



NORMAL OPERATING PROCEDURES AND EMERGENCY ACTION PLANS

Summer Swims

V5.1 March 2025

INTRODUCTION

The aim of this document is to provide a detailed overview of how each session will be operated and how incidents will be managed that can be easily understood.

This is a blueprint for delivery that can be applied in the event of someone having to deputise for the regular organiser/session leader.

The document is split into three sections:

Section One: Normal Operating Procedures - this section provides background information in relation to the venue and the activity as well as describing how safety will be managed routinely.

Section Two: Emergency Action Plans – this section describes the action that will be taken in the event of a foreseeable incident.

Section Three: Appendices - this section contains the risk assessment for the activity and other supporting documents referred to in the main document and/or risk assessment.

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Open Water Swimming - Risk Assessment 21

MANVERS WATERFRONT BOAT CLUB

NORMAL OPERATING PROCEDURES



Summer Swims

Part 1 – Background information

The Venue

Manvers Lake is operated by Manvers Lake and Dearne Valley Trust. The swimming is managed through:

Manvers Waterfront Boat Club
The Boathouse
Station Road
Wath upon Dearne
Rotherham
S63 7DG

The Sat Nav postcode for the venue is S63 7BU Tel:- 01709878984

The lake has good facilities including access road, car park, boathouse, toilets, showers, café etc.

Key Contacts & Responsibilities

Amie Ledger: (Open Water Swim Section Leader)

Contact: amie.ledger@mwbc.org.uk

Phone: 01709 878984

Duties: Co-ordinator Open Water Swimming Activities

Qualification: RLSS Open Water Lifeguard, RYA Powerboat L2, RYA Safety Boat

Mark Benton: (Director of the Club and trustee of the trust and director of both).

Contact: mark.benton@manverslaketrust.co.uk

Phone: 07704111414

Duties: Club Chair

Qualification: BTF Level 2 Coach with OW endorsement, RLSS Lifeguard, RYA Powerboat L2, RYA Safety Boat

Tracy Hyland: (Open Water Swim Section Safety Lead)

Contact: tracy.hyland@mwbc.org.uk

Duties: Co-ordinator Swim Safety.

Qualification: STA level 2 ,RLSS Lifeguard, RYA Powerboat L2, RYA Safety Boat

Gavin King: (Club Support Officer)

Contact: gavin.king@mwbc.org.uk

Duties: Club Secretary

Qualification: BTF Level 2 Coach with OW endorsement, RLSS Lifeguard, RYA Powerboat L2, RYA Safety Boat

Swim Leaders Briefing and Procedure.

Before the Session

Swim leaders should aim to arrive 30 minutes prior to the start of the session when they are able to.

They should complete the following duties:

1. Take temperature of the lake.
2. Review the lake and surrounding area to perform a dynamic risk assessment on the conditions of the lake and the weather. Look at the weather forecast and determine any changes that may occur during the swim session. Review entrance and exits of the lake for any dangers.
3. Erect the signing in desk and print the relevant paperwork for the participants to sign in.
4. For morning week day swims ensure that a paddleboard and throw line are taken down to the slipway before the session begins.

Beginning of session

The swim leader should deliver the safety briefing

Safety Briefing

Below is a non-exhaustive list of briefing requirements to brief participants on:

- Participants will be briefed on all aspects of signing in/out. All participants reminded that they should have signed in.
- Members arriving after the main briefing will receive a briefing from the swim desk volunteer if the swim lead is unavailable.
- Correct clothing - brightly coloured hat and use of wetsuits and if not using a wet suit a tow float is required.
- Reiterate that these sessions do not have safety cover and that therefore swimmers are swimming at their own risk.
- The weather conditions and hazards in the lake, both below the surface and above.
- The entrance and exit points. Also confirm when they exit the lake they must sign out.
- A reminder on the cleaning of personal kit to keep the lake clean from invasive species.
- Any areas or routes to be used (go/no go areas).
- The correct acclimatisation for the water conditions.
- Using the floatation of the wetsuit or floatation device correctly.
- Swimming the safe distance from the slipway along the front of lake.
- Swimming within your limitations.
- Use of swim buddy system.
- The Air Horn sound and signals of the evacuation procedure (Two long blasts closes the session on the lake).
- Any questions from participants.

