



Woodlarks Camp Site Trust

Pool Safety Operating Procedures

Normal Operating Plan (NOP)
Emergency Action Plan (EAP)

2026

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1 Introduction

1.1 Document Purpose

- 1.1.1 This document sets out the Normal Operating Procedures (NOP) and Emergency Action Plan (EAP) for the safe operation of the outdoor swimming pool at Woodlarks Camp Site. The pool supports access for children and adults with disabilities and must be managed to high safety standards.
- 1.1.2 Whilst Woodlarks has duties to ensure that the structure and fabric of the pool is suitable for use, Camp Leaders are legally responsible for the proper supervision of this area and will be answerable in the event of any incident.
- 1.1.3 All Camp Leaders, Pool Managers, Lifeguards/Pool Supervisors must ensure that they have read, and are familiar with, the contents of this document.
- 1.1.4 The swimming pool is provided for the encouragement of swimming and exercise by people who have a disability.

2 Legislation

2.1 Laws governing pool use

- 2.1.1 The Health and Safety at Work Act etc. 1974 (HASWA) and the Management of Health and Safety at Work Regulations 1999 place general obligations on pool operators such as Woodlarks.
- 2.1.2 These ensure that:
- 2.1.3 The swimming pool installations, equipment, machinery and plant are safe
- 2.1.4 The swimming pool complex and infrastructure is safe
- 2.1.5 Safe systems of work and safe ways of using the swimming pool are in place
- 2.1.6 Swimming pool information, instruction, training and supervision is in place
- 2.1.7 The swimming pool complex and activities are subject to a suitable and sufficient number of risk assessments and control measures arising for this process are proportionate and effective.
- 2.1.8 This NOP is produced as a direct requirement of the risk assessment process and general and specific health and safety legislation. This NOP provides details relating to how the swimming pool should be run daily and reflects the requirements detailed in the Health and Safety Executive publication 'Managing Health and safety in Swimming Pools' HSG 179 (published 2003, amended in 2013). The NOP is a 'live' document and is kept under continuous review and updated when necessary. A formal review of this document takes place at least annually. The duty of care applies to visitors, staff, and contractors.

3 Pool Description and Facilities

3.1 Location and Layout

3.1.1 The Woodlarks pool is a heated pool situated in the valley.

Pool size: 7 metres wide by 20 metres long

Pool depth:

Shallow End 1.0 metres

Deep End 1.2 metres

3.1.2 The pool is surrounded by a 2.5 metre security fence with access through a lockable gate.

3.1.3 The pool may be used from 0600 (or dawn if later) to 2100 (or dusk if earlier). The pool should not be used in foggy weather or heavy rain when the lifeguard(s) cannot see the whole pool area.

3.2 Maximum Bather Load

3.2.1 The maximum number of bathers allowed in the pool is 30. If more wish to bathe, it will be necessary to limit pool time or to arrange for several separate sessions.

