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Belper Leisure Centre

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Normal Operating Procedures For The Swimming Pool



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NORMAL OPERATING PROCEDURES

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Belper Leisure Centre

Normal Operating Procedures

Appendices

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1. Details of the Pool

1.1 Pool dimensions

The pool is 25m x 14m. The depth ranges from 0.9m in the shallow end to 2m in the deep end.

1.2 Safety equipment

The following equipment is located in the pool area, positioned as per appendix.1.

4 x Alarm Call points	1 x Spinal Board
5 x Ropes	2 x Torpedo Buoys
6 x Poles	

1.3 Pool Plan

A general plan of the pool showing emergency exits, alarm call points, and the above equipment can be found in appendix 1.

2. Lines of Supervision

The Plant Maintenance Officer is responsible for the pool, and reports directly to the Building Maintenance Officer. The Leisure Attendants are responsible for the supervision and safety of all pool users and report directly to the Wet side Development Officer.

A Duty Manager or above must be on duty at all times that the centre is open. The Duty Managers are responsible for all operational staff.

3. Access

Members of the public or school will not be permitted into the pool unless a qualified lifeguard is on duty. At all other times the pool gates shall be locked and the fire exit doors bolted. However, when public are in the pool the fire doors must be unbolted.

It is the responsibility of the Leisure staff to ensure that this procedure is carried out and the areas are secured.

4. Safety Checks

4.1 Rescue Equipment

All rescue equipment is to be checked on a daily basis prior to the public entering the pool hall, (first thing in the morning,) and any defect logged and reported to the Duty Manager (see appendix 2). Staff on the commencement of the afternoon shift must also check it visually.

POOL ALARM BUTTONS ARE TO BE TESTED DAILY AND LOGGED

Where are they?

No 1 Next to the heater, near to the yellow storage containers

No 2 Next to the ladies changing room and lifeguard chair

No 3 At the deep end of the Pool.

No 4 To the right of the Pool First aid room door.

The Silencer switch for the Pool Alarms is situated in the Electrical Store room on poolside, above and behind the door, the button should be pressed and held down for ten seconds. *Each alarm must be tested on a daily basis.*

The alarm for pool emergencies sounds around the centre and is a voice alarm saying, "Attention please all staff to the pool"

ASSEMBLY POINTS (AS PER E.A.P)

1. On Poolside Shallow end.
2. Car Park front. (Bay no. 1)
3. Playing fields to the rear of the building in case of a Bomb threat.
(See EAP)

FIRE EXIT DOORS

1. Ladies side next to Lifeguard chair.
2. Through the first aid room

FIRE EXTINGUISHERS

The extinguishers are situated in the pool plant Room next to the entrance door, and the Electrical storeroom.

NUMBER	TYPE	COLOUR	USED FOR
1	Dry Powder	Blue	Electric
1	Carbon Dioxide	Black/ Red	Electric, Petrol, Oil

Please note that this is the old colour system, all new extinguishers are red, and will display the appropriate label to confirm the contents.

4.2 General Equipment

All general equipment is to be checked on a weekly basis by the Leisure Attendants, and any defects logged and reported to the Maintenance Officer via the Maintenance report form.

5. Cleaning Arrangements

5.1 Cleaning Schedule

All cleaning is done in the mornings by cleaning staff; it is the job of the Leisure Attendants to ensure that the changing and toilet facilities remain in a clean and hygienic state for the remainder of the day.

5.2 Changing Room Checks

Changing room checks are to be undertaken a minimum of every 2 hours. All remedial action must be done to a satisfactory standard, and will be randomly check by a Duty Manager. (Check for spillage, litter, toilet roll, showers and handdryers are working correctly, cubicles are safe, check for hygiene in all areas).

6. Pool Water Testing and Clarity

6.1 Pool Water Testing

The pool water must be tested as per the pool water test log sheet (Appendix 7) and recorded on the same. Any deviances from the 'range' highlighted must be reported immediately to the Duty Manager or the plant maintenance officer who will take the appropriate remedial action by either: -

- i) Adjusting chemicals to levels to bring the readings within the prescribed limits.
- ii) If the chemical composition of the water cannot be adjusted to fall within the prescribed limits and it is likely to cause danger to swimmers, the pool must be evacuated as per the relevant emergency procedure. (EAP) Swimmers must not be allowed to re-enter until such time as the correct chemical composition has been restored.