During session

The swim lead will check every ½ hour as to the number of swimmers in the lake and check that this corresponds with the documentation on the swim desk.

End of session

Ensure all swimmers have signed out. If not see Missing Swimmer policy in the EOP.

Check the changing rooms and carpark ensure all the participants are safe and out of the lake.

Debrief

Review the session. Send any relevant information to the section head. Most sessions may pass without incident but any relevant information to be sent onto the OWS section lead.

Close Building

Ensure all the building is empty, especially the changing rooms. Set the alarm. Lock the door and shutter.

Swim Session

Manvers Lake welcomes swimmers of all abilities and allows them to swim or train at their own pace around an accurately measured 400 and 800 metre courses. Each session may last up to 2 hours and swimmers can complete as many or as few laps as they prefer. There is capacity for up to a maximum of 150 swimmers (unless an event is taking place) in the water at any time, this is managed through the booking system. Swimmers under the age of 16 must be accompanied by an adult swimmer aged over 18.

Only signed off members can swim at any summer session.

Timetable Summer (First Wednesday after Easter – End of September)

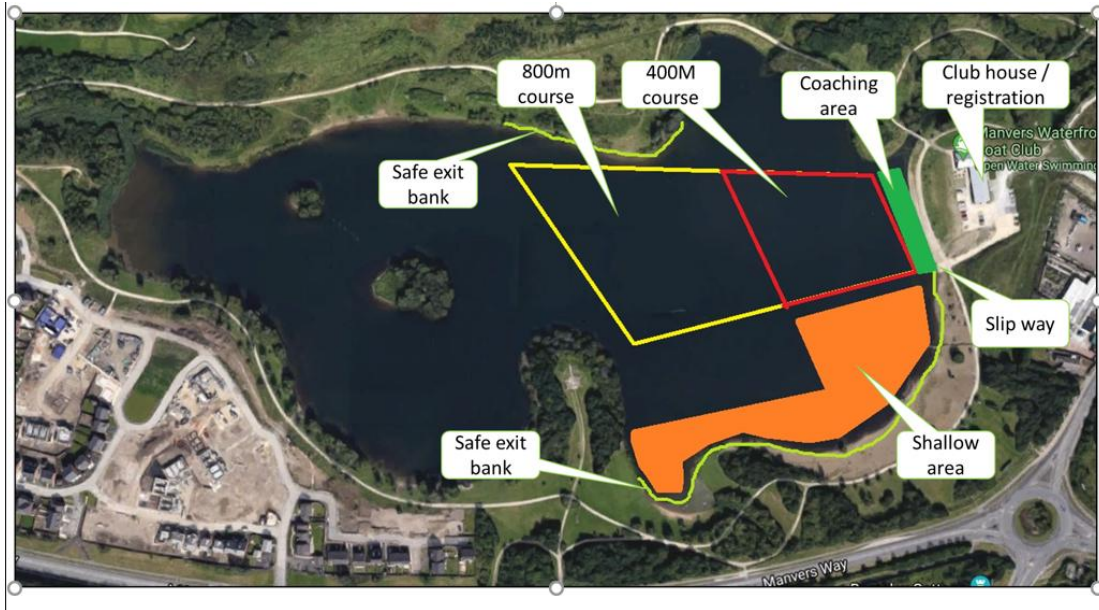
Monday to Friday	6:00am – 8:00am
Monday to Friday (excluding Wednesday)	12:15pm – 1:00pm
Friday Evening	5:00pm – 7:00pm
Saturday	7:00am – 8:00am
Sunday	8:00am – 10:00 am

Water Safety

Safety Arrangements are different at these sessions and swimmers take part in these sessions at their own risk. Therefore, swimmers must take extra precautions when swimming. These include:

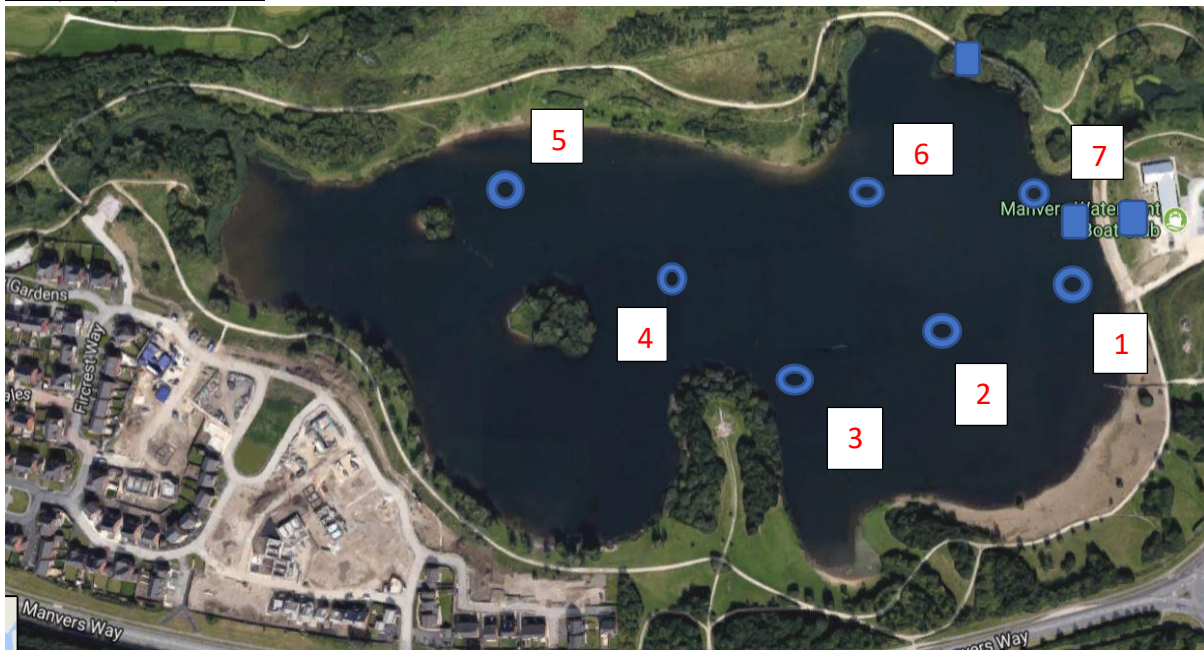
- Attending the swim briefing - if you do not attend the briefing you will not be allowed to swim.
- Swimming with a buddy swimmer at all times.
- Swimming within your own limitations – do not take any risks.
- If you are not wearing a wetsuit you must wear a tow float.

Site Plans/ Swim Course



Swim direction is clockwise. The evacuation point is the slipway. For swimming self-rescue other exit points are shown above.

Buoy Layout/names



- | | |
|---------------------------|-------------------------|
| 1. Start Buoy | 2. First Buoy |
| 3. Tesco | 4. Island |
| 5. Top | 6. North Bay (Polo Bay) |
| 7. Washing machine corner | |

Bankside locations



Water Quality

Open water swimming always includes a risk of infection or illness as the water quality cannot be guaranteed. Swimmers are advised about the potential hazards and steps that they can take to minimise the risks. Furthermore, the water quality is regularly checked (see below) to ensure that swimming only takes place when the water quality passes the relevant standards

Manvers is a manmade balancing lake and the inflow is through reed beds and there is no agricultural runoff in to the lake. SOCOTEC UK | Testing, Inspection & Certification Services is used to report on this.

Visual checks are informally undertaken daily for debris in the lake or pollution or flood water.

Water quality testing samples are taken every 2 weeks in the summer and monthly through the winter samples are tested by SOCOTEC UK | Testing, Inspection & Certification for bacterial contamination from the area where swimming will be taking place in testing at the edge of the lake and near the headland.

The details of the tests and results can be found at:

[Water Quality | Manvers Lake \(manverslaketrust.co.uk\)](http://manverslaketrust.co.uk)

As the test results take a few days to come back if there is obvious water pollution or if the water quality testing records a "fail" all swimming activities will be suspended until the water clears and/or a "pass" is recorded

If water quality is a consequence of blue green algae it is required to have two readings below the threshold level (100,000 cells per ml) that are recorded a week apart before swimming commences.

Medical Arrangements

The First Aid Kit and PPE is located in the member's entrance.

The Defib is located in the member's entrance and in the boat house.