3.3 Changing Facilities

3.3.1 The changing rooms are available for use from 06:00.

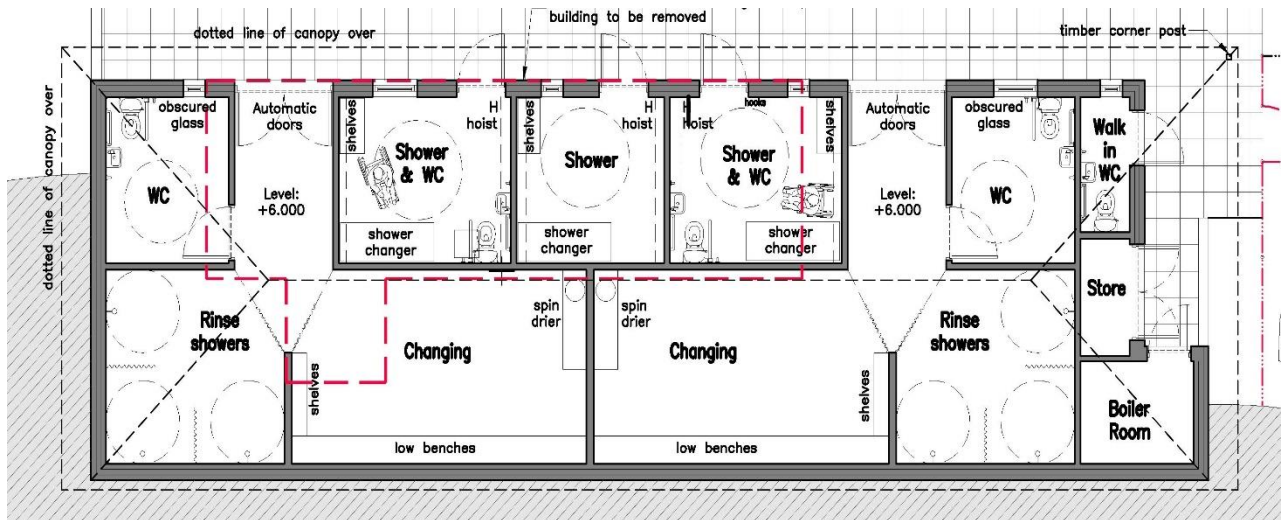
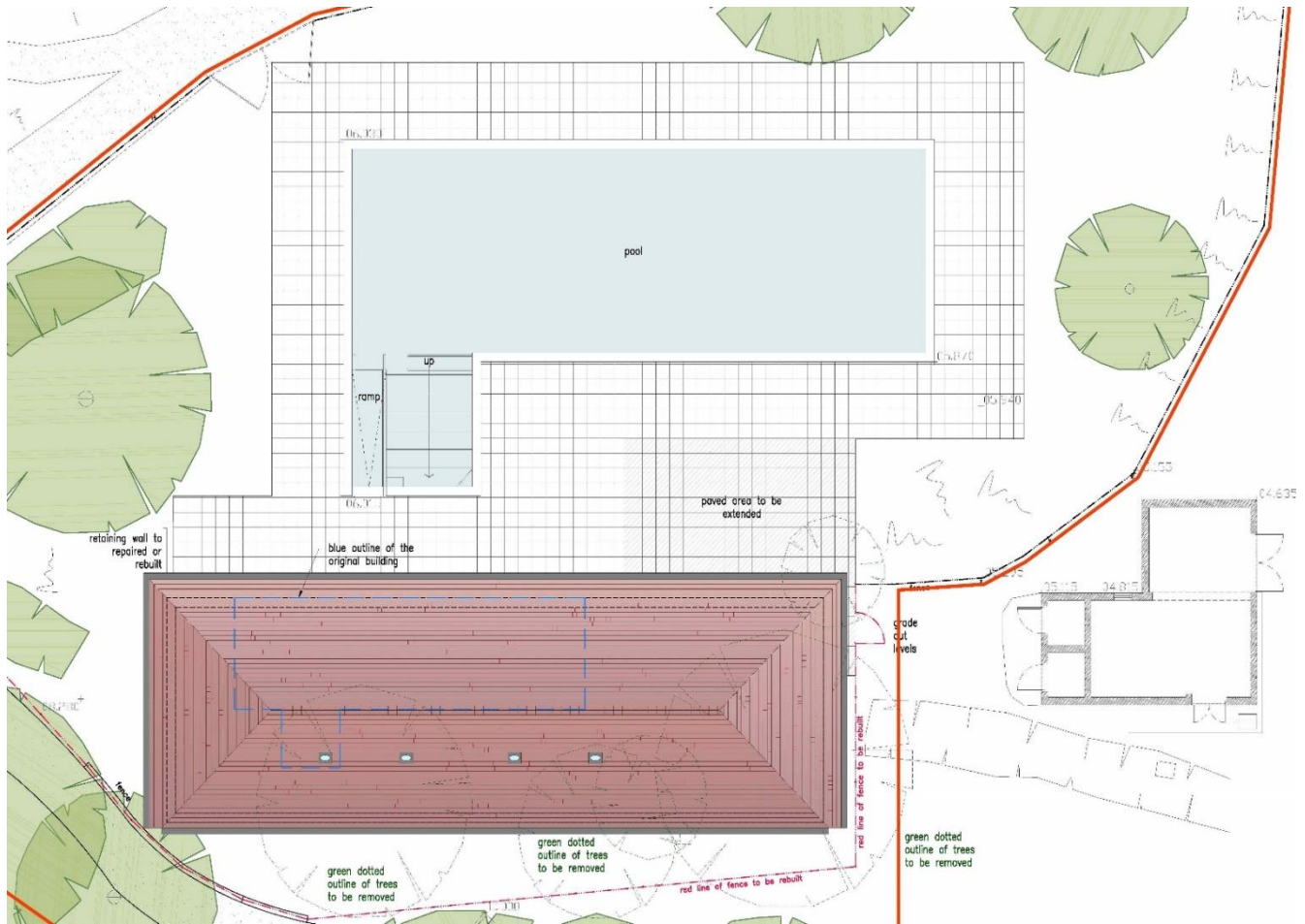
3.3.2 There are 2 large changing room areas with toilets and showers. There are 3 separate changing facilities with varying equipment including shower chairs, changing beds and overhead hoists.

