



Metheringham Swimming Pool

AN OUTDOOR, COMMUNITY POOL, RUN ENTIRELY BY VOLUNTEERS

ESTABLISHED 1975



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NORMAL OPERATING PROCEDURES

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METHERINGHAM SWIMMING POOL MISSION STATEMENT

The Trustees of *Metheringham Swimming Pool* will maintain and enhance the pool and its grounds so that the community of Metheringham & surrounding areas can enjoy a first-class amenity. *Metheringham Swimming Pool* will be a focus of sporting and leisure activity in the village and a place where people of all ages and backgrounds can come to socialise. We will work alongside other local organisations where appropriate to participate in community events. Our facilities will give every child in Metheringham village and at the Primary School the opportunity to learn to swim.

INTRODUCTION

This document is designed to give the relevant information for the smooth running of **Metheringham Swimming Pool** to all employees, volunteers, pool users, hirers & participating schools (subsequently referred to as pool users, for the purposes of this document).

It is the duty of pool users to be fully conversant with the information.

The use of this document will ensure everyone is working as a team, with all relevant knowledge available at any time.

A total involvement by all pool users is required to ensure that work is carried out in a manner that accidents to colleagues and members of the public are avoided.

Pool users should familiarize themselves with the **Codes of Practice** that relate to their areas of participation.

PREMISES SAFETY

It is important that the swimming pool compound is checked for safety on a regular basis, particularly prior to admission of the public to a swimming session. The **Metheringham Swimming Pool** Trustees are responsible for ensuring these safety checks are undertaken as required.

Prior to a session, the premises will be checked for hazards, using the **Routine Safety Check** tick sheet. (*Appendices 1-4*)

The boilers will be subjected to an annual safety check & service by a CORGI Commercial approved Practitioner and an insurance inspection.

A competent electrician will subject the electrical installation to a safety check every three years & PAT testing is either carried out by the Parish Council or is arranged by the Site Manager.

Water quality will be monitored daily & chemical dosing is adjusted by a qualified person only as required.

Fire extinguishers will be checked by qualified company & replaced by the Trustees as required.

Repairs to the premises, plant & equipment will be carried out as soon as is practical. Under the terms of the MoU with Metheringham Parish Council signed in 2020, the Trustees are responsible for day-to-day repairs on site.

If any hazard is deemed to constitute an unacceptable risk to public health or safety, the public will be excluded until the fault is remedied.

MANAGEMENT STRUCTURE & RESPONSIBILITIES

Metheringham Swimming Pool is a registered Charity, managed by the Trustees who work with a wider Committee & a team of volunteers who run the pool for the benefit of the community of Metheringham and the surrounding area.

There are currently six Trustees:

Mel Wright	Chairperson
Ian Holmes	Treasurer
Karen Rymer	Secretary
Terry Wright	Site Manager
Nicola Duncan	Lifeguard Manager
Ruth Hunter -Leith	Communications

Metheringham Swimming Pool employs qualified lifeguards to control the swimming sessions, who are responsible for conducting the public sessions in a safe & controlled manner.

Metheringham Swimming Pool uses volunteers, who may also be Trustees and/or Committee members. These volunteers are responsible for working in a safe manner, using tools & materials as intended.

Responsibility for providing a safe environment within the pool compound, with respect to buildings & equipment rests with the Trustees of *Metheringham Swimming Pool*. Further details of the structure, aims & responsibilities of *Metheringham Swimming Pool* can be found in Appendix 1.

METHERINGHAM SWIMMING POOL LIFEGUARD POLICY

Minimum acceptable lifeguard qualifications are the NPLQ or RLSS Pool Lifeguard awards, which **must be current and valid**. Remember you “should” be attending Lifeguard training sessions on a regular basis in order to maintain your qualification.

LIFEGUARD CODE OF CONDUCT & RESPONSIBILITIES

Lifeguards are responsible for working in such a way that they & the general public are protected from danger & injury.