- First aid supplies will be checked monthly or if a first aid incident has been reported then refreshed as appropriate by the Trust. This will ensure that adequate supplies are available.
- First aid supply requirements please complete near miss form – this will be actioned ASAP.
- If more than basic first aid is required then either Emergency Services must be called, or the casualty advised to attend a doctor or go to Hospital.
- Any accident requiring first aid must be logged online using a incident form. Along with advice to seek further medical attention. [Accident Reporting Form \(mwbc.org.uk\)](http://mwbc.org.uk)

As per the EAP the swim leader would contact the emergency services in the event of an incident and arrange for the meeting/hand over of the casualty.

The nearest hospital is:

Montagu Hospital

Adwick Road,
Mexborough,
S64 0AZ
Tel:- 01709 585171

Rotherham District General Hospital

Moorgate Rotherham
Tel 01709 820000

MANVERS WATERFRONT BOAT CLUB EMERGENCY ACTION PLANS



Emergency Action Plans

The Emergency Action Plans describe the action that will be undertaken in the event of a foreseeable incident, however As, far as possible the Manvers Emergency Action Plans promote a proactive approach and identify steps that can be taken to prevent situations from arising rather than just be reactive. For example, careful monitoring of the weather forecast and the use of specialist weather apps can identify the risk of lightning, fog and/or high winds which may necessitate cancelling the session rather than allowing swimmers to enter the water and then potentially have to evacuate them as conditions deteriorate.

In each case this EAP identifies:

- Who is responsible for undertaking each task.
- What action they will take
- How they will communicate with other members of the team
- What further actions will be undertaken to ensure the safety of the other swimmers if safety resources are tied up dealing with an incident.

Missing Swimmer

Upon knowledge of a missing swimmer, the Emergency Action Plan (EAP) is initiated.

- Undertake a headcount and ensure the register accounts for everyone.
- Also check data base for vehicle reg and then check car park.
- If the swimmer isn't included in the headcount. Try and contact the swimmer by mobile telephone (ring twice).
- Call the emergency services and act on their advice.
- Then contact the swimmers In Case of Emergency contact (ICE).

Swimmer in difficulty

Swimmer in difficulty raises alarm by turning on to back and raising arm, a fellow swimmer or the swim lead notices swimmer struggling or signalling in the water.

- The swimmer's swim buddy and any other nearby swimmer to assist the swimmer in difficulty and try and get them back to shore.
- Once at shore first aid and reassurance to be provided, as required.

Unconscious swimmer

- Swim Lead/swimmer notices unconscious swimmer and the raises alarm.
- The Defibrillator to be brought to the slipway.

- The session swim leader evacuates the lake by giving two long, loud blasts of the Air Horn To signal a lake evacuation.
- The swim leader should ensure emergency services are called informing them we have a casualty in the water. The 999 call can be allocated to the desk volunteer by the swim leader
- The swim buddy and or nearby swimmers to initiate a rescue as best they can until emergency services arrive

Course Evacuation

If there is a change in weather circumstances eg lightning, declining visibility

Evacuation Points

Please use slipway (Red) for emergency evacuation

Exits shown for self-rescue (Yellow) but not an exhaustive list.

There are also a number of evacuation points around the lake, see the map below.



The exits shown in red are the emergency exits at the slipway. However, if deemed to be a self-rescue this can be done as required along the banks of the lake.

Slow Evacuation

The swim lead will inform swimmers to leave the lake. All swimmers then proceed to the signing out point and ensure they are signed out before leaving site.

Fast Evacuation

Use of air-horn: - two long loud blasts of the air horn signals all swimmers to evacuate the lake at the nearest exit point shown in the evacuation section .

- Upon hearing this sound evacuate the lake as soon as possible at the nearest exit.
- Swimmers to report to the signing out desk before leaving site.

Revised Course

Due to reduced water temperature or reduced safety resources.

We also complete a dynamic risk assessment and may change the course and time allowed in the lake due to Weather e.g. fog, wind or the water temperature itself.

We use the revised course procure, which is closing the 800m course and direct swimmers to use the 400m course. Or use of the water directly in front of the boathouse. Or from the slipway to the safety tree.



MANVERS LAKE OPEN WATER SWIMMING APPENDICES

Statement of Insurance

The Club indemnify all foreseeable risks through insurance cover. This will be regularly reviewed.



Policy Number PSPT00447524/00
Hiscox Unique Identifier 8476169
RENEWAL SCHEDULE

INSURANCE DETAILS

Period of Insurance:	From 11/12/2024 to 10/12/2025
Date issued:	10/12/2024
Underwritten by:	Hiscox Underwriting Ltd on behalf of the insurers listed for each section of the policy
Payment Method:	Payment by Broker's Account

INSURED DETAILS

Insured:	The Committee for the time being of Manvers Waterfront Boat Club
Address:	The Boathouse Station Road Wath-upon-Dearne Rotherham United Kingdom S63 7DG
Additional Insured's:	There are no Additional Insured's on this policy
Business Description and activities:	Sports club undertaking setting club rules, ensuring adherence to club rules, disciplining members who fail to adhere to club rules, arranging suitable times and locations for club activities, promotion of club activities, arranging club events for members and fund raising purposes and the provision of instruction, coaching, training, tuition, supervision, advice and assessment and participation in respect of Athletics, Cycling (road and track), Sailing, Swimming, Model Sports, Windsurfing, Dragon Boat Racing, Life Saving .
General terms and conditions wording:	11422 WD-HSP-UK-PSS-GTC(8) The General terms and conditions apply to this policy in conjunction with the specific wording detailed in each section below.

05/03/2024

TO WHOM IT MAY CONCERN

Our Client: Manvers Lake & Dearne Valley Trust Ltd

Business Description: Property Owners, Sports Club and Café including Paddlesport, Windsurfing & Sailing, Triathlon, Running Open Water Swimming, Angling, Model Boating, Team Manvers Dragons & Dog Training on site.

Our Reference: 68935845

In our capacity as Insurance Brokers for the above, we confirm the following insurance(s) to be in force as at the date of this letter:

Employers Liability

Insurer: Zurich Insurance Company Ltd
Policy number: YI 0055571Y
Cover period: 2nd March 2024 to 1st March 2025
Indemnity limit: £10,000,000 – any one claim

This section provides cover for the Insured's Legal Liability for their employees for death, injury or disease sustained during the course of their employment in the business and is require by law.

This section includes:-
 Indemnity to any Principal Yes

Public Liability

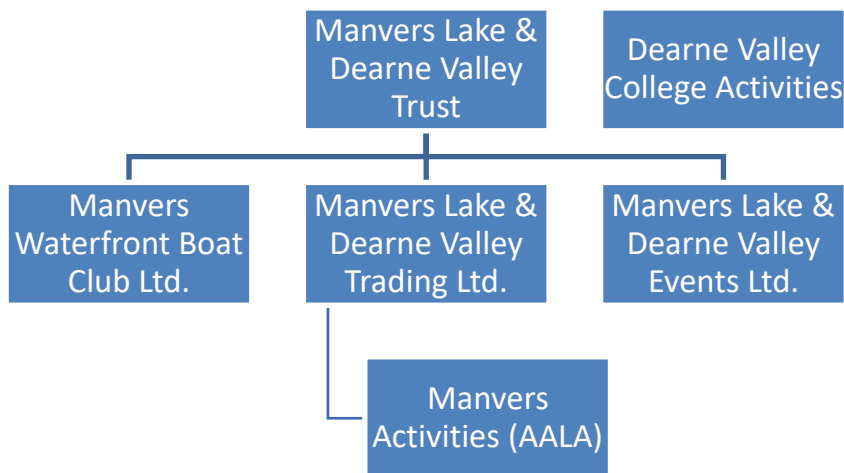
Insurer: Zurich Insurance Company Ltd
Policy number: YI 0055571Y
Cover period: 2nd March 2024 to 1st March 2025
Indemnity limit: £5,000,000 - any one occurrence or all occurrences of a series arising out of one original cause and in the aggregate in any one Period of Insurance and will be the maximum the Insurer will pay inclusive of all costs and expenses.

piB Insurance Brokers
 Rossington's Business Park, West Carr Road, Retford, Nottinghamshire, DN22 7SW, United Kingdom
 T 01777 869900 W www.piB-insurance.com PART OF piBGroup