3.3.3 The heating needs to be switched in upon arrival at the pool switch to allow the building time to reach a reasonable temperature.

3.3.4 The heating timers are in the right-hand changing rooms, on the left inside the door. There are two timers (countback timers). For normal use operate the right-hand timer, this controls the hot water supply, under floor heating and air heating. The left-hand timer does not activate the air heating.

3.3.5 To set the timer use the left-hand button to select the number of hours you expect to use the building, allowing an extra half hour to allow the building to dry out after you leave. Press the right-hand button to turn the system on and off.

3.4 Sketch plan of pool area and changing rooms: (Not to scale)



3.5 Accessibility Provisions

- 3.5.1 Access is through large double gates onto paving, kept locked when pool is not in use.
- 3.5.2 The edge of the pool is marked by tactile paving to assist visually impaired swimmers.
- 3.5.3 The changing rooms are fully accessible with changing beds and overhead hoists.
- 3.5.4 There are shower chairs and chairs to be used in the hoist.
- 3.5.5 Access to the pool is via steps or hoists.
- 3.5.6 There are 2 oxford hoists that can facilitate the use of a chair or sling.

3.6 Plant Room

- 3.6.1 The plant room is only accessed by authorised users and will not routinely be accessible for camps.
- 3.6.2 Access Area
- 3.6.3 Spectators should consider staying on the grassed areas to leave the paved area free.
- 3.6.4 Running is not permitted inside the fenced pool area; electric wheelchairs must be set to the lowest speed setting.

3.7 Awareness

- 3.7.1 Everyone using the pool area must comply with instructions given by the Camp Leader, Pool Manager and Lifeguards/Pool Supervisors or by a Woodlarks Trustee or Management Committee Member. They must be aware of the pool area geography i.e. toilets, showers, available emergency equipment, and emergency alarm.
- 3.7.2 The use of plug-in electrical items around the pool is prohibited.

4 Risks

4.1 Safety Rules to Manage Risk

- 4.1.1 Diving is not allowed anywhere in the pool due to insufficient depth and dimensions of the pool.
- 4.1.2 The paving around the pool is denotes danger or safe access point for the visually impaired. External to that the paving slabs could be slippery when wet.
- 4.1.3 All equipment poolside is to be positioned to minimise Trips and falls and to be put away promptly and tidily after each session.
- 4.1.4 Pool Cover: Only competent users should be putting the cover on and removing it.

- 4.1.5 Specialised Activities – Aerobics, water-based activities and training. There must be a specific risk assessment for that activity. Activity risk assessments must address significant hazards and identify appropriate control measures taking account of:
- Pool design, structures and features, including access to the pool.
 - Ages, abilities and numbers of users
 - Hazards associated with each session type
 - Hazards to Organisers, Supervisors, and Spectators
 - The possibility of inadequate or inappropriate supervision
 - Disabilities, behavioural / emotional and health
 - The possibility of alcohol consumption or food prior to swimming
 - Youth and inexperience (half of those who drown are under the age of 15)
 - Weak or non-swimmers straying out of their depth
 - Unruly behaviour and misuse of equipment
 - The possibility of the absence of, or inadequate response, in an emergency
 - Hazards associated with heat/high humidity
- 4.1.6 Individual risk assessments must highlight hazards and risks for each individual who requires any additional specific support to ensure that they are and others are safe.