Prescribed Limits			
	Ideal	Low	High
PH	7.5	Below 6.8	Above 8.2
CL2	1.5-2.0	Below 0.3	Above 6.0

6.2 Pool Water Clarity

Lifeguards should at all times, monitor the water clarity. If at any time it is not possible to see the floor clearly throughout the entire pool, report the matter to the Duty Manager immediately and adopt the relevant emergency procedure. (As per E.A.P)

Lifeguards should inform the duty Manager immediately if the water clarity begins to deteriorate even though it is still possible to see the pool floors, then preventative steps can be taken.

7. Pool Capacity and Bather Loads

7.1 Maximum bather load

The maximum bather load for the pool is 180.

See the Inflatable policy for maximum bathing loads for special sessions, such as Wacky Water.

7.2 Controlling Admissions

Lifeguards must continually assess the number of bathers present by counting them. Account should be taken of those bathers changing. If the numbers are

reaching the maximum load (180) the lifeguard should inform the Duty Manager. The Duty Manager and the Lifeguards are responsible for ensuring that the maximum bathing loads are not exceeded and that the bather/lifeguard ratios as per Section 7.3 are adhered to.

Receptionists should inform the Duty Manager of any large influx of bather so that if necessary the Duty Manager can arrange for additional staff.

From time to time it may be necessary to cease admissions at reception, provide extra lifeguards on poolside or instruct some swimmers to leave the pool. Should the latter arise, it is recommended that the following announcement should be made over the public address system to reduce the bathing load.

"In the interest of safety, would all those bathers who have been in the pool for one hour or more, please leave the pool now. Thank you".

Should this not have the desired effect, the times stated may be reduced, i.e. to either 45 minutes or 30 minutes.

7.3 Lifeguard Bather Ratios

Number of Bathers	Number of Lifeguards
1 - 45	1
46 - 90	2
90 - 135	3
135 - 180	4

The Lifeguard/Bather ratios above relate to typical bather behaviour - should the lifeguards on duty consider the standard of bathers to be worse than typical, and then these lifeguard/bather ratios must be increased accordingly. The lifeguard on duty should contact the Duty Manager so that extra assistance can be organised.

An example of when additional lifeguard cover may be required is when a group of disabled people enters the pool that may be more liable to get into difficulties.

8. Admissions Policy

8.1 Children

- i) Children under the age of 8 years will not be admitted to the pool unless accompanied in the pool by a responsible person over the age of 16.
- ii) Children **under** the age of 4 must be accompanied on a 1 - 1 basis.
- iii) Up to 3 children over the age of 4, but under the age of 8 may be accompanied by 1 adult, if one of the three can swim 50 meters and then tread water for 30 seconds without a rest. If this cannot be done then the ratio is 1 adult to 2 children over the age of 4, but under the age of 8

These ratios only apply to casual public sessions. They do not apply to school swimming lessons, centre run swimming lessons, or other Centre organised sessions, as these sessions are supervised using higher Lifeguard to bather ratios.

8.2 Others

- i) *No persons should be allowed admission to the pools if they are under the influence of alcohol or drugs. It is the responsibility of all employees, should they be aware of such persons to report the matter to the Duty Manager who will refuse the person admission or ask them to leave and, if necessary, call on the services of the police.*

9. Lifeguards Role

- i) Be aware of the environment within which he or she is working and have knowledge of the physical conditions in and near the pool and the potential effect these might have on the safety of the bather.
- ii) Be aware of the likely behavioural characteristics of the bathers and the effect this will have on their safety and from the point of view of discipline, unruly behaviour and the activities of anyone in and around the pool.
- iii) Exercise the appropriate level of control.
- iv) Provide, where necessary, immediate first aid at poolside prior to summoning additional help. The aid should be one of containment

so that the lifeguard can deal quickly with minor emergencies without leaving the pool inadequately supervised.