Always be vigilant on duty

**Ensure you are familiar with the pool NOP & EAP
(Normal Operating Procedure & Emergency Action Plan)**

- Please arrive at the pool 15 minutes prior to the start of the session.
- Full uniform including a whistle must be worn when on duty.
- Personal phones are not allowed on the poolside when you are on duty.
- On arrival at the pool, unlock the gate, liaise with the Tuck Shop Volunteer (where one is present) & **close the gate until the session starts. *No swimmers are allowed into the pool premises or the water until YOU & the Tuck Shop Volunteer are ready to supervise swimmers.***
- Complete the **Routine Opening Safety Check Tick list**. Remove the covers (if still on), & check the toilets are clean & changing rooms safe to use.
- In case of emergency, evacuate the pool site & phone the emergency services if necessary; where possible phone one of the Trustees. *The nearest defibrillator is located outside the Barrier Reef Fish & Chip shop on Princess Margaret Avenue.*
- The first aid kit is kept in the Lifeguard hut in the cupboard.
- All accidents and incidents are to be recorded in the log-book kept in the lifeguard hut. Including names and addresses of witnesses. Any accident or incident should be reported to one of the Trustees.
- The lifeguard's word is final in all matters of Safety and discipline.
- A maximum of 35 swimmers are allowed in at any time with one lifeguard & 50 with 2 lifeguards. The numbers may be reduced on safety grounds at the discretion of the Lifeguard.
- **Keep your attention on the pool at all times.** If a swimmer or a member of the public wishes to talk to you, be polite, but stay facing the pool and keep the conversation short. **Your responsibility is the safety of the swimmers.**
- Do not allow crockery or glass on the poolside as defined by the fence between the grass & the pool area.
- Do not allow electrical equipment near the poolside as defined by the fence between the grass & the pool area.
- Ensure weak swimmers and non-swimmers stay in the shallow water. Non swimmers must be accompanied by a responsible adult swimmer at all times.
- During the swimming session, the lifeguard must remain on the poolside at all times. When 2 lifeguards are on duty, they must be stationed at opposite ends of the pool. **Change stations regularly to help keep you alert.**
- **Never turn your back on the pool during a session.**
- If at any time, one lifeguard has to leave poolside (e.g. to administer first aid), ensure the other lifeguard is aware that they are in sole charge (35:1). If no other lifeguard is present, ask the Tuck-Shop volunteer to help (if one is available). If not, evacuate the pool if necessary and phone one of the Trustees to see if they can get to the pool to help.

- If there is a requirement to do more than 2 hours on shift due to lack of lifeguards; in order to minimise your fatigue which poses a risk to swimmers – **you must take a 10 min 'enforced' break** and, if necessary, **swimmers must vacate the pool.**
- In the case of unacceptable behaviour in the pool, use your whistle to attract the offender's attention. Call the offender to the poolside and warn them that their behaviour is unacceptable and what the consequences will be if they persist. If they do persist take action in line with the Pool Code of Behaviour.
- No diving is allowed at any time, the slide will only be open as and when the lifeguard(s) decide it is safe to use.
- Inflatables and other pool toys may not be used unless the lifeguard(s) decide it is safe to use them. Throwing of toys is not permitted, except during organised ball games.
- After the session use the ***Routine End of Session Safety Check Tick Sheet*** to make sure the area is safe and clean for the next session.

If you commit to a lifeguard session, it is imperative that you turn up or get another lifeguard to cover.

People are depending on you for their swimming session. Please do not let them down.

If you know that you can't do a session which you are booked onto, please let the lifeguard manager know as early as you can, so that a replacement can be organised.

SWIMMING LESSONS

Swimming lessons will be organised by ***Metheringham Swimming Pool***, using experienced, qualified swimming teachers. A charge will be made for the lessons, but we will keep costs as low as possible.

The age range & level of swimming lessons provided will vary with demand.

The responsibility for grouping lies with the swimming teacher & will be initially based on the information given by the parent. Groupings may be changed once ability has been assessed within the first few weeks.

TEACHING & COACHING SWIMMING

All instructors should hold a Swim England/STA Qualification.