5 Management and Staffing arrangements

5.1 Responsibility

- 5.1.1 During a camp, the Camp Leader is responsible for the site and the pool. These rules will help in organising safe pool activities and allowing visitors to use the pool.
- 5.1.2 Camp Leaders must ensure that a risk assessment is carried out, in respect of their camp's use, prior to the pool being used. This will include consideration of appropriate Lifeguards/Pool Supervisors together with abilities/disabilities and numbers of pool users. Consider a Personal Emergency Evacuation Plan (PEEP) if needed for individuals.
- 5.1.3 Camp Leaders must provide at least one Lifeguard with the RLSS NPLQ or equivalent.
- 5.1.4 The term 'Lifeguard' should only be applied to a suitably qualified person i.e. someone who holds the NPLQ or equivalent qualification.
- 5.1.5 All other persons are 'Pool Supervisors'.
- 5.1.6 No swimming session may take place without Lifeguards/Pool Supervisors in attendance at the pool.
- 5.1.7 A normal Lifeguard rotation should happen every 45-60 minutes and not more than 90 minutes. Rotation means that after a period of Lifeguarding, the Lifeguard should rest for at least 30 minutes away from the pool. If another Lifeguard is not available swimming must not take place until the rest period is completed.

- 5.1.8 All must be aware of the difficulties of dealing with:
- a disabled person in an emergency, including communication
 - a possible spinal injury
- 5.1.9 Lifeguards/Pool Supervisors will be briefed by the Pool Manager and will position themselves around the pool as circumstances dictate.
- 5.1.10 In some situations, the Pool Manager may be an unqualified person whilst one or more qualified Lifeguards are on duty.
- 5.1.11 In the event of an emergency the NPLQ Lifeguard will deal with the incident, and the unqualified Pool Manager must not interfere but act to support them.
- 5.1.12 During the swimming session Lifeguards/Pool Supervisors must be dressed for immediate entry into the water.
- 5.1.13 Lifeguards and Supervisors may make use of the high seat provided for a clear view of the pool. They must be aware of the pros and cons of positioning the moveable chair to counter glare and to ensure easy access to the water.

5.2 Lifeguard Provision

- 5.2.1 The Camp Leader may delegate duties to a Pool Manager. (an NPLQ if possible) The Pool Manager will assist with safety and with maintaining a good standard of discipline for swimming sessions. Delegation does not negate the Camp Leader's responsibility.
- 5.2.2 According to the [gov.uk website](#) the following qualifications are acceptable
- 5.2.3 If you want to work as a pool lifeguard, you'll need one of the following qualifications:
- [National Pool Lifeguard Qualification](#) (NPLQ)
 - [Level 2 Award for Pool Lifeguard](#)

5.3 Pool supervision

- 5.3.1 The Pool Manager, along with Lifeguards and/or Pool Supervisors, will be responsible for safety and will maintain a good standard of discipline for swimming sessions.
- 5.3.2 The Pool Manager should have a good knowledge of the pool and its surrounds and be as knowledgeable as possible of all campers and helpers at the pool. Their duties will include ensuring the correct number of Lifeguards/Pool Supervisors for the swimming session and assisting with or supervising the correct opening and closing of the thermal cover.
- 5.3.3 The Pool Manager will ensure that a first aid kit, blankets and towels, full contact details of the site and medical details of all disabled participants and other pool users where appropriate are available. They will also ensure that the alarm is working properly.

5.4 Numbers and Supervision

- 5.4.1 There must be a minimum of two able-bodied adults supervising on the poolside capable of rescuing anyone in the water. At least one must be a qualified Lifeguard with a current qualification. The second person may not be Lifeguard trained but should have certificated emergency first aid skills and knowledge.
- 5.4.2 16–17-year-old lifeguards may perform lifeguarding duties but must not be left alone as the sole observer.

5.5 Duty of care

- 5.5.1 The Camp Leader must ensure that every precaution is taken, bearing in mind ages, abilities, health and number of bathers, also the availability of Lifeguards and clarity of water before giving permission for the pool to be used.