- v) Maintain observation of the pools and bathers in and near it in such a way that he or she can recognise a change in the situation. In particular, note the indications, which may show a bather to be in difficulty in the water. While some bathers may shout and splash, others may give little indication of a problem and may simply sink beneath the surface of the water. This type of behaviour maybe found during normal activities and the lifeguard must endeavour to detect genuine emergencies. The facial expression of the bather may give a good indication of the situation.
- vi) Affect a prompt rescue from the water, which he or she is supervising. Be conversant with and carry out as necessary planned emergency procedures as set out in the E.A.P.
- vii) Lifeguards should be constantly aware that a swimming pool is a potential source of danger even to the experienced swimmer. Bathers may be put in danger by various circumstances, e.g. cramp, heart attack, fainting or sustain physical injury caused by hitting their head on the pool bottom, side or other bather. They should identify emergencies quickly and take appropriate action.
- viii) Ensure all emergency first aid equipment and poolside emergency equipment is present and working correctly.
- ix) Maintain safe, clean and hygienic conditions on the poolside and in the changing rooms.
- x) Carry out inspections of various equipment (see appendices 2), recording results, and reporting defects.
- xi) Communicate effectively with pool users and colleagues.
- xii) Lifeguards must report all incidents/accidents to the Duty Manager immediately and complete an incident or accident report form as soon as possible.
- xiii) Operate at all times in accordance with the details and instruction contained in the Leisure Centres normal operating procedure (NOP).
- xiv) Be able to supervise.
- xv) Leisure Centre Lifeguards must be clearly identifiable, and must wear the uniform provided at all times. Lifeguards with no uniform (i.e. outside organisations) must be easily recognisable and distinctive.
- xvi) Lifeguards must not leave poolside unless another lifeguard has relieved them. In the event of two or more lifeguards being on duty on pool side none shall leave the pool side unless they have informed their fellow lifeguard or supervisor of their intention to

do so and their absence will not affect the bather/ lifeguard ratio as mentioned in section 7.3. Neither will they divert their attention.

- xvii) Lifeguards whilst on duty on poolside should always be in possession of a whistle.
- xviii) Lifeguards should be alert at all times. They should not be engaged in conversation or any other activities likely to distract them from their job.
- xix) Food or drink must not be brought onto or consumed on the poolside.
- xx) Lifeguards must be in position on the poolside before customers are permitted to enter the water. In addition, staff must remain on the poolside at the end of a session until all customers have left the area.
- xxi) Carry out pool water tests, recording results, and reporting any Problems immediately.

All lifeguard staff must fill out the lifeguard logbook each week detailing all hours worked, including work outside of Belper Leisure Centre.

Each Lifeguard has a duty to ensure that due to either their social life, or other work commitments, that they are not too tired to carryout their duties effectively. (This is a Health and Safety requirement and will be monitored by the Wetside Development Officer.)

LIFEGUARD CODE OF CONDUCT

1. Lifeguards will carry torpedo buoys at all times when patrolling the pool.
2. No lifeguards apart from him/her in the chair will sit down.
3. No lifeguard will talk unless taking instruction or giving instruction or advise to members of the public.
4. No lifeguard will stand leaning against a wall or the chair.
5. All lifeguards will be courteous and respectful to each other within all public areas at all times.
6. All lifeguards will be courteous and respectful to the general public at all times.
7. All lifeguards will ensure that all poolside areas are checked and are in a clean and fit state for the public - this to include wetside changing/ shower/ toilet areas throughout all open hours.

8. All lifeguards will be clean, tidy and dressed in the current uniform at all times.
9. All lifeguards will represent Belper Leisure Centre Trust with the utmost integrity.

11 Lifeguard qualifications

11.1 Lifeguarding

Belper Leisure Centre Trust recognises the Royal Lifesaving Society (RLSS) as the specialist organisation governing the qualifications of those who are in the position of supervising other water users. The National Pool Lifeguard Award has been formulated by the RLSS and accepted by Belper Leisure Centre Trust as the standard, which must be achieved by employees responsible for the safety of patrons using its swimming pool.

11.1 Outside Organisations

Outside clubs and organisations wanting to hire the pool will be subject to the Hire of Pool Procedures, prior to any booking being taken. The club/Organisation will have to go through an induction procedure, to ensure they meet all the requirements of Belper Leisure Centre's procedures before confirmation of the booking is given. This will be the responsibility of the Wetside Development Officer, and the Administration staff dealing with bookings.

11.2 Specialist Activities

Belper Leisure Centre Trust recognises that in certain specialist activities, the RLSS National Pool Lifeguard Award would not equip a lifeguard with the skills to make an effective rescue. i.e.

Sub Aqua

Belper Leisure Centre Trust accepts that the British Sub-Aqua Club Lifesaver Award is an appropriate qualification for lifeguarding this specialist activity. However lifeguards must also be competent with Belper Leisure Centre's N.O.P./ E.A.P. of the centre.

Specialist activities must consult with the Wetside Development Officer in order to decide what lifeguarding qualification would be satisfactory.