The RLSS UK rescue test for teachers of swimming is only acceptable if a suitably qualified lifeguard is present unless they hold a current NLPQ.

Lessons should be conducted in a depth of water appropriate to the pupil's ability unless a specific test of ability is in progress.

The following pupil to teacher ratio should not normally be exceeded. Observers or unqualified assistants cannot be counted as part of the ratio.

12:1 Adult with infant classes.

12:1 Non swimmers & beginners (adult & child)

20:1 Improvers, able to swim 10 to 25 metres unaided.

20:1 Mixed ability, from improver to competent swimmer.

20:1 Competent swimmers, able to swim competently & tread water for at least two minutes.

20:1 Aerobics in deep water (competent swimmers)

20:1 Aerobics in shallow water, participants restricted to water in which they can stand safely. Swimmers with disabilities will require their individual needs assessing carefully. Some may need 1:1 supervision.

SWIMMERS' CODE OF BEHAVIOUR

Please Note: Agreement to abide by this code of behaviour is a pre-condition of using the pool.

- The lifeguard's word is final in all matters of safety & discipline.
- Queuing outside the pool will be orderly. No pushing or queue jumping, be respectful of passers-by.
- No entry to the pool premises until the lifeguard is ready to supervise swimmers.
- No diving allowed.
- No "bombing" **EVER** or jumping in close to other swimmers.
- Any toys or equipment (slide, floats), can only be used with the permission of the lifeguard.
- No snorkels or flippers to be used in the pool. **(Unless it is during a private party & the lifeguard is happy).**
- The lifeguard will warn any swimmer indulging in unruly or dangerous behaviour. A second warning during the same session will result in the swimmer being asked to leave the pool. If a child is asked to leave, a record will be kept of the reason why.
- No Smoking by any person anywhere on the pool premises.
- Do not enter the pool if you are ill, have a contagious disease, an open wound or broken bones which impair your ability to swim.

- A parent /guardian must be present in the pool area for all children under the age of 13
- Parents with children under 13 who are competent swimmers (25 meters) must be at the poolside at all times. If you have to leave you must leave an emergency phone number.
- Non swimmers must be accompanied in the water with a competent adult swimmer at all times and must not go past the disabled seat.
- All swimmers under 8 must be accompanied in the pool with a responsible adult.

**WE ASK ALL POOL USERS TO ACT RESPONSIBLY SO THAT
EVERYONE CAN ENJOY THEIR TIME AT THE POOL**

USE OF THE POOL BY SCHOOLS

Responsibility for the safety of the children, while attending the swimming pool in an organised session, rests with the school.

Responsibility for providing a safe environment within the pool compound, with respect to buildings & equipment rests with *Metheringham Swimming Pool* Trustees.

Use of the premises by schools is on the understanding that:

1. They are satisfied that they have taken adequate safety precautions & that sufficient competent persons are on hand in the event of an emergency.
2. They are familiar with & comply with LCC School swimming regulations.
3. They are familiar with & comply with the requirements of *Metheringham Swimming Pool* as outlined in the **Normal Operating Procedure & Emergency Action Plan of the Pool.**

PRIVATE HIRE

The pool is only available for private hire, when not required for a public or school session.

Hiring is subject to the following conditions:

Hire of Metheringham swimming pool

Metheringham Swimming Pool will provide:

1. Heated pool.
2. The services of trained lifeguard cover in line with *Metheringham Swimming Pool* guidelines.
3. The brick-built BBQ stand, (Utensils, & Disposable BBQ supplied by hirer)
4. Inflatable toys (on request at the discretion of the Lifeguard).

5. Changing facilities (no showers)
6. Exclusive of the pool grounds.

The hirer is responsible for:

1. Payment in advance.
2. Discipline of the guests.
3. Breakages.
4. Leaving the grounds and changing rooms tidy.
5. Removing litter and rubbish from the site.

Please Note:

Hirers must leave the water as instructed by the lifeguard and **no later than 15 minutes before the end of the booking.**

Strictly NO ALCOHOL on *Metheringham Swimming Pool* site.

The lifeguard's word is final in matters of behaviour & safety.

Metheringham Swimming Pool's normal codes of conduct & behaviour operate at all times.

USE OF STEPS, LADDER & SLIDE

STEPS INTO POOL

The pool steps are taken out each day when the covers are replaced over pool to keep debris off & warmth in & they are laid on the side of the pool. & an orange cone should be placed next to each set so they are clearly marked for anyone in the pool area.

When the covers are removed the steps should be replaced safely into the pool with the legs in the slots provided. This is carried out by the person who removes the covers & the lifeguard should check that they are safe & secure for the public to use before the session starts.

The steps are used to get in and out of the pool only. They must not be used to jump into the pool or sit on.

LADDER & SLIDE

The slide will only be open as and when the lifeguard(s) decide it is safe to use.

The red rope & no entry sign on the ladder to the slide are there for safety reasons and should only be removed by the lifeguard.

The lifeguard makes the decision for health & safety reasons. Please do not heckle or complain if the slide is not open.

No one should climb on the steps until the lifeguard tells you to.

You must only go down the slide when instructed by a lifeguard.

SLIDE CODE OF CONDUCT

- Non swimmers must have permission to use slide from the lifeguard (if given), and only if a responsible adult swimmer is at the bottom of the slide in the water who takes responsibility to catch them.
- DO NOT push or scuffle on the ladder or stairs of the slide. Only one person on the ladder at a time.
- Wait for your turn! DO NOT slide until you see the person clear the area or the lifeguard tells you to go.
- DO NOT slide holding toys or objects that can get caught on the slide and cause injury.
- NO armbands, competent swimmers only.(Unless the lifeguard give permission).
- Maximum weight; 14 stone.
- DO NOT try crazy positions. Slide down feet first only.
- Never try to make the pool slide slippery with oils or lotions.
- Never throw anything at anyone on the pool slide.
- The lifeguard reserves the right to refuse use or close the slide.
- We accept no responsibility for loss or injury during the use of the slide and pool.
USERS DO SO AT THEIR OWN RISK.

THE LIFEGUARD'S WORD IS FINAL!

HAZARDS

There are a number of hazards to be considered while working at the pool:

ENVIRONMENTAL HAZARDS

The pool is open air, so being aware of the weather is particularly important.

Electrical Storms – Swimming is not permitted during an electrical storm. If lightning is seen, call all swimmers from the water and ask them to wait in the changing rooms. If the session has not begun, postpone the start until the storm is over, allowing customers to wait in the changing rooms. If the session is near to the end, close the session and ask the customers to change for their own safety. Avoid using metal tools such as the net, rescue pole or vacuum cleaner during an electrical storm. Turn off and disconnect any electrical equipment. Working parties should be abandoned and people should take shelter during a storm. The concrete shed is also safe during an electrical storm.

Sun – During a swimming session, even weak sun can burn a fair skin and extended exposure to sunlight can cause skin cancer. Anyone working at the pool should protect themselves with an appropriate factor sun cream and wear a hat if the sun is strong. Sunlight can cause excessive glare – sunglasses may help. Look out for swimmers suffering from sunburn, as

them to leave the pool and stay in the shade. Advise people to wear sun cream on sunny days.

Rain – If rain makes life guarding so uncomfortable that it affects your concentration, halt the session and resume it when the rain stops.

STRUCTURAL HAZARDS

Most of these are fixed features of the pool and buildings.

Skimmer covers – 3 at the deep end. Make sure they are in place.

Lights – check they work before an evening session.

Slippery floors – do not allow running.

Pool covers – the rollers are not designed to carry people. Do not allow climbing or leaning on the covers.

Water depth – The water deepens suddenly towards the deep end. Be aware of this: look out for poor swimmers getting out or their depth.

Boiler room – It's out of bounds unless you are fully trained or had permission from the Site Manager or Pool Plant Engineer. It contains specialist equipment and chemicals and must be kept locked at all times.

PEOPLE HAZARDS

Almost everyone can pose a hazard!