5.6 Emergency communication

- 5.6.1 The Pool Manager must ensure that Woodlarks full address, including postcode are known at the poolside. (Woodlarks Camp Site, Tilford Road, Farnham, Surrey, GU10 3RN).
- 5.6.2 What 3 Words for the Camp Site drive is backpacks.marketing.question
- 5.6.3 If the emergency services are called the Pool Manager must despatch someone to meet them and guide them to the pool.
- 5.6.4 It should be noted that the landline has been removed from the pool area. Pool Managers and Lifeguards / Supervisors should be in possession of a charged mobile phone.

5.7 Pool Manager Duties

- 5.7.1 The Pool Manager must:
- Ensure that all persons entering the pool area, including visitors, understand the pool geography, i.e. toilets, showers and available emergency equipment.
 - Ensure that there is always at least one qualified Pool Lifeguard and that this person is supported by a second person who holds a first aid certificate.
 - The Pool Manager may be one of the Lifeguards/Pool Supervisors.
 - Lifeguards / Pool Supervisors should be clearly identifiable either by wearing yellow tee / polo shirts or the supplied lightweight mesh yellow waistcoats.

5.8 Hearing / Sight Impaired Bathers

- 5.8.1 When any bather is hearing or sight impaired the Pool Manager must take steps to ensure there is proper communication before any emergency occurs.

5.9 Whistle Drill

5.9.1 The RLSS Whistle Drill should be used during sessions.

1 short blast "attention pool user or users"

2 short blasts "calls for attention of another Lifeguard"

3 short blasts "indicates Lifeguard taking Emergency Action"

1 long blast "calls attention and indicates the pool may be about to be cleared"

5.9.2 All persons in the pool must comply with the whistle signal and instructions given.

5.9.3 During the swimming sessions a practice of the whistle drill may be held but the whistle must be used sparingly.

6 Pool Opening Procedure

6.1 At the start of the session:

6.1.1 The Pool Manager (see below) will unlock the boundary gates.

6.1.2 The thermal cover needs to be removed.

6.1.3 Stow the rope so that it does not create a trip hazard.

6.1.4 Cover handle to be stored for safe keeping immediately after use.

6.1.5 Check that the emergency alarm to the dining room works.

6.1.6 Check the site is clear of debris and any hazards

6.2 At the end of each session:

6.2.1 Replace the thermal cover using the rope, making sure that it is pulled out evenly and does not catch or scrape on the sides of the pool.

6.2.2 Fasten and stow the rope so that it does not create a trip hazard.

6.2.3 Store all rescue equipment (torpedo buoys and throw bags) in the cupboard.

6.2.4 Make sure all boundary gates are locked and the pool cover handle removed from the pool area and stored safely.

6.2.5 The changing room doors are not locked; security is provided by the external fence.

6.3 Water clarity check / Quality Management

6.3.1 Woodlarks will provide a competent person to assess water quality.

6.3.2 At the start of a session the pool chemical checks in the pump house must be done by an authorised person before a swim. The Pool pumps must be set into " In Use Mode " by setting the right-hand timer to the next hour longer than the expected swim session length.

6.3.3 Please advise the Warden or Secretary when pool sessions are planned so they can conduct the checks if required. They are not available for pool checks before 0900.

6.3.4 When the pool is in use the chemical levels should be periodically checked to ensure

the levels are still correct.

6.3.5 Woodlarks are responsible for:

- Testing frequency. - Prior to a swimming session and should be checked on days when the pool is not in use to allow early corrective action to be taken.
- Acceptable chemical parameters. - Documented in the Pumphouse.
- Record keeping – Kept in a Logbook within the Pumphouse
- Backwashing procedure – Completed by Warden or Secretary
- Drain-down and refill procedures (seasonal)

6.4 **Defibrillator**

6.4.1 It is stored inside one of the changing rooms when not in use. When the pool is in use it is kept in its holder on the outside of the changing room on the left.

6.5 **Safety equipment provided:**

- Torpedo buoys
- Rope Throw bags
- Raised Lifeguard's chair – moveable
- Two hydraulic hoist and chairs
- Short reaching poles
- Fluorescent waistcoats
- Emergency stop switch for filter pumps (tested regularly)
- Emergency alarms.

