Wimbledon Windmilers

Swimming

Normal Operating Procedure

for Wimbledon College Pool

# Revision and Approval History

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| Version | Description of Changes | Approved by | Date Approved | Next Review Date |
| 1.0 | Content derived from original Wimbledon Windmilers content | Multi-sport Representative and a Level-2 coach | 03-Feb-2022 | 03-Feb-2025 |
| 2.0 | Re-approval without changes | Multi-sport Representative and a Level-2 coach | 17 Apr 2023 | 17 Apr 2026 |
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# Introduction

This document is to read in conjunction with the Wimbledon College Normal Operating Procedure (NOP) document, the Wimbledon Windmilers static swim risk assessment and Wimbledon Windmilers club policies.

# Details of the pool

See Wimbledon College NOP document.

# Potential Hazards and risk areas

See Wimbledon College NOP document

# Dealing with bathers

See Wimbledon College NOP document

All coaches to wear Wimbledon Windmilers club kit

# