



NORTH SEA VOLUNTEER LIFEGUARDS

RULE BOOK

This version adopted by the Executive Committee on 3rd June 2013

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www.nsvl.org.uk

Foreword

The legal basis for the running of North Sea Volunteer Lifeguards is set down in the Memorandum and Articles of Association. However, the Memorandum and Articles allow for the trustees to create rules for the proper running of North Sea Volunteer Lifeguards. This document is a summary of the main rules and procedures, but is not exhaustive.

In this document, “club” means North Sea Volunteer Lifeguards, and “committee” means the trustees of North Sea Volunteer Lifeguards. This document is also available on the club web site at www.nsvl.org.uk, along with contact details for committee members.

Trainers intending to run a course should also read the document “Organising and running a course”. This gives specific details on the administration of courses through NSVL. The documents “Beach Codes of Practice”, “Pool Codes of Practice” and “Competition Codes of Practice” give details on the running of the beach base, open water sessions, pool sessions and competitions.

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Membership

1. The membership year runs from 1st September to 31st August. Individuals joining after 31st May will have membership continued until 31st August of the following year, providing they complete the annual membership application form and it is received by the Secretary by 30th September. Those joining once the next year's membership forms are available (typically during July) need only complete the form for the next year, but must pay the applicable fee for that years membership.
2. There are two categories of membership:
 - a. Adult members are those aged 18 years or over on the 1st September of the relevant membership year. Adult members are entitled to vote at general meetings.
 - b. Junior members are those aged 8 years or over but under the age of 18 years on the 1st September of the relevant membership year. Junior members are not entitled to vote at general meetings, ***with the exception of lifeguards who may vote for the position of Lifeguard Captain.***
3. Within both Adult membership and Junior membership, there is a sub-category of Lifeguard membership. Members who have submitted a copy of their current RLSS Pool Lifeguard and/or RLSS Beach Lifeguard qualification will automatically be in Lifeguard membership.
4. If a Junior member turns 18 during the course of the membership year, they can be upgraded to Adult membership by writing to the Membership Secretary on or after their 18th birthday, enclosing the difference in cost between Adult and Junior membership.
5. In order to qualify for continuous membership of the club, and the benefits associated with continuous membership, membership must be renewed by 30th September of the relevant membership year.
6. Membership cannot be paid retrospectively for previous years.
7. There will be a membership fee each year, which will be set by the committee annually. The cost of Junior membership will be less than the cost of Adult membership in any given year.
8. Applications for membership will only be accepted on the form issued by the committee, when accompanied by the correct payment.
9. It is the responsibility of the Membership Secretary to maintain an up-to-date register of members.

Committee

1. The trustee positions on the committee are currently:
 - a. Chair.
 - b. Vice Chair.
 - c. Secretary.
 - d. Treasurer.
 - e. Equipment Officer.
 - f. Public Relations Officer.
 - g. Training Centre Coordinator.
 - h. Fundraising Officer.
 - i. Social Secretary.
 - j. Membership Secretary
 - k. Club Welfare Officer
2. The responsibilities of each position are outlined in the “Committee Role Descriptions” section.
3. All the positions above are the voting positions on the committee. The Chair, as the chair of the committee, has the casting vote.
4. In addition there is the co-opted position of Lifeguard Captain.
 - a. The Lifeguard Captain must hold a current RLSS National Beach Lifeguard Qualification and/or National Pool Lifeguard Qualification.
 - b. The procedure for the nomination and election of the Lifeguard Captain is the same as for the trustees, with the following exceptions:
 - i. It is only nominated and voted on by club members in Lifeguard membership (i.e. have submitted a copy of their current RLSS Pool Lifeguard and/or RLSS Beach Lifeguard qualification to NSVL).
 - ii. Members must be 18 years old to stand for this position
 - iii. Members must be age 16 or over to be eligible to nominate, or vote on the position.
 - iv. Members may only be notified of those standing for the position at the Annual General Meeting and not in advance.
 - c. The Lifeguard Captain will retire from office every year, but may stand for re-election.
5. The Lifeguard Captain may choose to appoint a club member as Vice Captain to assist them in their duties.
 - a. The Vice Captain shall be chosen by the Lifeguard Captain after the Annual General Meeting, and shall be up for reselection by the Lifeguard Captain after each Annual General Meeting.
 - b. The appointment of a club member to Vice Captain is subject to the approval of the committee.
 - c. The Vice Captain must hold a current RLSS National Beach Lifeguard Qualification and/or National Pool Lifeguard Qualification.
 - d. The club member holding the position of Vice Captain shall not be removed from the position at times other than the Annual General Meeting

without good reason, and then only after the committee have approved the removal.

6. One member of the committee will be Company Secretary. This position will be decided by the committee at the first committee meeting following the AGM. Holding the position does not have any bearing on the requirement to retire by rotation.
7. The committee may also co-opt two youth representatives and a parental representative.
 - a. The youth representatives shall be one male and one female, over the age of 16 years
 - b. The parental representative shall be a parent of a current Junior member.
 - c. The representatives are invited to attend committee meetings and are expected to liaise with appropriate members to inform the committee's decisions.
 - d. These representatives are advisory positions only and are non-voting.
8. Committee meetings will be open to any club member who wishes to attend, apart from item(s) which the committee decides should be dealt with in private (for example disciplinary procedures against a club member). The minutes for these items will be clearly titled to signify their confidentiality.
9. The minutes of committee meetings will be posted on the notice board at the beach base, once they have been agreed by the committee. Items dealt with in private will be excluded from the public version of the minutes.
10. In the event of a matter arising, which is considered by the Chair or Vice Chair to be too urgent to wait until the next committee meeting, an emergency sub-committee will be formed.
 - a. The sub-committee will consist of Chair, Vice Chair, Secretary, Club Welfare Officer and Training Centre Coordinator. Three of the five need to present to form a quorum.
 - b. The sub-committee shall be empowered to make such decisions and take such action it deems necessary to resolve the matter in the interim.
 - c. The sub-committee will report on its actions and the reasoning behind the actions at the following committee meeting.

Financial Management

2. The Treasurer will circulate a financial statement to the committee every month a minimum of 48 hours before the monthly meeting.
3. No club member (including committee member) must enter into an agreement with financial implications for the club without previous approval of the committee.
4. Agreed expenditure can be made either by the supplying organization/company invoicing NSVL or by a club member incurring the expenditure themselves and submitting an expenses claim.
5. Expenses claims can be made by completing the appropriate form and returning it to the Treasurer. Claims must be accompanied by receipts for all expenses claimed. Claims to be submitted within three months of the expense being incurred.
6. The Equipment Officer has authority to spend up to £50 per month on essential maintenance items without reference in advance to the committee.
7. The Public Relations Officer will have authority to spend up to £10.00 per month without prior committee approval.
8. All qualification fees, pool hire and affiliation fees should be paid by the Treasurer without reference to the Committee, and reported at the next meeting.
9. Any member who handles money on behalf of the club may request a paying in book to allow them to pay money into the club's bank account.
10. Those who sign cheques should initial the stubs in order to maintain an audit trail.
11. Two signatories are required to give an instruction on the club's bank account.
 - a. The two signatories on any item must not be from the same household or be related.
 - b. The authorised signatories are to be the Chair, Vice Chair, Treasurer and Secretary.
 - c. An authorised signatory must not sign a cheque to themselves

Expenses Policy

1. NSVL will repay any reasonable out-of-pocket expenses incurred by Committee members, teachers and trainers in fulfilling club duties.
2. Expenses claims must be submitted on an Expenses Claim Form and accompanied by receipts for each item of expenditure.
3. If the Treasurer believes that any expenses claim submitted should not be paid, they will refer the matter to the Committee to decide whether the claim should be paid. The decision of the Committee is final.
4. NSVL does not pay travel expenses of any kind.

Junior Lifesaving Classes

NSVL runs a programme of junior lifesaving classes for members under the age of 18. This section outlines the principles upon which the classes are run.

1. There is a minimum swimming standard to enter the classes. This standard will be set by the committee and may be reviewed from time to time. The current standard is as follows:
 - a. Can swim 100 metres
 - b. Can tread water
 - c. Can scull
2. If there are no places left in the classes, a child can be placed on the waiting list by completing a waiting list form and returning it to the Membership Secretary.
3. If a space becomes available in a class, the child in the age range suitable for the class nearest the top of the waiting list will be invited to join the class.
4. Classes are arranged by age, with each class containing children with the age from 1st September one year to 31st August the following year. The current arrangements for the classes are as follows (the school year is for information only; the classes are arranged by age):

School year	Age	Class
4	8 – 9	Rookie Achievement
5	9 – 10	Rookie Bronze
6	10 – 11	Rookie Silver
7	11 – 12	Rookie Gold
8	12 – 13	Bronze Survive 'n Save
9	13 – 14	Silver Survive 'n Save
10	14 – 15	Gold Survive 'n Save
11	15 – 16	Gold Survive 'n Save
12	16 – 17	Teaching/Lifeguard

5. Rookie badges will be charged at £2 each (to be reviewed by the Committee annually). Awards in the other classes will be charged at cost (as per the section on Awards and Courses).

Pool Session Fees

1. Entry to either of the Saturday evening pool training sessions will be subject to the charge set at that time by the committee. This charge must be paid at the reception desk, prior to the session concerned, unless the child is covered by a pre-payment , or monthly plan.
2. Members of the junior lifesaving classes will prepay for classes on the following basis:
 - a. Fees will be divided across the year, so the same payment is due each month.
 - b. A standing order should be set up so the monthly payment is sent to NSVL on the first of each month.
 - c. If payment falls into arrears, the child cannot be readmitted into the class until the arrears have been paid in full.
 - d. Fees cannot be refunded if a child misses a session.
 - e. In the event of a session having to be cancelled by NSVL, the fees for that session will be refunded upon request.
 - f. If a child has an illness which lasts three weeks or longer, fees will be waived from the fourth week of the illness until the child is well enough to rejoin the class. In the event of such illness, the Club Welfare Officer must be contacted to ensure this is logged.
 - g. Parents/children will still be required to register attendance at the desk each week. This is so we know how many we have in the building, and so that letters, messages etc can be handed out.
3. Those who help in any capacity during the first session from 5.30pm to 6.30pm, such as teaching, teaching assistant, or lifeguarding, receive free entry to the second session from 6.30pm to 7.30pm, provided they sign in the register at the desk. Note that DBS clearance is also necessary before members over the age of 16 years can undertake these roles.
4. Those club members currently on a course whose fees include pool entry do not have to pay pool entry. However every week they should hand in a token (provided by the trainer) at the desk.
5. The measures of signing in the register and handing in tokens are essential to ensure that an accurate record of those in the building is maintained.

Award and Course Fees

1. Members may train for any lifesaving or life support award through the club as follows:
 - a. Use of the beach base and equipment is free of charge.
 - b. Entry to the pool is chargeable at the going rate.
 - c. All tuition is free of charge.
 - d. Assessments are charged at cost price.
 - e. Should the candidate wish to purchase any books or equipment, they will be supplied at cost price.
2. Should anyone wish to undertake pool training prior to a course starting (e.g. timed swim testing), the entry charge will apply.
3. If a candidate requires further pool training beyond the advertised duration of a course, they will be required to pay the entry charge every week after the official end of the course.
4. New candidates will pay the standard course fee as set by the committee for Beach and Pool Lifeguard, Rescue Boat and Trainer/Assessor courses. The standard course fee may be reduced by the value of the membership fee for existing members and by the current cost of course items such as pocket masks if already owned by the candidate.
5. The committee has discretion to subsidise courses either from the Bursary Fund or by direct subsidy. In either case, approval must be given by the committee before the commencement of the course.
6. The club has a policy of prepayment for all awards and course fees. This is to ensure awards can be sent off promptly and the club has a firm indication of the number of candidates committed to attending a course.

1. Lifeguard Renewals

1. Qualified lifeguards should undertake regular logged training throughout the two year validity period of their qualification. In addition, it is expected that lifeguards qualified through NSVL (both on an initial course and through renewal) will continue to support the club in recognition of the time and effort invested in their training – the minimum level of this support is maintaining club membership.
2. The following policy therefore applies for beach lifeguard renewals taken through the club:
 - a. If a beach lifeguard, who took their qualification with NSVL, has been in continuous membership of the club throughout the validity of their qualification, they will be able to undertake renewal through NSVL at cost. For example, if someone did a course in 2007 and renewed their membership in 2008 and 2009 by 31st January, they would qualify for an at cost renewal in 2009.
 - b. If a beach lifeguard, who took their qualification with NSVL, has not been in continuous membership of the club throughout the validity of their qualification, a renewal fee of £60 will apply. This fee includes club membership for the year they undertake the renewal. For example, if someone did a course in 2007 but did not renew their membership in 2008 and 2009, then the £60 fee would apply for renewing their qualification in 2009.
 - c. If a beach lifeguard, who took their qualification with NSVL, missed out a year membership but became a member in the year in which they renew before they take the assessment, a renewal fee of £45 will apply. For example, if someone did a course in 2007, did not renew membership in 2008, but became a member in 2009 before the renewal, then the £45 fee would apply.
 - d. A qualified beach lifeguard joining the club for the first time, will benefit from an at cost renewal if they fulfil the conditions as laid out in paragraphs a and b above.
 - e. A beach lifeguard wishing to renew their qualification through NSVL must notify the Training Centre Co-ordinator and complete a renewal application form. The Training Centre Co-ordinator must be notified at least a month before the envisaged assessment date, and the renewal application form must be received by the Secretary, with the correct payment, at least seven days before the start of the assessment.
 - f. It should be noted that none of the costs above include pool entry to the NSVL session or any materials required by the candidate such as pocket masks.
 - g. See the membership section of the rule book for the definition of continuous membership.
3. If a beach lifeguard's qualification expires before the renewal assessment is taken, the following applies:
 - a. If the candidate has at least 32 hours logged training within the previous 24 months, they will be allowed to join in courses and ongoing training to

attain the hours required for a new candidate. The policy on charges outlined in paragraph 2 above will apply, but a supplement will be added to reflect the difference in RLSS assessment fee between a new and renewal candidate.

- b. If the candidate has fewer than 32 hours logged training within the previous 24 months, they must enrol in a beach lifeguard course as a new candidate and pay the appropriate course fees. The candidate will receive a discount from the course fees where applicable, for instance the Beach Lifeguard manual and pocket mask if they already own these items.
 - c. The assessment must be taken within six months of the expiry date of the beach lifeguard qualification, otherwise the candidate must enrol on a beach lifeguard course as a new candidate and pay the appropriate course fees.
4. A pool lifeguard wishing to renew their qualification through NSVL should contact the Training Centre Co-ordinator as far in advance of the renewal date as possible (at least a month).
 5. Any fees associated with an assessment (including but not limited to: RLSS fees; assessor fees; extra pool hire fees) will be passed to the candidate in full.
 6. Those assessing lifeguard renewals must check with the Training Centre Coordinator that the renewal application form and correct payment have been received, prior to starting the assessment.

Recording of Lifeguard Training

NSVL offers many opportunities for qualified pool and beach lifeguards to receive training. For legal reasons it is important that evidence of training is recorded appropriately by all trainers.

1. All trainers must use the sheets provided by the club to record the following:
 - a. Date of training session.
 - b. Location of training session.
 - c. Duration of training session.
 - d. Lifeguards present.
 - e. Skills practised.
 - f. Trainers name and signature.

With regard to Pool Lifeguards, the trainers must follow the National Plan as laid out by IQL.

2. The completed sheets must be handed to the Training Centre Coordinator for filing.
3. In the case of NBLQ it is the lifeguard's responsibility to present their log book to the trainer for signing.
4. If a lifeguard does not have their log book with them at the time of the training session, it may be signed retrospectively at the discretion of the trainer.
5. The trainer on any course should keep a record of attendance for all candidates so a summary of the training hours and training activities can be produced for each candidate and presented to the assessor.
6. For lifeguard courses, the trainer should ensure that each candidate has a candidate portfolio. This should list skills taught and each skill should be initialled by both the candidate and trainer when the skill has been taught. The candidate should also sign the bottom of each page.
7. At the end of every lifeguard course, the trainer should gather together candidate portfolios, records of attendance, and copies of assessment forms and present these to the Training Centre Coordinator for storage. This must be done within seven days of the assessment taking place.
8. The trainer may keep a copy of the candidate portfolios, records of attendance, and copies of assessment forms for their own records if they wish.

Dress Code

The following club dress code is designed to ensure the safety of all participants in club activities.

1. Club members must not wear clothing to club events which is likely to cause offence to other club members, for example clothing with inappropriate words or pictures.
2. Lifeguards and trainers at pool sessions must be appropriately dressed to be able to perform rescues. This means shorts (or light trousers) and a t-shirt – no jeans or heavy tops must be worn.
3. If teachers, trainers and lifeguards wish to wear shoes on poolside, these must not be outdoor shoes.
4. In the interests of health and safety those taking part in pool activities must not wear jewellery and watches. For those 16 years of age and over, it is their own responsibility to ensure this, for those under 16 years of age, it is their parent or guardians responsibility to ensure they do not wear such items to pool sessions.
5. The teacher or trainer is within their right to ask an individual to leave the pool if they do not remove watches or jewellery when requested to do so on the grounds of safety.
6. Appropriate swimming costumes must be worn. For females this means a one-piece swimming costume, for males this means swimming trunks or shorts (not baggie style shorts).
7. Goggles may be worn during pool sessions at the risk of the wearer. They should be correctly adjusted before the pool session.
8. Items of club clothing are available to purchase for all club members should they so wish. Certain colours are reserved for club members of a certain status (e.g. yellow is for qualified lifeguards only).

Code of Conduct

The club code of conduct is designed to ensure that all members and volunteers do not have their enjoyment of being part of the club spoiled by other club members or volunteers.

1. All club members and volunteers must demonstrate proper personal behaviour and conduct at all times.
2. All club members and volunteers must treat each other with respect.
3. No form of bullying (physical, verbal, or indirect) will be tolerated. Any bullying can be reported to any member of the committee in the utmost confidence.
4. No member or volunteer should treat any individual on grounds of gender, colour, marital status, race, nationality or ethnic or national origin, religion, sexual orientation or disability less favourably than others.
5. Use of bad language and the taking of non-prescribed drugs will not be tolerated.
6. Club members and volunteers must not wilfully damage or interfere with club property or other club member's property.

Discipline and Grievance Procedure

The discipline and grievance procedure is designed to ensure that any breaches of the club's policies and procedures are dealt with in a consistent and fair manner:

1. Any small transgressions to be dealt with on the spot by way of advice by any committee member present.
2. Any major transgressions to be dealt with away from other members by any two Trustees.
3. Misconduct, repeated transgressions or dangerous occurrences investigation. The Secretary (or an appointed officer) to conduct a reasonable investigation after a written allegation has been received.
 - a. This to include any statements from those able to give an eyewitness account of the event in question.
 - b. Receive input from the person whom the allegations were made against.
 - c. The Secretary's report to indicate whether a case to support the seriousness of allegation exists and on that basis to decide, or not to decide, a formal hearing should be held. The relevant parties will be advised of the decision in writing.
4. Formal Hearing Panel. Should a formal hearing be recommended then the written allegations should be put to the accused inviting a written and/or a verbal response to the allegation(s). Vice Chair or appointed officer (but not the Chair) and at least one other member of the committee should form a panel to consider and hear the case of the Secretary and/or accused. On the basis of the findings of the panel the accused will be advised of the panel's decision in writing.
 - a. Representation – One member of the club may represent the accused. This member may put the case but not answer questions on behalf of the accused. The panel should be advised of such representation prior to the meeting in writing.
 - b. Witnesses. The Secretary and accused may call material witnesses who are willing to attend. Each party should be advised of any witnesses to be called prior to the hearing in writing.
5. Decision Appeal Panel. This appeal to be in writing and considered by the Chair (or Vice Chair if not previously involved in panel) and at least one other member of the committee not previously involved in the initial panel. The appeals Panel will consider/hear the case from the Secretary and the appellant. The Appeal Panel will have power to uphold or set aside any sanction or reduce the sanction or warning. It will not have the power to increase any sanction or warning. The Appeal Panel's decision will be given in writing.
 - a. Representation – One member of the club may represent the accused. This member may put the case but not answer questions on behalf of the accused. The panel should be advised of such representation prior to the meeting in writing.

- b. Witnesses. The Secretary and accused may call material witnesses who are willing to attend. Each party should be advised of any witnesses to be called prior to the hearing in writing.
- 6. Any disciplinary action against a club member will be undertaken in accordance with the Memorandum and Articles of Association.

Complaints Procedure

In the event that any member or volunteer feels that they have suffered from discrimination, bullying or harassment, or that any of the club's rules have been broken, the complaints procedure is designed to ensure that the complaint is dealt with fairly. Any complaints will be dealt with in the strictest confidence.

1. The club member or volunteer should submit the complaint to the Secretary in writing, if possible stating:
 - a. Details of what, when and where the occurrence took place.
 - b. Any witness statement and names.
 - c. Names of any others who have been treated in a similar way, if appropriate.
2. If the complaint is regarding the Secretary, the complaint should instead be submitted to the club Welfare Officer.
3. The committee will discuss the matter in confidence at a committee meeting, and may ask the complainant to come to the meeting to discuss the matter.
4. In emergencies or in the case of a serious complaint, the emergency sub-committee will meet.
5. If the complaint relates to a member of the committee, the relevant member of the committee will be asked to leave the meeting when the complaint is being discussed.
6. The decision of the committee will be communicated to the complainant by the Secretary in writing.
7. If the complainant wishes to appeal against a decision, this can be done, in writing only, within 21 days of receiving the written decision.
8. A named panel of non-committee members will adjudicate the appeal.
9. Any disciplinary action against a club member will be undertaken in accordance with the Memorandum and Articles of Association.

Child and Vulnerable Adult Protection Policy

NSVL fully accept the moral and legal responsibility to provide a duty of care to protect all children and vulnerable adults and safeguard their welfare. In pursuit of this, NSVL is committed to ensuring that:

1. The welfare of children and vulnerable adults is paramount, having equal right to protection from abuse, regardless of age, gender, disability, religious belief or sexual identity.
2. Everyone has the right to be safe, being treated with dignity and respect.
3. All reasonable practical precautions will be taken to protect members of NSVL from harm, discrimination, degrading treatment or abuse.
4. All NSVL volunteers must have high standards of behaviour and practice complying with *Lifesavers* codes of conduct.
5. All NSVL volunteers are carefully selected and given support to ensure good practice and child protection.
6. Seminars on child protection will be held on an annual basis for all NSVL volunteers.
7. All suspicions and allegations of poor practice or abuse will be taken seriously and acted on swiftly and appropriately.
8. All NSVL volunteers have recourse to any allegations made against them.
9. All reasonable issues of confidentiality will be upheld.
10. The Trainers within NSVL know and accept their responsibilities and work together to ensure the welfare of children and protect themselves from false allegations of abuse or poor practice.
11. NSVL has an appointed Child Welfare Officer.

NSVL has adopted the RLSS's Child Protection Policy, which is below:

1. NSVL accepts that in all matters concerning child protection the welfare and protection of the child is the paramount consideration.
2. It is the policy of NSVL to safeguard the welfare of children and all others involved in its activities by protecting them from physical, sexual and emotional harm.
3. All those age 16 and over volunteering to work with young people and/or vulnerable adults will be required to complete a self declaration form disclosing all convictions (from this country or abroad), whether spent or not.

4. All adults involved in NSVL are required to follow the Code of Behaviour issued. They must also be familiar with the steps to be taken in event of becoming aware of, suspecting, or receiving allegations of abuse.
5. Anyone convicted of an offence involving abuse or causing harm to children will be subject to disciplinary action which will normally include expulsion from membership of NSVL and prohibition from participating in the activities of NSVL.
6. Adults against whom allegations of such offences have been made, and which appear well founded, will be denied access to children in the course of NSVL activities, even though they may not have been convicted of a relevant offence.

DBS Policy

1. No club member will be permitted to act in a supervisory capacity (e.g. teacher, trainer, or pool lifeguard) for those under the age of 18 until a satisfactory Enhanced DBS disclosure has been received. These are available free of charge through the Royal Life Saving Society.
2. In the event of the DBS disclosure raising concerns, the club Welfare Officer will be informed by the Royal Life Saving Society staff.
3. The Royal Life Saving Society will advise the club Welfare Officer whether the individual is permitted to work with children while an investigation is being carried out.
4. The Royal Life Saving Society is responsible for running the investigation when a DBS disclosure raises concerns.
5. The DBS disclosure must be renewed every two years.
6. DBS checks by other organisations will not be accepted.

Equity Policy Statement

In addition to following the Royal Life Saving Society's policy statement on equal opportunities and disability, NSVL has adopted the following equity policy statement:

1. NSVL is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

2. NSVL respects the rights, dignity and worth of every person and will treat everyone equally within the context of the activity, regardless of age, ability, gender, race, ethnicity, religious belief or social/economic status.
3. NSVL is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
4. All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
5. The club will deal with any incidence of discriminatory behaviour seriously, according to disciplinary procedures laid down in the Rule Book and Memorandum and Articles of Association.

Hire of Beach Base and Equipment

1. Any club member using club equipment **MUST** ensure the equipment used is cleaned and stored appropriately.
2. The beach base and equipment may be booked for courses by completing a booking form, available from the Equipment Officer. It is important that courses using the beach base book the equipment required, so it is not hired out elsewhere.
3. Any equipment for courses outside of the beach base must be booked by completing a booking form and returning it to the Equipment Officer.
4. Under no circumstances must any equipment be removed from the beach base or equipment store without filling in a booking form. This includes taking equipment to the pool for training sessions, or removal of equipment for only a few hours.
5. The maximum length of hire of equipment is 14 days, unless by prior approval of the committee. Equipment may be booked for more than one 14 day period, but must be returned to the beach base and inspected by the Equipment Officer before it can be reissued.
6. The keyholder that has opened the base is responsible for ensuring that any equipment removed from the beach base is:
 - a. Signed out by filling in a booking form prior to its removal.
 - b. Paid for in advance of hire (if applicable).
 - c. Returned to the beach base in a satisfactory condition within the maximum hire period (14 days).
7. Any shortages or damages must be reported to the Equipment Officer.
8. The charging policy for beach base and equipment hire is as follows (the following paragraphs contain more detail):
 - a. A club member may use or hire equipment for personal training purposes free of charge, subject to it not being prebooked.
 - b. Club courses may use the beach base and equipment free of charge, as the course fee includes a portion which goes towards replacement of equipment.
 - c. **Commercial** non-club courses are charged hire fees for use of the beach base and all equipment.
 - d. **Non-commercial** non-club courses are only charged hire fees for use of the laptop and projector, but a donation is appreciated for hire of the beach base and other equipment.
9. Commercial use is defined as use where the individual running the course is making **personal profit** out of doing so, whether running the course on their own or as part of a company. Exceptions to this are employees working for a school or

other public sector organisation, as long as any profits made from the course are applied exclusively for lifesaving purposes by the organisation.

10. If you are unsure as to whether your course is commercial or not, please check with the Equipment Officer beforehand. The Committee reserve the right to invoice for hire charges retrospectively if a course is found to be a commercial course during or after the period of hire.

11. Costs for commercial hire are as follows:

Item	Daily Rate	Weekly Rate
Headquarters	£35	N/A
Adult Manikin	£5	£10
Junior Manikin x4	£5	£15
Baby Manikin x4	£5	£15
Laptop	£10	£30
Projector	£20	£60
Laptop & Projector	£25	£80

12. For commercial hire of all other equipment, a suitable rate will need to be decided by the Equipment Officer, in consultation with the rest of the Committee, based on the value of equipment and duration of hire. Therefore please enquire well in advance of the proposed hire commencing so rates can be agreed upon.

13. Non-commercial hire of equipment is free to club members, with the exception of the laptop and projector. Costs are as follows:

Item	Daily Rate	Weekly Rate
Laptop	£5	£15
Projector	£10	£30
Laptop & Projector	£12.50	£40

14. For non-commercial hire of equipment not covered by the hire charges, the club would appreciate a donation for the use of the equipment so it can continue to expand and refresh the range of equipment it owns. If a member repeatedly hires equipment for non-commercial purposes without donating to the club the Committee reserve the right to refuse hire to that club member.

15. Conditions applying to both commercial and non-commercial hire:

- a. All hire charges must be paid prior to the hire commencing.
- b. All hirers must be members of NSVL.
- c. Wipes are not included in manikin hire. This applies whether the course is taking place in the NSVL beach base or at another location.

Role Descriptions

Committee Role Descriptions

All Committee members:

- Must be in current membership of the club. If in default of subscription by 31st September of each membership year, they shall disqualify themselves from office and shall be deemed to have resigned office with effect from 1st October.
- Should attend all meetings of the Committee and all sub-committees thereof, to which they are appointed. If unable to attend a meeting, they should provide apologies to the Secretary in advance of the meeting and provide a report on the action points assigned to them from the previous meeting.
- Should ensure that any action points assigned to them from a Committee meeting are completed by the date stipulated in the minutes of that meeting.
- Should attend the Annual General Meeting to report their year's activities to the membership.
- Should support club activities by taking responsibility for leading some activities, and attending club activities regularly to offer support at others.
- Should proactively and consistently fulfil their role as outlined in the role description. If unable to fulfil any part of their role, either on a temporary or permanent basis, should raise this at a Committee meeting to enable alternative arrangements to be put in place.
- Will fulfil any additional duties or responsibilities as set out in the club rules or as decided from time to time by the Committee.

Chair

The Chair is responsible for:

- Chairing all meetings of any Committee or sub-committee to which they are appointed.
- Being the principle representative of the Club at any function or occasion the Club is invited to, or arranging a suitable deputy.
- Building and maintaining relationships with appropriate external organisations.
- Leading the Committee and Club to ensure the Club moves forward and progresses.

The Chair needs to co-ordinate with other Committee members as follows:

- Secretary – in relation to the organisation of meetings and recording of decisions and actions.
- Vice-Chair – to arrange appropriate cover for meetings and other functions and occasions as necessary.

Vice-Chair

The Vice-Chair is responsible for:

- Deputising for the Chair at meetings, functions and other occasions as and when required.

- Assisting the Chair in leading the Committee and Club as a whole.

The Vice-Chair needs to co-ordinate with other Committee members as follows:

- Chair – to ensure all necessary areas are taken account of.

Secretary

The Secretary is responsible for:

- Administrating meetings of the Committee and the Annual General Meeting, which includes:
 - Organising dates, times and venues.
 - Compiling and distributing agendas and associated documents.
 - Recording and distributing minutes.
- Receiving and distributing general NSVL correspondence.
- Producing an Annual Report of the club's activities based on the contributions by Committee members.
- Keeping club records lodged with Companies House and the Charity Commission up to date.

The Secretary needs to co-ordinate with other Committee members as follows:

- Chair – to organise meetings.
- Training Centre Co-ordinator – to receive details of awards members have taken and provide lists on eligibility for awards.

Treasurer

The Treasurer is responsible for:

- Overseeing all monies in relation to Club business, including:
 - Ensuring all income is accounted for.
 - Ensuring all expenditure has an invoice or expenses form and accompanying receipts.
 - Recording all club income and expenditure.
 - Ensuring all money due to the club is received.
- Preparing an annual Club budget to include:
 - Predictions of income and expenditure.
 - Recommendations for charges for all aspects of the club's activities.
- Preparing financial position reports for Committee meetings to include:
 - An overview of income and expenditure for the previous month
 - Highlighting any matters for the Committee to be aware of
- Preparing accounts at the end of each financial year:
 - Producing accounts that comply with Companies House and Charity Commission regulations.
 - Arranging for independent examination of the accounts.
 - Presenting accounts to the Annual General Meeting.

The Treasurer needs to co-ordinate with other Committee members as follows:

- Secretary – to ensure all membership subscriptions have been paid.

- Training Centre Co-ordinator – to ensure all course and award fees due have been paid.

Fundraising Officer

The Fundraising Officer is responsible for:

- Researching available sources of funding and applying for funding to benefit the Club. This may be to provide for:
 - Bursary or training schemes
 - Equipment purchases
 - Works to the beach base
- Co-ordinating the organisation of fundraising events as and when necessary.

The Fundraising Officer needs to co-ordinate with other Committee members as follows:

- Equipment Officer – to obtain detailed specification of equipment needed to use in funding applications.

Equipment Officer

The Equipment Officer is responsible for:

- Checking club equipment and facilities on a monthly basis, to include:
 - The smoke alarms at the beach base – replacing batteries as necessary
 - The first aid kits at the beach base and pool – replacing missing or out of date items as necessary
 - The manikins at the beach base and pool – replacing lungs and faces as necessary
 - Ensuring comprehensive records of the checks are maintained
- Overseeing the purchase and maintenance of the club's range of equipment, including:
 - Making recommendations to the committee on equipment purchases
 - Purchasing equipment agreed by the committee
 - Ensuring any damaged or defective equipment is removed from use and repaired or replaced promptly
 - Carrying out regular maintenance of equipment as required
- Overseeing use and hire of the beach base and equipment, to include:
 - Allocation of the beach base for club courses/training
 - Hire of beach base to external parties
 - Ensuring all equipment hired is returned in good condition and all hire charges due are received
 - Issue and return of keys to trainers for courses/training
- General maintenance and improvement of the beach base, including:
 - Leading the monthly work afternoons, or arranging a deputy if unavailable
 - Keeping a list of maintenance tasks required, and ensuring their completion in a timely manner
 - Arranging working parties for larger projects

The Equipment Officer needs to co-ordinate with other Committee members as follows:

- Training Centre Co-ordinator – to ensure the equipment and premises available are suitable for training needs.
- Fundraising Officer – to advise on equipment requirements that funds may need to be raised for.