6.6 **Items to be supplied by each camp**

- A suitable first aid kit must be provided and kept by the Lifeguard chair.
- Whistles must be provided for all Lifeguards and other supervisory staff

6.6.1 Users should ensure that blankets and towels are available at the pool for first aid use.

7 **Alarm Systems**

7.1 **The four alarm systems associated with the pool.**

7.2 **Emergency Call alarm**

7.2.1 Alarm sounds with an amber flashing beacon on the outside of the dining room. This is to call support from the main buildings in the event of a major incident in the pool.

7.2.2 Camp leaders must have a response protocol for the sounding of this alarm. This should include but not limited to how to remove the largest / heaviest person on camp from the pool.

7.2.3 Alarm should be tested before the first pool session, so people know what it sounds like.

7.3 Fire Alarm

7.3.1 General fire alarm for the pool changing rooms. There is a secondary sounder / red beacon on the side of the dining room. This alarm is not connected to the Fire Alarm system used in the main Woodlarks Buildings. - This alarm is tested weekly.

7.4 Pool Nurse call alarm system

7.4.1 Row of beacons above the individual external doors. There is an audible alarm on the front wall which sounds if any call point is activated. To clear an alarm, press the clear button once.

7.5 Sewage System Fault

7.5.1 Amber beacon on the side of the pump house visible from the pool. This will activate if the sewage pump has failed. If this alarm goes off, please contact the Warden or Secretary.

8 Cleaning and Maintenance

8.1 Cleaning equipment provided

- Long handled net (poolside)
- Long handled floor brush (poolside)
- Dustpan and brush (store)
- Deck Brush (store)
- Broom (store)

8.2 Groups using the camp site are responsible for:

- 8.2.1 Maintaining the cleanliness of the changing rooms and pool surrounds during their visit. They are also responsible for ensuring the swimming pool complex is left clean at the end of their stay.
- 8.2.2 Sweeping around pool area, changing rooms, toilets and showers. Do not sweep anything into the pool.
- 8.2.3 Removing any litter from the pool surround to the bin deck area and replace with a clean sack.
- 8.2.4 Washing down showers and changing rooms. Clean Toilets. Make sure that dirty water does not go into the swimming pool.
- 8.2.5 Checking if the sanitary bins need to be emptied into the bin deck area
- 8.2.6 Airing the mats
- 8.2.7 Checking that the equipment store is tidy
- 8.2.8 Ensuring the gates are locked when you leave.

8.3 Pool Cleaning

- 8.3.1 Regular skimming of debris from the water surface is to be maintained during swimming sessions but not by the Lifeguards/Pool Supervisors. It may be easier to do this before anyone enters the water.
- 8.3.2 The surface “skimmer” filter baskets should be emptied, rinsed and replaced regularly. The pool floor may be cleaned using the broom.
- 8.3.3 Normal pool cleaning takes place at the end of the week.

9 Limitations of use

9.1 Permission

- 9.1.1 No one may enter the water without the permission of the Lifeguard/Pool Supervisor.

9.2 Permission to swim

- 9.2.1 Parent’s permission to swim must be obtained in writing before any person under the age of 18 can enter the swimming pool. If a person is unable to make their own decision as to whether they can swim, guardian’s consent must be obtained too.

9.3 Epilepsy

- 9.3.1 Persons who are subject to fits must always, whilst in the pool area, be accompanied by a responsible helper who must be able to support, turn the person face up and alert the Lifeguard.

10 Safety at the Pool

10.1 General Admissions

- 10.1.1 Note – Where reference is made to disabled users, this includes those with physical, emotional, behavioural or learning difficulties.
- 10.1.2 A responsible person, aged at least 16 years, can accompany 2 children under the age of 8 years. They must go into the water with the children they are accompanying. Whilst in the pool the responsible person must maintain a constant watch over the children for whom they are responsible
- 10.1.3 Babies, small children or toddlers must not be left unsupervised in carriers or pushchairs on the side of the pool
- 10.1.4 Swim nappies/pads or incontinence swim wear must be worn by all children/adults who are incontinent or not dry throughout the day. Standard type nappies are not suitable.
- 10.1.5 Persons intoxicated by alcohol or drugs or who are not in sufficiently good health must not enter the swimming pool complex. Swimming pool Supervisors and/or Lifeguards must refuse admission where there is doubt about an individual’s

capability to use the swimming pool safely.