12. Duration of Duties

Under normal circumstances Lifeguards should not be left on poolside without a break for a maximum of 30 minutes. (See the Inflatable pool session's procedures for duration of duties on all specialist sessions)

Rotation to dry side should take place every 30 minutes in some emergencies this could increase but should never be more than 1 hour 45 minutes. (Emergency situations only)

13. Supervision Arrangements

The method of supervising the pool will depend on a number of factors, e.g. number of bathers, age, ability, and fun or programmed sessions. This is outside the control of the lifeguard but generally the following method of supervising the pool should be adopted.

13.1 Pool

1 x lifeguard

Stationed on the high chair supervising the whole pool.

2 x Lifeguards

One stationed on the high chair supervising the whole pool. One patrolling the pool, Lifeguards should alternate to prevent boredom.

Note: - It is recommended that the lifeguard's chair is made use of during pool supervision however, periods of duty in the high chair should not normally exceed 20 minutes duration. Lifeguards should change over from high chair to poolside periodically. In instances where only 1 lifeguard is on duty on poolside, it is recommended that periods of duty in the high chair should be broken with patrols of the whole of the poolside. Periods of duty in other positions should be rotated at periods not exceeding 20 minutes. This does not apply to fun splash sessions, see additional document.

Effective poolside supervision can only be achieved by teamwork. As a member of a team, lifeguards should use common sense and co-operate with each other to ensure all areas of the pool are adequately supervised at all times. When on

duty in the high chair, lifeguards as well as supervising the pool should also be aware of other lifeguards on duty and summon or give assistance as necessary.

Satisfactory standards of pool supervision must be maintained at all times. Should this, for any reason, become questionable, the Duty Manager must be informed immediately - examples may be a large influx of bathers, a slight injury to a bather, which may require attention, unruly patrons, or the lifeguard feels ill.

Remember never leave the poolside for any reason if the quality of supervision cannot be effectively maintained. If in doubt contact the Duty Manager by the internal telephone situated in the Pool first aid room or Via the Walkie Talkie.

Lifeguards should not stand together and engage in conversation, as this distracts them from their prime responsibility of pool supervision, and it looks unprofessional.

13.2 Use of Inflatables

Please follow the operating manual for inflatable fun splash sessions.

14. Working alone/ Communication

From time to time it may be necessary for lifeguards to contact the Centres Duty Manager, Reception or other staff. either: -

- a) Contact the reception using the internal telephone system by dialling 123 and speak to reception or ask for the Duty Manager.
- b) Use one of the Walkie, Talkies
- c) If you require immediate assistance, activate one of the four Emergency push buttons. (These should only be used in an emergency as per emergency action plan.)

15. Bather Behaviour

15.1 General

In the interests of safety, Lifeguards should not allow bathers to partake in the following activities: -

- a. No Running on the Poolside.
- b. No jumping from the Poolside directly onto people in the water.
- c. Horse play - where there is a possibility of injury to someone
- d. The use of equipment in a hazardous manner.
- e. No acrobatics.
- f. Shouting.
- g. Petting.
- h. Throwing things.
- i. Pushing In.
- j. Ducking.
- k. Bombing.
- l. Diving in water under 1.5m.
- m. Shoulder riding.
- n. Back dives.
- o. Spitting.
- p. Chewing Gum.
- q. Playing on the steps.
- r. Hanging onto lane ropes.
- s. Throwing each other in the air.
- t. Throwing keys.
- u. T-shirts - unless good reason e.g. burns, see through costume, pregnant.
- v. Cut off jeans.
- w. No masks (unless tempered glass or kite marked), snorkels, or flippers
- x. Beach balls only allowed Mondays, Wednesdays and Fridays except when lane swimming is on.
- y. Spectators on poolside. (Even during swimming lessons)

15.2 Diving

No one is allowed to dive into the pool in less than 1.5 metres of water. Diving blocks will only be set up at the deep end of the pool in numerical order left to right 1 to 6. Never set them at the shallow end unless permission has been given by the Duty Manager for a professional swimming club who have taken the qualifications to shallow dive. (The minimum depth for allowing this activity is 0.9 meters.

See hire of pool procedures

15.3 Non-Swimmers

- a. Bathers who cannot show the ability to swim 50 metres competently must not be allowed to enter water out of their depth and, in any case, not past the "No None Swimmers Past This Point" mark.
- b. This rule also applies to non-swimmers accompanied by swimmers.
- c. Bathers using swimming aids, i.e. floats, armbands, rings, etc. will not be allowed into deep water, i.e. past the "No None Swimmers Past This Point" mark.