Training Centre Co-ordinator

The Training Centre Co-ordinator is responsible for:

- Being fully conversant with the award structure of the Royal Life Saving Society UK, to advise others within the Club. To this end it is preferable that they be an RLSS TA, but this is not mandatory.
- Having oversight of all awards. They therefore must:
 - Ensure all courses are registered.
 - Ensure that all courses are internally verified.
 - Ensure that all assessment forms are available and correctly filled in.
 - Ensure that all assessment forms are processed promptly.
 - Keep the records of each course in the secure filing cabinet.
- Organising Beach Lifeguard renewals:
 - Receipt of completed renewal application forms from the Secretary
 - Organisation of renewal assessments
 - Return of completed assessment forms in good time.
- Overseeing NSVL's accreditation as an Approved Training Centre, to include:
 - Ensuring all aspects of NSVL's Pool Lifeguard training and assessing activities comply with the 'orange stripe' publication
 - Informing IQL that they are the Training Centre Co-ordinator
 - Liaising with the External Verifier to organise the annual External Verification.
- Being the overall co-ordinator of all teachers and trainers within the Club.
- Co-ordinating Community Partnership work.
- Maintaining and managing mailing lists for external persons who have requested information about courses etc

The Training Centre Co-ordinator needs to co-ordinate with other Committee members as follows:

- Lifeguard Captain – to ensure all records are stored but available for consultation.
- Treasurer – to ensure that all monies due for awards have been paid by candidates.
- Secretary – to report to the Committee via the Secretary on number and type of awards taken on a quarterly and annual basis.
- Secretary – to verify membership eligibility for awards.
- Equipment Officer – liaise to ensure all equipment and tools are in place for each course.
- Public Relations Officer – to alert the Public Relations Officer of any forthcoming award presentations so that full publicity can be gained

Public Relations Officer

The Public Relations Officer is responsible for:

- Enhancing the public reputation and knowledge of NSVL by:
 - Identifying newsworthy club activities and developing press releases and articles for local, regional and national audiences
 - Promoting NSVL achievements through the NSVL web site and social media
 - Promoting water safety messages through the media
- Communicate with members by
 - Update members on forthcoming club activities members via email, text message, social networking sites, notice boards and face to face
 - Creation and publication of a regular NSVL members' newsletter
 - Ensuring the NSVL web site is an up-to-date and authoritative resource for members
 - Communicating with specific groups of members with relevant information as and when required
- Promote club courses and activities to external individuals and organisations by
 - Producing publicity material to promote NSVL, as and when deemed necessary.
 - Advertising courses externally by means such as the NSVL web site, course finders, social networking sites, and contacting other organisations
 - Responding to external queries regarding the activities of NSVL
- Maintaining a comprehensive press clippings file of articles about NSVL in local, regional and national publications.

The Public Relations Officer needs to co-ordinate with other Committee members as follows:

- Chair – to identify key messages/achievements for promotion.
- Secretary – to enable communication with specific groups of members.

Club Welfare Officer

The Club Welfare Officer is responsible for:

- Ensuring that they are in possession of a *current* criminal records check in compliance with RLSS UK Policy.
- Ensuring that the club is aware of and complies with the RLSS UK Child Protection Policy.
- Communicating the Child Protection Policy at a club level, using RLSS UK support materials.
- Following the Child Protection Policies and Procedures, receive, record and report any concerns quickly and through the appropriate channels.
- Liaising with the appropriate Branch Child Protection Officer.
- Being aware of the local statutory child protection network, including the local child protection committee.
- Being aware of the relevant contact numbers and addresses of the statutory agencies in their locality.
- Providing a written report to the Committee on a quarterly basis, or more regularly where necessary.

The Club Welfare Officer needs to co-ordinate with Committee members as follows:

- Chair – when necessary to ensure compliance with Child Protection Policies.
- Secretary – to ensure that new adult members are DBS checked where necessary, and that reports are received by Committee.
- Competition Secretary – to ensure DBS checks are carried out when necessary.

Social Secretary

The Social Secretary is responsible for:

- Establishing the social requirements of the club members and endeavouring to arrange social events accordingly.
- Organising the annual club Presentation Evening.

The Social Secretary needs to co-ordinate with other Committee members as follows:

- Treasurer – to ensure all club social events break even financially.

Membership Secretary

- Ensuring the membership database is kept up-to-date:
 - Receiving applications for membership and adding members to the database
 - Producing and sending membership cards
 - Producing membership renewal forms each November
- Maintaining the lifesaving classes waiting list:
 - Receiving waiting list forms and adding details to the waiting list
 - Inviting prospective class members for swim tests as and when required.
- Using the database to produce pool registers, class lists, membership lists and such other lists that other Committee members may require to carry out their duties effectively.

Lifeguard Captain (non-Trustee position)

The Lifeguard Captain is responsible for:

- Ensuring there is sufficient lifeguard cover that meets the requirements of the Pool Codes of Practice at both pool sessions each week, to include:
 - Organising a lifeguard rota each term
 - Communicating the rota to lifeguards and arranging alternative lifeguards if they are unable to attend
 - Attending the pool session each week to ensure lifeguards on the rota are present and to supervise lifeguards as per the Pool Codes of Practice
 - If unable to attend the pool session any week, arranging a deputy to carry out rota checks and supervise lifeguards
- Allocation training/teaching space for the second pool session, including organisation of a rota if space is likely to be in high demand due to courses.
- Encouraging the participation in ongoing training and activities for lifeguard members, by:
 - Establishing the training desired by lifeguards

- Organising trainers for the monthly pool lifeguard and beach lifeguard training sessions during the winter months
- Organising evening and weekend training sessions during the summer months
- Organising other training sessions as and when required
- Communicating with lifeguard members to encourage attendance at organised training sessions
- Being the overall co-ordinator for lifeguard members, by:
 - Gaining views of lifeguard members through lifeguard meetings and other means such as email, text message, social networking sites, and questionnaires
 - Reporting views of lifeguards to the committee and arranging appropriate actions
- Liaising with local authorities and other search and rescue organisations.
- Organising the NSVL team for the annual Beach Lifeguard competition, to include:
 - Organising competition training sessions in advance of the competition
 - Communicating with members to complete a team or teams
 - Ensuring competition entry forms and qualifications are submitted in advance of the deadline
 - Ensuring the team(s) have equipment required for the competition, such as swim hats

The Lifeguard Captain needs to co-ordinate with other Committee members as follows:

- Training Centre Co-ordinator – to ensure training standards and records are maintained.