- 10.1.6 Current or recent illness including respiratory problems, infections, digestive upsets and rashes are indications against participation. Where or when additional medication has been prescribed to address bowel/constipation then the client/bather should not access the pool until a bowel movement as occurred and/or their normal regime is established.
- 10.1.7 It is expected that Lifeguards / Pool
- 10.1.8 Supervisors carry out a dynamic risk assessment of their session and make a judgment if the pool is safe to use and if it is safe for a bather to participate in the lesson/session/activity; this also includes considering the effect on other users and the effect on water quality.
- 10.1.9 Any person with open sores/wound or medical dressings must not enter the pool.
- 10.1.10 Any person with a recent history of diarrhoea should not be permitted to swim.
- 10.1.11 Any person experiencing vomiting or feeling sick related to an infection/illness should not swim.

10.2 **Hoist**

- 10.2.1 The pool hoists must only be operated by competent users. Please refer to the section on hoists in the Camp Leaders' Handbook.
- 10.2.2 Before using the pool hoist carry out a visual inspection to ensure the hoist appears to be in good working order.
- 10.2.3 The capabilities of each person will vary; ensure that if a helper is required for the individual that they are ready to assist them in the water before you lower the chair
- 10.2.4 The maximum load must not exceed 140 Kgs.
- 10.2.5 Pool Supervisors should assess the risk of handling any swimmer who exceeds 140 Kgs.

10.3 **No Diving Rule**

- 10.3.1 There is a NO DIVING rule in force at the pool and this must be STRICTLY OBEYED.

10.4 **No Canoes, Boats or Rafts etc.**

- 10.4.1 Canoes, boats and rafts etc., are not allowed in the pool.
- 10.4.2 The use of water-walkers or similar equipment is discouraged in the main pool due to the concrete edge surrounding the pool. It is recommended that use of these is restricted to inflatable pools (usually supplied by the water-walker operator) and filled and emptied by prior arrangement with Woodlarks. Please ensure that the equipment supplier carries suitable insurance.

10.5 **Swimming Aids**

10.5.1 Buoyancy aids, nasal clips, masks, fins and snorkels may only be used in the pool with the consent of the Pool Manager.

10.5.2 Buoyancy aids are not supplied by WCST.

10.6 **Guide / Working Dogs**

10.6.1 Only guide and working dogs are allowed inside the main gate of the pool area.

10.6.2 They should be tethered AWAY from the pool when their owner is swimming and kept on a lead at all other times.

10.6.3 Dogs are strictly prohibited from swimming in the pool.

10.7 **Glassware**

10.7.1 Drinking glasses and glass bottles etc. are not allowed in the pool area.

10.7.2 No glass items are to be taken down the pool path and left on the ground outside the pool gate or perimeter fence.

11 **Emergency Action Plan**

11.1 **Purpose of the Emergency Action Plan (EAP)**

11.1.1 The aim of this plan is to ensure the safety of all Pool Users and Supervisors in the event of an emergency. The Pool Manager and Lifeguards/Pool Supervisors must be familiar with the following emergency procedures and action to be taken.

11.2 **Accident or Injury**

11.2.1 Raise the alarm. Use visual signal for deaf swimmers.

11.2.2 If the Lifeguards/Pool Supervisors are focused on a rescue, be aware of the potential hazards of the pool being cleared of swimmers who are effectively unsupervised at that moment.

11.2.3 Recover the casualty as soon as possible using the rescue aids or by making a safe entry into the water. Consider the possibility of a spinal injury.

