope behind blue hatch in teaching pool hall).
4. Switch off teaching pool lights – controls in administration corridor. If administration corridor lights are on, the switch is at the far end of the corridor. Check fire exit in administration corridor.
5. Switch off main pool hall lights using switches next to small pool cover controls.
6. Check training room upstairs, switch off lights, then lock.
7. Check changing rooms are clear and clean and switch off lights. Female changing room light switches are on left hand side in the main area, male changing room light switches are in the 'baby change' cubicle near the entrance.
8. Switch both entrance doors to 'close' mode.
9. Use master key to enter room by reception. Switch off all lights. Enter alarm code (on key fob) then press Auto, then Enter. The orange 'Wait' light will come on for 20 – 30 seconds while the system checks the building then the tone will sound.
10. If the 'Wait' light switches off without the tone sounding then there is a fault in the system, most likely one of the fire exit doors is not closed properly. Recheck all fire exit doors. If alarm still does not set then contact Craig Davies (Assistant Manager).
11. Once the tone is sounding, leave the building via the front door, locking each behind you.
12. Wait for alarm tone to stop then leave.

For your safety, if you are locking up you must ensure someone waits outside the building for you until you have completed locking up.