It is the responsibility of the lifeguards to ensure patrons adhere to the above and to call on the assistance of the Duty Manager should they feel this is necessary

16. Training

16.1 Belper Leisure Centre Lifeguards

Lifeguards must attend regular staff training sessions. (A minimum of one per month) All Lifeguards will have to take a competency test at the interview stage to prove they are up to date, also if a member of staff has been off on long term sick, or a casual member of staff has been away at college for example, they will also have to take a competency test before they can resume Lifeguard duties.

The Trainer Assessor will post up dates each month of when the training is, you must put your name down for a minimum of one.

16.2 Expiry of Qualification

If a member of staff's RLSS National Pool Lifeguard Award expires they will not be allowed to undertake any lifeguard duties. It is the duty of the lifeguard to ensure they remain qualified.

16.3 Induction

Prior to taking up duties on poolside, all lifeguards should attend an induction course. This will include the Normal Operating Procedures and Emergency Action Plan. **If at any stage there is something that you do not understand please say so!**

POOL RULES

FOOT COVERS TO BE USED BY ALL VISITORS - HEALTH & SAFETY

NON-SWIMMER RULE

To be allowed to swim in the deep end you must be able to swim 50 metres on your front, Reasonable stroke.

LENDING OUT EQUIPMENT

Floats - no, unless under parents supervision.
Armbands - Not under normal circumstances, as we hire them and sell them, use your discretion.

Goggles - no, unhygienic, belong to someone Else.

Sinking objects - no, only used for lessons

Mats - no, only on special sessions

PERSONAL BELONGINGS

We must not accept responsibility for customers Belongings, e.g. looking after keys, watches, bags etc.

NB, We do not loan out swimwear, towels etc, from lost property, this is very un-hygienic.

Schools/ Teaching

When teaching is being carried out in the pool a minimum of 2 adults as specified below must be in attendance.

1. A qualified lifesaver that may also be the qualified swimming instructor.

Qualifications: - The rescue test for Teachers of Swimming
Or

The National Pool Lifeguard
Must be current and awarded by the RLSS.

2. A Safety patrol

Should be able to swim, know how to alert the lifesaver in emergencies
act only as an observer.

Qualifications: - Responsible adult approved by the school, able to
concentrate, Able to alert lifesaver, be familiar with
the pool emergency procedures.

School Rescue

Three long blasts on a whistle. All pupils will move to the side of the pool and
keep clear of the rescue. The second adult will take charge of the children.

**For further details on class sizes, pool temperature etc. Please refer to
Derbyshire County Councils Swimming Regulations booklet.**

The Delivery of Hydrochloric Acid, Sodium Hypochloride, and CO₂ Gas.

Sodium Hypochloride

Sodium hypochloride is delivered in bulk; it is delivered in quantities of 1000 litres at a time, **NEVER** no more! As the bulk storage container. Will not hold any more. (You should never accept a larger delivery)

Please see COSHH data re: this chemical for details on chemical specification, emergencies, spillage etc.

The delivery driver is the competent person for affecting the delivery, However the Plant Maintenance Officer or nominated member of staff to supervise the delivery is responsible for ensuring this procedure is adhered to.

When taking a delivery: -

1. Ensure that the male pool changing room gate is unlocked (this is the nominated douche shower) At all times that the delivery is taking place the gate and the first aid room exit must remain unlocked, in case the shower is needed due to a chemical spill. In the event of a spill the member of staff observing the delivery should run ahead and clear all the public from the path to the shower and the area surrounding the shower.
If the shower is used for an emergency, the public should not be allowed back in until the shower has been thoroughly cleaned to remove any chemical residue.
2. The first aid room exit door should be **propped open** the whole of the time that the delivery is taking place. (To ensure that the door does not blow shut.)
3. Do not leave the delivery area at all whilst delivery is taking place and ensure you have a walkie talkie to stay in touch with the reception and Duty Manager.
4. Always inform the Duty Manager that you are taking a delivery.
5. The driver will be wearing P.P.E., which has been identified necessary from the chemical suppliers risk assessments. (This is supplied by the chemical company)
6. Belper Leisure Centre staff because they are not handling or taking part in the delivery process do not need any P.P.E. However if spillage does occur then the spillage procedure as laid down in the COSHH assessment, and should be followed and the appropriate P.P.E. should be worn.