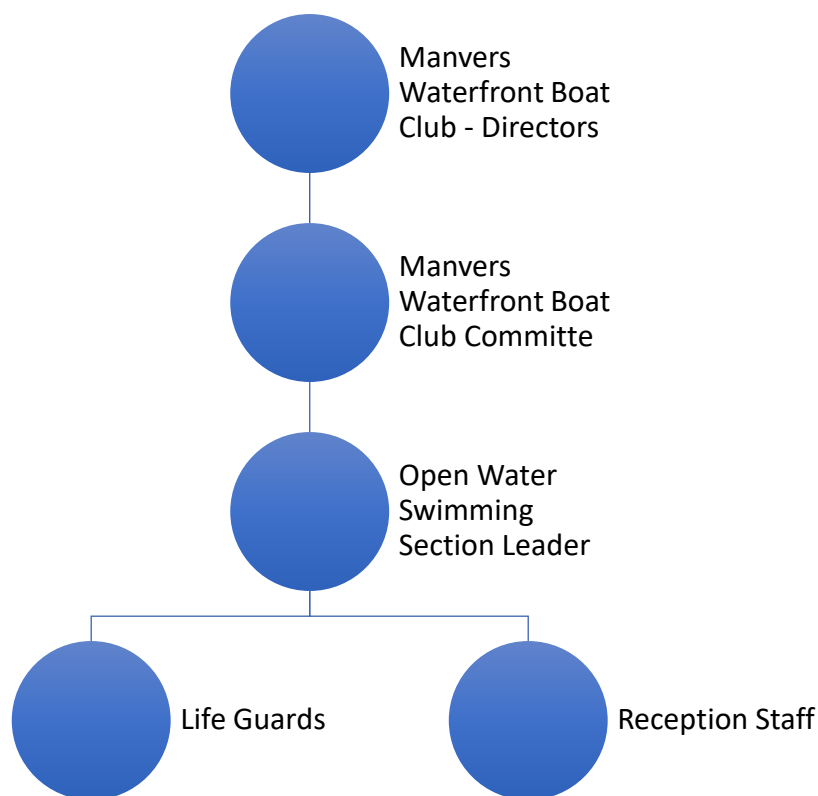
piB Insurance Brokers is a trading style of piB Risk Services Limited. piB Risk Services Limited is authorised and regulated by the Financial Conduct Authority. Firm Reference Number 308333. piB Risk Services Limited is registered in England & Wales. Company Registration Number 2002759. Registered Office: Rossington's Business Park, West Carr Road, Retford, Nottinghamshire, DN22 7SW. VAT No. 246853390

Organisational Chart

Trust Structure



Club Structure



Role Descriptions

Committee - Are in the club rules and the lifeguard training document.

Swimmer registration form - [Manvers Waterfront Boatclub: Home \(webcollect.org.uk\)](http://webcollect.org.uk)

Is linked to all the members of the club via webcollect– an online system that records all contact, medical and emergency details. Info accessible to all swim leaders via webcollect on the Kiosk or boathouse office computer. Also available on any internet accessible phone.

See document in OWS – Volunteer Roles.

Swimmer responsibility statement

Members of the club and day members agree to abide by the club rules.


Open Water Swimming Rules.

1. Failure to adhere to the rules below could result in your expulsion from a session or from the club itself.

2. Only club members can attend Closed Sessions
3. Guest swimmers may attend Open Sessions but must complete a Pre-Swimmer Registration form and pay the appropriate fee.
4. A brightly coloured swim cap, must be worn/brought to every open water swim Session.
5. All sessions will start at the published time.
6. All swimmers must be Signed off to swim in the open lake, e.g. completed a swim evaluation,
7. If you are not a Signed off Swimmer you are restricted to swim only in the area designated by the swim lead.
8. Any member can apply for "Signing Off" by booking an evaluation on Webcollect.
9. On arrival at boathouse to swim, you must have booked using webcollect and sign in by the appropriate means before getting into the water.
10. Any illness or injury needs to be discussed with the swim lead before entering the water.
11. Grazes and wounds must be covered to reduce the possibility of Weils disease before entering the water.
12. The swim lead will brief you on any evacuation plans and current safety rules based on the dynamic RA done before every session.
13. When safety cover is applicable and is in place the coach will then allow the session to begin.
14. You must only swim the route the swim leader has agreed.
15. No solo swimming allowed.
16. If you get into difficulties, turn onto your back and raise your arm.