Youth Representative (co-opted, non-voting position)

The Youth Representative is responsible for:

- Liaising with Junior members to find out their views on all aspects of the Club's activities.
- Reporting the findings back to the Committee and suggesting ideas for improvement.

Parent Representative (co-opted, non-voting position)

The Parent Representative is responsible for:

- Liaising with parents of Junior members to find out their views on all aspects of the Club's activities.
- Reporting the findings back to the Committee and suggesting ideas for improvement.

Role Descriptions for additional Club roles

Any Club member can take on the roles below, however due to the legal implications and responsibility of the Company Secretary it is normally the case that this is a Committee Member.

Company Secretary

The Company Secretary is responsible for:

- Ensuring the list of Directors (as filed at Companies House) and Trustees (as filed at the Charity Commission) is kept up to date.
- Sending off NSVL's annual return to Companies House when required.
- Making sure the annual accounts are received by Companies House in the specified period.
- Ensuring any other Charity Commission and/or Companies House requirements are dealt with in a timely fashion.

The Company Secretary needs to co-ordinate with Committee members as follows:

- Secretary – for details of Directors/Trustees to file.
- Treasurer – for a copy of NSVL's annual accounts.

Competition Secretary

The Competition Secretary is responsible for:

- Organising NSVL's involvement in competitions (with the exception of the beach lifeguard competition, which is the responsibility of the Lifeguard Captain).
- For participation in external competitions:
 - Collating entry details and payments.
 - Liaising with coaches.
 - Organising transport and accommodation when necessary.
 - Ensuring others involved are DBS checked as appropriate.
 - Organising officials and timekeepers as appropriate.
- For competitions organised by NSVL:
 - Drawing up the programme and inviting other clubs.
 - General organisation of the competition.
 - Collating entry details and payments.
 - Liaising with coaches.
 - Ensuring others involved are DBS checked as appropriate.
 - Organising officials and timekeepers as appropriate.

The Competition Secretary needs to co-ordinate with other Committee members as follows:

- Fundraising Officer – to organise appropriate fundraising activities to minimise costs to participants/parents.
- Treasurer – to ensure all monies are collected and accounted for.
- Child Protection Officer – to ensure DBS checks are carried out when necessary.

Club Merchandise Officer

The Club Merchandise Officer is responsible for:

- Consulting with club members to establish merchandise requirements.
- Setting prices of club merchandise in consultation with the committee.
- Organising all aspects of the order process, including:
 - Ordering from suppliers.
 - Producing order forms and collecting orders and payment in.
 - Distributing orders to club members.

The Club Merchandise Officer needs to co-ordinate with Committee members as follows:

- Treasurer – to ensure all proceeds from the sale of merchandise are directed into the Club as quickly as possible.

Tuck Shop Officer

The Tuck Shop Officer is responsible for:

- Providing a Tuck Shop at the Club's pool and beach sessions.
- Maintaining suitable stock levels.

The Tuck Shop Officer needs to co-ordinate with Committee members as follows:

- Treasurer – to ensure all proceeds are directed into the Club as quickly as possible.

Pool Registration Officer

The Pool Registration Officer is responsible for:

- Collecting entry fees at the Club's pool session.
- Ensuring lifeguards, trainers and other helpers sign in at the Club's pool session.
- Collecting any membership, clothing or waiting list forms at the pool session.
- Answering general queries at the pool session.

The Pool Registration Officer needs to co-ordinate with Committee members as follows:

- Secretary – for processing of membership and waiting list forms, and provision of pool registers.
- Treasurer – to ensure monies received are paid into the Club's bank account.

Club Awards

1. The club has an awards system which runs from 1st September to 31st August every year. The awards and their criteria are as follows:
 - a. **Lifesaver of the year** – Open to any member who has, or attempted a significant lifesaving act during the appropriate period. To be nominated by any club member.
 - b. **Pool Lifeguard of the year** – Open to anyone who holds NPLQ. To be nominated by any Pool TA.
 - c. **Beach Lifeguard of the year** – Open to anyone who holds NBLQ. To be nominated by any Beach TA.
 - d. **Adult competitor of the year** – Based on the performance of the team representing NSVL in the beach lifeguard competition, and any other external competition (e.g. Speed competition). To be nominated by any Beach TA.
 - e. **Rookie competitor of the year** – Based on performance at external competitions or club based events. To be nominated by the Rookie teachers.
 - f. **Most improved Rookie of the year** – Four awards (one for each Rookie class). To be nominated by the teachers of the classes.
 - g. **Most improved Lifesaver of the year 1** – Open to those doing Life Saving 1, 2 and 3. To be nominated by the class teacher.
 - h. **Most improved Lifesaver of the year 2** – Open to those doing the RLSS higher awards. Three awards (one for each class). To be nominated by the class teacher.
 - i. **Teacher/Trainer of the year** – Covering all aspects of teaching and training – Rookie, Lifesaving, Pool, Beach, Heartstart, Save a Baby's Life, Extended Life Support. To be nominated by individual members of the Committee.
 - j. **Friends of NSVL** – Any non member who has made a substantial contribution to NSVL. Any member can nominate.
 - k. **NSVL special award** – For the member who has done the most during the past year to promote and move forward the club. To be nominated by any individual member of the Club.
2. The system will be overseen by the Honours Sub-committee, which will be appointed after the AGM every year.
3. Awards are in the form of plastic plaques for the recipient to keep.

Awards will be presented at a presentation evening,

Bursary Fund

This is a fund set and administered by the club committee to assist members wishing to improve their trainer/assessor qualifications. There is no absolute right to access this funding and each case will be decided on its own merits and be subject to the following rules:

1. Applicants must be in continuous club membership for at least two years prior to the application.
2. Successful applicants must use their best endeavours to achieve the qualification for which they are funded.
3. The Bursary Award will not exceed £120 or 60% of the course cost, whichever is the lower.
4. Depending on the nature of the qualification funded successful applicants will either:
 - a. Run two courses on behalf of the club in the two years following their qualification course (if the applicant is qualified in more than one discipline, at least one of these courses shall be in the discipline for which the bursary award was granted); or
 - b. Teach at the weekly pool session for a minimum of 50 weeks over a two year period.If the specified condition is not met, the applicant will be required to refund the Bursary Award.
5. Following the attainment of the criteria in point 4, the applicant may apply to the committee for reimbursement of the difference between the Bursary Award and the cost of the qualification course.
6. Members may not be awarded a Bursary Award within three years of a previous award.
7. All applications for bursary funding must be made in writing to the Secretary.
8. Notification of the decision of the committee will be made to the applicant in writing.

