

Main Tasks and Responsibilities: HDCC Pool Session Supervisor

Preparation Before the Session

- 1. Equipment Management:**
 - Collect the pool bag, ladder, and any necessary kit from the clubhouse.
 - Bring the **Club's first aid kit** to the pool session.
 - Coordinate the transportation of equipment from the clubhouse to the pool.
- 2. Entering the Facility:**
 - Arrive punctually to take control of the facility for the session, ensuring participants from the preceding session have clear access to leave the premises.
 - Coordinate access to the pool at the designated time and ensure the session is ready to begin.
 - Ensure all safety equipment (e.g., AED, First Aid Kit, rescue aids) is present and operational.
 - Verify the pool is clean and safe for use before participants enter.
- 3. Safety Briefing:**
 - Brief participants on safety rules, procedures, and emergency protocols before the session begins.
 - Inform participants of any specific instructions for the session to ensure their safety.
- 4. Session Setup:**
 - Supervise the safe retrieval of boats and paddles from above the lockers.

During the Session

- 1. Attendance & Record Keeping:**
 - Maintain a record of all participants, instructors, and spectators.
 - Collect and record any money taken from members or guests for the session.
- 2. Supervision:**
 - Ensure safe use of the pool, coordinating with instructors as needed.
 - Stay alert to participant behavior and intervene in unsafe actions.
 - Support other volunteers or instructors in maintaining smooth session operations.
- 3. Incident Management:**
 - Respond to any incidents, including providing first aid if necessary.
 - Coordinate with emergency services if required.

End of Session Duties

- 1. Equipment Storage:**
 - Ensure all boats and equipment are securely returned to the appropriate storage areas.
 - Coordinate the return of equipment to the clubhouse, ensuring everything is accounted for.
- 2. Facility Checks:**
 - Confirm no one remains in the pool, changing rooms, or other areas of the building.

- Remove rubbish and store lost property appropriately or report it to the relevant authority.
3. **Pool Closure:**
- Pull the pool covers across as needed, and lock all doors before leaving.
 - Activate the alarm system, ensuring the facility is secure.
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Health and Safety

1. **First Aid:**
- Maintain a valid first aid qualification and be familiar with the location and use of the AED and First Aid Kit.
2. **Emergency Procedures:**
- Be prepared to respond to emergencies following Paddlesport UK and British Canoeing guidelines.
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Key Skills and Reminders

- **Skills Required:**
 - Competent first aider.
 - Well-organized with strong communication and leadership skills.
 - Enthusiastic and able to motivate others.
 - Committed to providing safe, ethical, and paddler-focused activities.
 - **Additional Reminders:**
 - Double-check that the building is secure before leaving.
 - Report any issues or incidents promptly to the designated club contact.
 - Stay updated on relevant safety standards and guidelines.
 - Provide feedback to the club committee on session operations, challenges, or suggestions for improvement.
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Fire Safety and Facility Protocol (as prescribed by Facility Manager)

In the event of a fire, please follow the procedures outlined below, as prescribed by the Facility Manager:

1. **Fire Alarm and Warning System:**
- *The alarm will sound, and the **red flashing light** located at the poolside deep end (underneath the clock) will flash to indicate a fire.*
2. **Evacuation Procedure:**
- *Evacuate the building by the nearest exit.*
 - *Ensure you follow the evacuation route safely, remaining calm and guiding participants as needed.*
 - *Do not use the elevators during an evacuation.*
3. **Fire Grab Bag:**

- *A fire grab bag is located on the table in the pool office. If it is safe to do so, please take this with you during evacuation.*
 - *Familiarize yourself with the contents of the fire grab bag the next time you use the pool.*
4. **Assembly Point:**
- *The fire assembly point is in the minibus parking space outside the building. Ensure all individuals gather here for roll call.*
5. **Communication:**
- *Call 999 immediately to report the fire and ensure emergency services are alerted.*
 - *Sweep the building to confirm full evacuation. Ensure no one remains inside.*
 - *Contact Sean Collins following the evacuation at 07793 819573 to log the evacuation.*
6. **First Aid:**
- *The accident book is located in the pool office alongside the first aid kit.*
 - *The first aid kit is intended for Battle Abbey School use, so you should supply your own first aid kit for each session.*
 - *If you administer first aid, fill out the accident form, take a photo of the completed form, and email it to pool@battleabbeysschool.com. Keep the original form for your records.*
7. **Post-session Facility Checks:**
- *Before leaving, ensure you check for lost property and report any found items.*
 - *Flush the toilets to ensure facilities are left in a clean state.*
 - *Ensure outside shoes are not worn in the building. All shoes should be removed at the entrance.*
8. **Facility Maintenance:**
- *Report any defects (e.g., damage to equipment or facilities) promptly by emailing pool@battleabbeysschool.com.*
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