11.2.4 Clear the pool if it is necessary and where practicable to do this

11.2.5 Inform the main camp area

11.2.6 Summon an ambulance to the pool if necessary.

11.2.7 In the case of a serious incident, inform the Warden or Secretary as soon as possible. If in doubt, inform!

11.2.8 Record the details of all incidents in the Accident Book. When filling in Accident Forms try to be as specific as possible with regards to exact location that the incident / accident occurred, the nature and extent of injury, treatment given (even if only reassurance), and what the person concerned was actually doing at the time the

injury occurred. Make sure that you obtain the names of any witnesses, (they can be useful in helping to compile your report). Don't forget to sign the form yourself as the Reporting Officer.

11.3 **Fire**

11.3.1 If you discover a fire:

- Immediately operate the nearest fire alarm point.
- Competent person to fight the fire, if possible, with appliances provided but without taking personal risk.

11.3.2 If a person is on fire:

- Lay casualty on the ground and smother with a blanket / towel.
- Seek medical help, as appropriate.

11.4 **Evacuation due to fire, bomb threat, toxic gas or structural failure**

11.4.1 On hearing the fire alarm: - Remain calm.

11.4.2 Guide people out of the building (changing rooms) via the nearest exit.

11.4.3 Do not stop or allow anyone to gather possessions.

11.4.4 Guide the group to the 'Fire Assembly Point'

11.5 **Lack of water clarity / water pollution**

11.5.1 If the clarity of the pool water deteriorates for any reason (i.e. the bottom of the pool is no longer clearly visible, the swimming session must be immediately suspended.

11.5.2 Inform the Warden or Secretary as soon as possible.

11.5.3 Further use of the pool is not permitted until full visibility has been restored.

11.6 **Disorderly behaviour**

11.6.1 Offenders must be dealt with politely but firmly.

11.6.2 Offenders who fail to comply with pool rules must be instructed to leave the pool for that session.

11.6.3 Inform the Secretary or Warden if necessary.

11.7 **Contamination of the water by faeces or vomit**

11.7.1 The chemicals within the pool water are capable of destroying most contaminating bacteria. In the case of faeces or vomit the chemicals prevent potential health risk to other swimmers. Keep other pool users away from the immediate vicinity of the contaminant whilst it is scooped out of the pool, (ensure suitable PPE is used) and flushed down the toilet.

11.7.2 Any faeces, vomit, urine or other pollutants on the poolside should be carefully swilled down using hot water.

11.7.3 In the case of diarrhoea, the harmful bacteria are contained within an enzyme that the chemicals take longer to break down. The pool will need to be cleared and shutdown for several hours until all risk of infection has passed. If you suspect that there is diarrhoea in the pool the swimming session must be immediately suspended and the Warden or Secretary informed as soon as possible. They will determine when the pool can be returned to use.

11.8 Injury / Assault / Abduction

11.8.1 On discovering a serious injury to a user or if an abduction/assault has taken place, assess the situation.

11.8.2 Deal with the incident based on your knowledge and expertise.

11.8.3 If applicable, make sure other users are safe and supervised.

11.8.4 Do not put yourself in danger by tackling this situation.

11.8.5 Make a mental/written note of what is happening and obtain as much information as you can to give the ambulance or police.

11.8.6 Ensure the Camp Leader is updated and if necessary, inform the Warden / Secretary

11.9 Gas / Water / Chemical Leak

11.9.1 If there is an issue with the gas, water, or chemicals please inform the Warden / Secretary or other competent person to resolve if possible or isolate as required

11.10 Intruders

11.10.1 Intruders are dealt with under a separate heading in the Camp Leaders' Handbook.

12 Example of Potential Hazard

12.1 Lifeguard Hazards

- Unqualified persons
- Hung-over Lifeguards
- Tiredness
- Injured
- Unfit
- Unsuitable
- Incorrect clothing
- Distracted/Talking/Texting
- Uncaring
- Wrong position

12.2 Physical Hazards

- Uneven pool surround
- Steps into the pool
- Poolside hoist

- Debris on / below water surface
- Handles to steps
- Wet surfaces
- Wheelchairs

12.3 **Activity Hazards**

- Running
- Pushing
- Splashing
- Bombing
- Use of electric wheelchairs in pool area
- Improper use of equipment
- Use of mains electrical equipment at the poolside

12.4 **People Hazards**

- Children
- Visually Impaired/Deaf
- Disabled
- Elderly
- Boisterous
- Drunk