



NORMAL OPERATING PROCEDURES AND EMERGENCY ACTION PLANS

Summer Swims

V5.2 June 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 two 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.

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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 250 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)

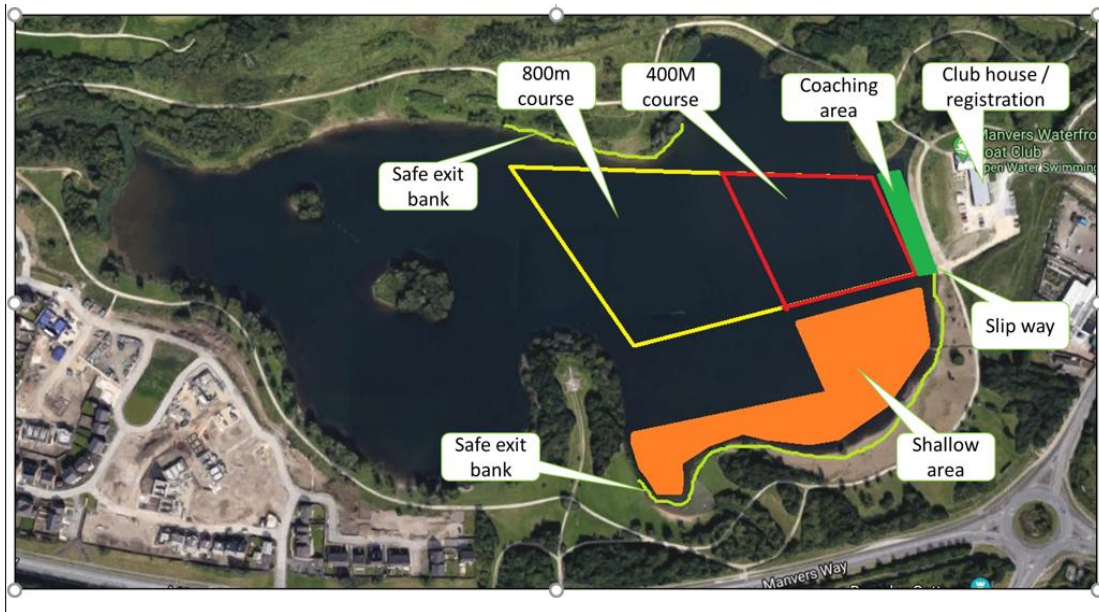
Monday to Friday	6:00am – 8:00am
Monday to Friday (excluding Wednesday)	12:15pm – 1:00pm
Friday Evening	5:00pm – 7:00pm
Saturday	7:00am – 8:00am
Sunday	8:00am – 10:00 am

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:

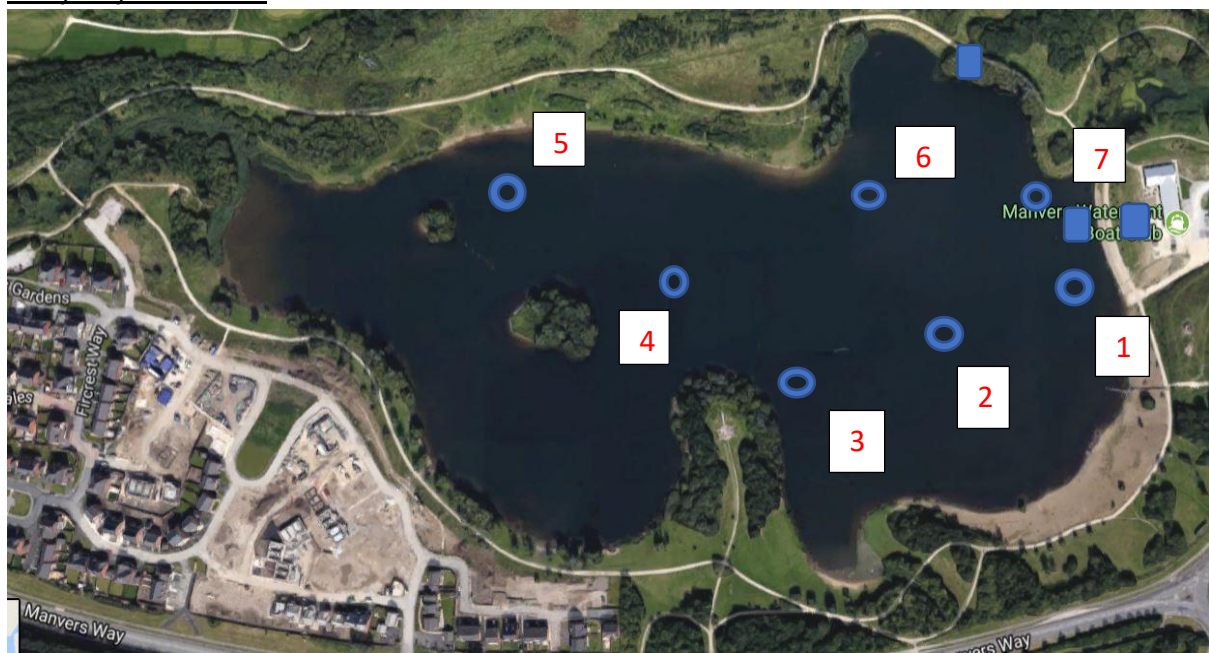
- Attending the swim briefing - if you do not attend the briefing you will not be allowed to swim.
- Swimming with a buddy swimmer at all times.
- Swimming within your own limitations – do not take any risks.
- If you are not wearing a wetsuit you must wear a tow float.

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

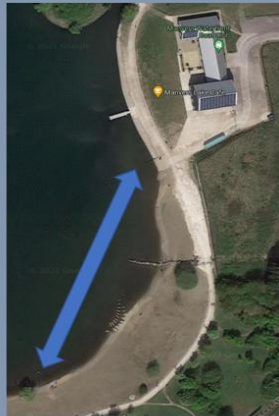
Due to reduced water temperature or reduced safety resources we also complete a dynamic risk assessment and may change the course and time allowed in the lake due to weather e.g. fog, wind or the water temperature itself. We use the revised course procedure, which is:

- closing the 800m course and directing swimmers to use the 400m course or
- Use the water directly in front of the boathouse or
- from the slipway to the safety tree.

400 Metre Loop



Safety Tree



Front of the boathouse