Appendix 1

Club OWS Risk Assessment.

Open Water Swimming - Risk Assessment						
Venue – Manvers Lake 2024						
Subject Hazards/Effects Who Current Control Measures Residual Area Affected Risk (tick) (examples) Risk (tick)						
	Hazzard	Who is affected			Control measures	
Site	Access from the car park to the boathouse/ changing rooms	Swimmers Safety team and Spectators			Site survey: clear debris and ensure clean pathway into the site.	
	Access and Egress: slips, trips, falls, abrasions and cuts, impact with bottom/ underwater hazards.	Swimmers			Site survey; clear debris, protective matting; Warning to all members to wear shoes/flip-flops to the slipway clearly defined; landing assistant/ helper; medical support.	
	Spectator access: safe viewing, trips, slips, falls.	Spectators			Designated area; supervision and medical support.	
	Safety Team: Access and Egress – conflict with swimmers. Emergency access – recovery of	Swimmers Safety Team			Designated launch point, cleared and safe; swimmers briefed on action to take if they get into difficulty; safety team briefed, and casualty management rehearsed (to include land-based medical support).	

	casualty and hand over to emergency services.								
	Protection from elements: Cold and Heat.	Swimmers Safety Team			Shelter in boathouse; catering facilities and cafe; re-warming (space blankets, towels) in first aid kit.				
	Hazard	Who is affected			Control measures				
Water Quality and Features	Enterobacterial contamination.	Swimmers Safety Team.			Site tested (EC Bathing Water Directives 76/160/EEC and 2006/7/EC), contingency in event of failed test(s). Swimmers and Safety Team briefed on simple safety precautions				
	Blue-green Algae.	Swimmers Safety Team			Site monitoring; water testing if "blooms" appear (WHO guidelines). Cancel activity or move to alternative site if high levels recorded.				
	Leptospirosis.	Swimmers Safety Team.			Swimmers and Safety Team briefed on simple safety precautions				
Water Temperature Warm Water	Cold Water Cold shock, Hypothermia.	Swimmers			Wetsuit mandatory swim. Maximum swim time. Warm drinks/space blankets to be available. Medical support. See Chill Swim below.				
	Warm Water Hyperthermia.	Swimmers			Provision of water at start and finish. Briefing swimmers about conditions and need to keep hydrated. Medical support				
Waves and Currents	Compromised activity site, drowning hazard.	Swimmers Safety Team			Design course with advice from site operator/local knowledge; competitors briefing; clear course marking; check course prior to swimming. Positioning of safety cover.				
Underwater Features	Rocks, shallows, weed beds. Entrapment, impact hazard.	Swimmers Safety Team			Site survey; local advice; activity site away from obvious and known risks.				
	Hazard	Who is affected			Control measures				
Floating/suspended Debris	Choking hazard, impact injury.	Swimmers			Visual site check; remove debris or move activity site.				

Overhead Obstructions	Tree branches, low bridges – impact Hazard.	Swimmers Safety Team			Design course to avoid. such hazards where possible; cut back foliage/ trees if possible. If not use buoys/ropes and/or safety craft to guide swimmers away from hazard				
Swimmers	Ability/Inexperience: Panic.	Swimmers Safety Team			Advice and training tips. Safety Team briefing.				
	Trauma/Injury	Swimmers Safety Team			Swimmers briefed on how to call for assistance. Safety cover briefed/trained and positioned to affect a swift recovery.				
	Visibility	Swimmers			All swimmers to wear brightly coloured swim hats, safety cover positioned to have clear sight and communication lines. Course designed with no “blind spots”				
	Loss of swimmer	Swimmers			Registration of swimmers, briefing re action to take if withdrawing, head count when entering the water and again when leaving.				
	Overcrowding Impact injuries and/or panic. Ability of safety team to affect a rescue.	Swimmers Safety Team			Open Swim sessions to avoid the mass start using 2-hour time slot. Wave starts with limited numbers - sufficient time gaps between waves to minimise potential for waves to meet. Course design to include long straight swims prior to turns to allow swimmers to naturally separate based upon speed/ability. Swimmer briefing to advise weaker swimmers/ inexperienced to start towards the back of a wave				
	Hazard	Who is affected			Control measures				
Swim Course	Poor Design: Ability to navigate easily and safely.	Swimmers			Use brightly coloured buoys which sit high enough in the water (1- 1.5 metres) to be seen at water level. Use of lead canoeists. Course design simple so that swimmers always keep buoys on the same side				
	Moving Buoys: Impact of currents/waves/ prevailing wind.	Swimmers			Test anchoring system prior to swim in different conditions				
	Emergency Access: Rapid and safe access for safety team to affect a rescue.	Swimmers Safety Team			Course design to consider safety cover provisioning around the course to effect easy access to swimmers in difficulty. Designated landing point. Rehearsal of emergency action plan in the event of having to recover and land a casualty.				