Financial Reserves Policy

1. NSVL wishes to invest as much as possible in achieving its objectives, but recognises that a level of financial reserves are necessary to provide a stable footing to the charity.
2. From time-to-time, NSVL may fundraise for specific purposes. These funds will be clearly differentiated from general reserves, both in financial monitoring throughout the year and in the end of year accounts, and will not count towards general reserves for the purposes of this policy.
3. The committee have considered the main financial risks to the charity, which are as follows:
 - a. Having to repair or replace equipment or premises lost through damage, theft or fire. Financial reserves would allow essential work and purchases to take place immediately so the charity could continue normal operations.
 - b. Having to cope with a situation where income (through membership, courses and pool entry) is not sufficient to cover running costs. Financial reserves would allow this loss to be borne for a period of time while action is taken to increase activity and therefore income.
4. The committee consider that reserves of approximately £10,000 are sufficient to deal with the above two scenarios should they both occur together.
5. The committee will aim to maintain reserves within £1,000 of this target. Due to the nature of its activities, NSVL always has more creditors than debtors, meaning that at times the general reserves may rise as high as £13,000 to cover payment to creditors.

Photography Policy

The NSVL Committee attach the highest priority to the safety and welfare of children taking part in NSVL activities. As part of this, NSVL has a written photography policy for photographing under 18s.

1. Photographs are only taken for official publicity and archive purposes.
2. Photographs will only be used in newsletters, local press and on the club's web site.
3. Permission will be sought to use a photograph for publicity if a child or a small number of children are the focus of the photograph (i.e. it is not a group shot).
4. Committee members appoint photographers, who hold an Enhanced DBS Disclosure.
5. Committee members supervise all photography and will check all photographs taken.
6. Publicity arising from any photographs taken for publicity purposes will be shared with parents.
7. Those in photographs will be wearing suitable attire.
8. The content of the photograph will focus on the activity not on a particular child.
9. 'One to one' photo sessions must not take place.
10. Any concerns about inappropriate or intrusive photography can be reported to the Club Welfare Officer.

Health and Safety Policy and Procedures

The Policy

This policy has been drawn up in response to and in accordance with the Health and Safety at Work Act 1974.

The Committee of NSVL is aware that it has a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions, which are safe, healthy and comply with all statutory requirements and codes of practice for all volunteers, management committee, users and the general public.

NSVL will, so far as is reasonably practicable, pay particular attention to:

1. The provision and maintenance of equipment and systems of work that are safe and healthy
2. Involving and motivating volunteers in health and safety matters
3. Controlling situations which may threaten life, health or property
4. The maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for the welfare of those working for or with the NSVL.

The Procedure

1. The NSVL Committee is responsible for safety in NSVL and will monitor the policy; it will be reviewed annually. The NSVL Committee will ensure that sufficient resources are available to provide any health and safety equipment, personal protective equipment, training where appropriate in manual handling, and the provision of eye tests for those who habitually use display screen equipment. Information and training for volunteers will be provided, as far as is reasonably practicable, to achieve and maintain a high standard of safety.
2. The safety officer is the Secretary whose responsibilities cover maintenance of safety records; investigation of accidents; providing accident statistics; and keeping a watching brief on changing safety legislation. He or she reports directly to the NSVL Committee. The safety officer, with a view to prevention of future occurrences, will carry out full investigations of accidents.
3. The Chair has responsibility to provide leadership and to promote responsible attitudes towards health and safety. The Committee will ensure that all volunteers are given induction training into health and safety procedures. All new volunteers will be shown the location of first aid boxes, fire exit doors, and fire fighting equipment. The Committee will ensure good housekeeping standards. They will review periodically all new and existing equipment with reference to mechanical and operational safety, and carry out regular safety checks and audits as appropriate.

4. All volunteers have a responsibility to do everything they can to prevent injury to themselves, their colleagues and others affected by their actions or omissions at work. They are expected to follow NSVL procedures in particular, to report any incidents that have or may have led to injury or damage. All volunteers should ensure that they use any equipment provided in accordance with training that they have received. They should report any serious or imminent danger and any shortcomings that they see in the protection arrangements, to a Committee member or the Committee.

Accidents

In the event of an accident all volunteers must report full details to the Committee. Accidents will be reported to the inspecting authority as and when necessary. The Chair and Secretary will investigate all accidents. The Chair will ensure that necessary action is taken to prevent recurrence.

First Aid

During induction all volunteers will be shown the location of the nearest first aid box. First aid boxes will be placed in appropriate places and clearly signposted. First Aid Training will be provided for named volunteers on an annual basis. Names of first aiders will be posted on notice boards.

Fire

Fire exits must be kept clear from obstruction. Fire doors must be kept shut at all times. Fire regulations are displayed in working areas.

Electrical Equipment

Electrical equipment is normally safe, provided it is properly installed and regularly inspected. Remember that water and liquids are conductors of electricity and their associations with faults caused by, for example, damaged cables, flexes, plugs and sockets, the overloading of circuits and fuses would make the shock more severe. Therefore:

Never touch electrical equipment with wet hands; or move any portable equipment without disconnecting it from the mains; or make electrical repairs or do other electrical work unless authorisation has been given.

Keep electrical supply cables and flexes away from wet areas, or from where they will be damaged.

Always switch off all equipment when not required, unless continuous operation is necessary. All defective equipment must be reported. A qualified electrician will check all electrical equipment annually.

Risk Assessments

Risk Assessments are carried out annually in order to remove hazards or minimise the risk to an acceptable level.

VDU users

An assessment will be made of each workstation to ensure that there is adequate light, seating, screen protection, foot rests and support for typing.

Control of Substances Hazardous to Health (COSHH)

Hazardous substances will be identified and, if possible, safer alternatives will be found. If this is not possible, then substances will be labelled and stored safely and used in accordance with manufacturer's instructions.

Manual Handling

1. Do not lift objects which pose undue strain
2. Always check the load before moving it
3. Avoid the need for handling wherever possible
4. Always use appropriate aids
5. Do not attempt to lift alone if two people are more appropriate

Training will be provided for volunteers.

Monitoring and Reviewing

NSVL is committed to ensuring safe working conditions for all volunteers. The Secretary is responsible for monitoring these procedures on a regular basis and the Committee will review this policy annually.

Advertising non-NSVL courses

Email and newsletter

1. Club emails and newsletters will not be used to advertise non-club commercial courses.
2. Non-club voluntary courses may be advertised depending on not clashing with club courses and the amount of other information on club activities to communicate at that time.

Web site

3. Courses will be advertised on the web site subject to not clashing with club courses e.g. NSVL will not advertise a beach lifeguard course being run in the area at the same time as an NSVL course.
4. Non-profit making organisations or individuals wishing to advertise courses on the web site must become and remain in membership to advertise the course.
5. Profit making organisations or individuals wishing to advertise courses on the web site must become and remain in membership. Being in membership will allow a fixed description and link to their own web site. If they wish to advertise individual courses, there will be a charge of £5 per course to reflect the need to update the web site.