Vandals – As an open-air pool, we are prone to vandalism. Check for signs of damage when opening, particularly broken glass or debris in the pool. Report anything to one of the Trustees.

Under 8's – Possibly poor swimmers can tire easily. Should be accompanied, **at all times**. Do not believe their claims of swimming ability. Watch them.

8 – 12's – May be overconfident & can tire easily. Boisterous, Intervene early to calm them down.

The hormone years – Prone to showing off, not inclined to listen to authority. Handle with care, ask nicely rather than shouting at them.

Drunks – Ask them nicely to leave; try to keep them out of the pool. Phone one of the Trustees for help.

Elderly – May overestimate their ability. Watch them.

Disabled – Talk to them, assess their needs. If you think they may not be safe in a public session, we can always arrange a session for them or invite them to a quieter session.

LIFEGUARD HAZARDS

Do not forget yourselves.

Sun – see environmental.

Dehydration – bring a drink or ask the volunteer in the tuck shop to get you something.

Loss of attention – Do not let yourself be distracted. Move around the pool, talk to swimmers, but keep scanning.

Frustration & anger – Keep your cool, do not be drawn into an argument. Be polite but firm; refer the customer to a Trustee if that helps.

Tiredness – Do not take a Lifeguard shift unless you have had **at least 11 hours of rest/sleep** since your last job or shift

ACTIVITIES

Play safely at all times

Diving – Simple – NO DIVING!!!

Excitement – Do not allow it to get out of hand.

Numbers – Do not allow the inflatables in the pool if there are more than 25 swimmers unless you are happy to do so. Use your judgment. **If you think it may be unsafe, don't allow it.**

Slide – Do not allow the slide to be used if more than 25 swimmers unless you are happy to do so. Use your judgement. **If you think it may be unsafe, do not allow it to be used.**

CODE OF PRACTICE FOR SAFE LIFTING

It is your responsibility to ensure safe lifting practices.

ALWAYS

- 1) Check the load..... Weight..... size..... position and destination.
- 2) Ensure the route is clear of obstruction.
- 3) Be aware of personal of limitations – ask for assistance if necessary.
- 4) Use mechanical assistance – trolleys, wheels etc.
- 5) Take up the position, Feet hip width apart & One foot slightly advanced towards the direction it is intending to move.
- 6) Take a secure grip.
- 7) Keep back straight, knees bent, head up.
- 8) Keep arms close to the body.
- 9) Lift by straightening legs and keeping back straight.
- 10) Use body weight to advantage.
- 11) Co-ordinate the persons handling the object.

APPENDIX 1

TUCK SHOP PRE- SESSION CHECK LIST		√	NOTES
<i>Please arrive 15 mins before the session start time</i>			
1	Unlock the Tuckshop. Return the keys to the key safe immediately & lock the key safe – don't leave the padlock code on the unlocked setting when you close it!		
	Turn on Tuck Shop light, & Urn . Top up the water in the Urn & water jugs if necessary (<i>tap is next to the BBQ area</i>). Check there is enough water in the Dolce Gusto machine. If it is a hot day, turn on the fans.		
2	Turn on the Computer Press the CTRL button on the keyboard first in case it was just hibernated. The button on the bottom right of the screen should turn green when you press it & the screen should come on. If that fails press the oblong ON switch next to the HP button on the base unit which is under the monitor . It is a very old machine so give it time....it may take several attempts to get it to turn on!! Once the screen is up, close down the email if it appears; open the Opera Tab (red O) and Sign in .		
3	Take the SumUp and Phone out of the safe & plug them in. (There is no password on the phone). Follow the SumUp instructions on the wall.		
4	Take the float out of the safe & put it in the Till . Check the amount (should be £50). Turn on the till.		
5	Open all the sweets & get the chocolate out of the fridge. Cover the boxes with the "Lincolnshire flag" (behind the safe) if it is a hot day to keep flies off.		
6	When you are ready to open, unlock the door to the customer entrance, pin it back with the hook. Open the green gate & secure it with a bungee. (<i>This should be on the back of the internal wooden gate. If not, there are lots on the fence where the covers are</i>). For a private booking , close the green gate when everyone has arrived and put the blackboard in front of the gate with the party picture showing outwards.		
ADD NEW IF REQUIRED			