Subject Hazards/Effects Who Current Control Measures Residual Area Affected Risk (tick) (examples) Risk (tick)						
	Hazard	Who is affected			Control measures	
Climate and Weather	Sun glare: Visibility for sighting, sunburn.	Swimmers Safety Team			Course design to take into account time of year, time of event, positioning of sun in the sky. Briefing -use of sun block.	
	Electrical Storms: Electrocutation..	Swimmers Safety Team Officials			Check the weather forecast, visual check, cancel swim if an electrical storm approaches, emergency evacuation plan, swimmer briefing	
	Winds/Swell/Waves: Visibility and hearing.	Swimmers Safety Team			Cancel swim in the event of swell/waves which can affect the ability to observe swimmers, increase the risk of moving buoys and create difficult conditions for safety craft to access groups of swimmers to recover casualties.	
	Mist/Fog: Visibility.	Swimmers Safety Team			Delay start until fog/ mist lifts. Reduce swim distance/amend course so that the whole course can be clearly seen.	
Conflict with other users	Boats, PWC's, Anglers, Bird Watchers: Various conflict/impact zones,	Swimmers Safety Team			Liaise with other users, establish clear activity agree activity timetable.	
Conflict with wildlife	Injury from animal	Swimmers Safety team Spectators			Try and avoid animals in the water where possible. Owners will be asked for dogs not to be allowed in the lake while swimmers are in the water	
Safety Craft	Casualty recovery: Impact trauma.	Swimmers Safety Team			Appropriate craft and numbers related to activity. Ensure Safety Team is qualified/experienced with rescue craft, rehearse emergency action. Additional support from land-based spotters	
	Communication: Ability to communicate over distance.	Safety Team			Communications plan, radio, hand signals, sight lines etc.	
Twilight swimming	Loss of light, ability to communicate over distance.	Swimmers Safety team Spectators			Twilight Swim 1 to 8. Safety cover to carry torches/glow lights. All Safety Team cover to have Radios Use short course swim, await other swimmers to keep the group together, a slow-paced swim. Swim Leader to count group members at each buoy.	

				<p>All swimmers to have a glow stick securely attached to themselves and visible.</p> <p>Swimmers booked in and out of the lake.</p> <p>All swimmers to have a Tow Float or similar attached to themselves containing a glow stick or bright light</p>	
Chill Swim	<p>Cold Water shock</p> <p>Hypothermia</p>	<p>Swimmers</p> <p>Safety Team</p> <p>Spectators</p>		<p>Swimmers to gradually acclimatise to water temperature. Swimmers advised to wear gloves, bootees and a neoprene hood or 2 swim hats.</p> <p>Swim Leader will advise change/shortening of swimming route if required depend on the conditions and group ability.</p> <p>Non-use of wetsuits (6am early morning sessions only and proven experienced swimmers when water temperatures are above 11C). On water safety available throughout session as set out above. non wetsuit swimming when water temperatures are below 11C.</p> <p>Enhanced safety must be in place: Swimmer must be medically fit*, Acclimatise in shorty wetsuit. Must swim in shallow water (less than 2 meters area marked with buoys) with easy egress from lake (beach area).Bankside cover to be able to remove swimmer from cold water. Swimmer must wear a tow float, Foil blanket, flask of warm but not hot drink available to hand.</p>	

Risk Rating Key

Low	Low residual risk – continue with activity as planned
Medium	Moderate residual risk – activity may continue with caution. Additional control measures recommended
High	High residual risk – STOP – do not continue with activity until risks are adequately controlled