

# OXFORD TRIATHLETES - OPEN WATER SWIMMING

## Guidelines for duty Safety Officer

Please note the following guidelines. They are to ensure the welfare of swimmers and comply with the requirements of the owners of the site. The Safety Officer does not swim and remains lakeside until all swimmers are out of the water.

- Try to arrive early, say by 8:10 am and bring with you a **charged mobile phone** to use in the event of any emergency
- **On arrival go straight to the site office to sign in** (Continue along the road past the lake. At the end of the road go to the second office building (the one on the right signed 'Hanson' which is to the side of a weighbridge for quarry vehicles). Go up the metal steps to the office to sign in on behalf of Oxford Triathletes.) Note **you must also sign out** after the session is over.
- Bring with you and have read and understood the Risk Assessment and the EAP (Emergency Action Plan). You must check if there are any additional hazards on the day. It is your decision as Safety Officer on whether a session can proceed
- At the lakeside you must have your mobile phone. From the plastic safety box you will find air horn, first aid kit, loudhailer and binoculars. Please wear the yellow high visibility top for easy identification. A file with copies of EAP, RA, guidelines etc should also be in the box for reference to.
- All swimmers **MUST** check in and out with you, before entering the water and immediately on exiting. You should have an up to date Register sheet which has a column for Emergency Contact details. Take these details down if not already on the sheet. Note that the lake sessions are strictly for Oxford Tri members only.
- All swimmers must have read, signed and returned the club Open Water Swim Rules with Disclaimer. This need only be done once per season and will be indicated on the Register sheet. Make sure any new swimmers read and sign the Open Water Swim Rules and Disclaimer.
- Collect fees from members who are not 'prepaid'. The pay as you go session fee is £3
- You must give or be present at the mandatory pre-swim Health & Safety briefing
- In the unlikely event of an incident or emergency, follow the procedures in the EAP
- Check off on the Register each swimmer on exiting the lake
- Be proactive rather than passive – ie when swimmers exit the lake ask for their names to check them out rather than waiting for them as many will forget!
- Detail any injuries sustained on an Accident Report Form if appropriate and also report accident to Hanson site office
- Once the last person is safely out of the water, **return to Hanson's site office to sign out**
- If you are last to leave, make sure the gate is shut after you. If people are staying on, say to do a run, delegate responsibility to someone for shutting the gate

After the session get any new paperwork to Phil Richards, the Club Coach. This will ensure club records are kept up to date.