

# **Guidelines for Poolside Staff and Helpers, relating to the Pool 'Normal Operating Procedure' & 'Emergency Action Plan'**



## **Requirements**

It is expected that all poolside staff and Club helpers are aware of the pools Normal Operating Procedures (NOP) and Emergency Action Plan (EAP).

## **Source of Information**

The Pools provide a copy of the NOP and EAP as part of the condition of hire of the pool to Dereham Otters Swimming Club.

## **Overview**

Coaches and helpers are required to know what to do in the normal operation and in the event of an emergency at the pool.

Dereham Otters Swimming Club, as part of their hire agreement, employ lifeguards from the Pool Operators. The management of the facility remains the responsibility of the pool staff at all times during the hire.

In the event of an emergency, the pool staff will take complete control of the situation and guide personnel on site to take the appropriate action. Dereham Otters staff will support the pool staff in undertaking the necessary actions required. Under no circumstances is a member of Otters staff expected to take any unilateral action.

## **Coaches**

Generally coaches enter the role through ASA training courses organised by Dereham Otters Swimming Club. During the process one of the requirements of the training is to receive a copy of the NOP and EAP. In the event of a coach joining the club via different route, the Head Coach will provide a copy of the NOP and EAP.

## **Helpers**

All helpers should be briefed of the existence of the NOP and EAP and in particular their role in helping to support the pool management in the event of an emergency.