7. In case of spillage a hosepipe is situated within the entrance to the delivery room.
8. Ensure at all times that no members of the public enter the delivery area. Whilst a delivery is taking place.

The Sodium hypochloride must be contained within its appropriate bund wall, which will contain the chemical should the storage unit fail or the day tank over flow.

The plant maintenance officer on a regular basis should inspect the bund; to ensure that it is secure should the tanks leak.

Hydrochloric Acid

Hydrochloric acid is delivered at the same time as sodium hypochloride. These two chemicals should NEVER be mixed or they will produce a highly dangerous and toxic gas. (Chlorine Gas)

Hydrochloric acid will be delivered in lime green carboys containing 45 litres of hydrochloric acid at 28% solution. The caps to the carboys are factory tightened and can only be undone by a special tool called a warbouy, which is situated, inside the plant room.

When moving these carboys, gauntlets should be worn in case of any acid being present on the carbouy itself.

They should be transported into the plant room via the out side of the building and brought in through the first aid room exit, *However the pool and the first aid room must be empty of public at the time, and the route to the pool must also be clear from obstructions and public*, The route must be checked prior to taking the carbouy. The carbouy should be transported using the special circular sack trolley. The sack trolley chain should always be secured around the carbouy to ensure it does not fall out.

The first aid room and pool side leading to the plant room will need cleaning before the public are allowed back in the pool area.

Only carboys which are to be used straight away and placed into the bund wall inside the plant room should be kept in the plant room, all others should be kept in the chemical store situated at the rear of the centre. They should be placed into the bund wall. NO OTHER CHEMICAL SHOULD BE PLACED INTO THE BUND!

NO CHEMICALS SHOULD BE STORED IN THE PLANT ROOM!

When lifting the carboys into either of the bunds. Two members of staff should perform the lifting. Do not connect the carboy if you have not been trained on the correct procedure. See the Duty Manager or the Plant Maintenance Officer.

Under no circumstance should carboys of acid, be taken through the centre corridors! They should be taken around the outside of the building to the first aid room fire exit!

Please see COSHH data sheets for procedure on emergency spillages, first aid treatment etc.

Topping up of chemicals

Only top up the day tanks if you have received the correct training on how to do so! When topping up P.P.E. should not be necessary, as topping up is automatic and no contact with the chemical is made.

DO NOT leave or take part in any conversation during topping up, attention must be focused onto the job at all times, until the correct level has been reached and the tap/ valve has been shut off.

Do not mess around with the pipes, or pumps unless you have been trained to do so, and you are wearing the appropriate PPE, as set out in the COSHH data sheet. Contact the Plant Maintenance Officer.

Delivery of CO₂

1. Delivery of CO₂ is fully automatic. The driver will connect to the fill point.
2. The CO₂ is pumped through into the bulk tank.
3. If the CO₂ detector alarm sounds when delivery is taking place do not allow anyone in the plant room.
4. After the delivery the alarm should stop sounding indicating levels are normal.
5. If the alarm continues to sound, clear the area and follow the procedures on the plant room wall above the alarm, contact CryoService immediately and report a CO₂ leak.
6. If at any other time you notice the CO₂ alarm sounding, follow the same procedure.
7. After delivery the driver should then visually check the bulk tank and the cylinder.

1. Belper School Use.

School use/ Lifeguard Responsibilities

Belper School G.M. and other school lessons occur daily.

Teaching staff are responsible for lesson programming and teaching pupils. The responsibility of the lifeguard on duty is to ensure that all usage of the pool during such lesson times complies with Belper Leisure Centre Trusts pool regulations. (N.O.P. and E.A.P) in relation to behaviour and Health and Safety. If you are unsure about any particular situation, report it to the Duty Manager.

Lifeguards must not get involved in any practise other than that of lifeguarding when on poolside.

POOL COVERS X 3

Each and every night. NOT UNTIL FURTHER NOTICE

Pool covers will be put on every night, after everyone has left the Pool Area, and Changing Rooms, etc. The bottom of the Pool is to be checked before putting the covers on. The middle cover is to be put on first, followed by the left cover and finally the right cover. In the morning the covers will be taken off in reverse order.

Ensure before locking up the pool or leaving the pool area unattended check that both changing room gates and doors are locked. And the far side fire exit doors are also bolted to ensure that no one can enter the pool hall whilst it is unattended.

Morning shift; always ensure that the fire doors are unbolted. A sign must always be on the door explaining to the public how to unlock the door in case they are ever left locked.