APPENDIX 2

TUCK SHOP: END OF LAST SESSION CHECK LIST		√	NOTES
1	Press NS to open the till. Put all the <i>cash</i> from the <i>till</i> in the money bags and put it in the safe Turn the till off & <i>leave it open</i> .		
2	Put the <i>SumUp & Phone</i> in the safe.		
3	Replace all <i>sweet</i> lids after topping up (if the last session of the day). Put the <i>chocolate</i> in the <i>fridge</i> .		
4	Sign out of the TuckShop account on the computer. Turn the screen off.		
5	Turn the <u>Urn</u> off (if the last session of the day).		
6	Empty all the <i>bins</i> place rubbish in the correct wheelie bins (outside the Tuckshop).		
7	After the last session of the day: Close, lock & bolt the customer entrance. LEAVE THE KEY IN THE DOOR Turn the lights off – double check the URN Exit the Tuckshop & snap the padlocks		

ADD NEW IF REQUIRED		

APPENDIX 3

LIFEGUARD: PRE-SESSION CHECK LIST		√	NOTES
1	Sign in on the shift time sheet		
2	Check weather, DO NOT Open if an electrical storm is in progress or appears imminent.		
3	When the covers are off, check water clarity. The deep end drains should be clearly visible. Clear any debris from pool. Report any problems with water to the Pool Maintenance Engineer or one of the Trustees,		
4	Check the boiler room is locked. <i>(It should not be unlocked or entered without authorisation from the Trustees or the Pool Maintenance Engineer)</i>		
5	Check the pool temperature on the floating thermometer before you take it out then remove it from the pool and leave under the slide area. (If appropriate Remove the Pool Hoover and leave on the poolside).		
6	Check the first aid kit is in an easily accessible place & check the incident book for any warnings or alerts.		
7	Check pool safety equipment eg (Torpedo buoy) is easily accessible.		
8	Check the fire extinguisher is present on the lifeguard hut & boiler room walls & easily accessible.		
10	Get the Walkie Talkies out, turn them on, give one to the Tuckshop Volunteer & test that they are working.		
9	Check male & female changing rooms & toilets. Replace toilet rolls & hand tissue if necessary.		
11	Check steps, paths & poolside are free of obstruction & equipment. Check lawns, paths & poolside are free of litter, glass & cans		
12	Make sure the NO ENTRY sign is over the steps of the slide until you decide it is safe to use.		
ADD NEW IF REQUIRED			

APPENDIX 4a

LIFEGUARD: MID- SESSION SHIFT-START CHECK LIST		√	NOTES
1	Sign in on the shift time sheet		
2	Check male & female changing rooms & toilets. Replace toilet rolls & hand tissue if necessary.		
3	Scrape & mop the changing room floors.		
4	Speak to the lifeguard already on shift to get handover information & take over the Walkie Talkie		

APPENDIX 4b

LIFEGUARD: END OF SESSION CHECK LIST		√	NOTES
1	Put all the inflatables & any other floats away.		
2	Put all lifeguard safety equipment back in appropriate place.		
3	Check the male & female changing rooms ensure they are clean, clear & report any damage (fill out form to report to Trustees) any left property should be put in the tuck shop.		
4	Check the toilets, flush & put bleach down them. Scrape & mop the changing room floors.		
5	Collect the Walkie Talkie from the Tuckshop put both of them back on the charger in the Lifeguard hut.		
6	If you are on the last session shut all the doors. Lock the Lifeguard hut & REPLACE THE PADLOCK		
7	If there are no more sessions that day: Replace the Pool Thermometer in the water attached to the rope. (If there are no Adult Swims, put the pool Hoover in the water and put the covers on the pool).		
8	Sign out on the time sheet.		
ADD NEW IF REQUIRED			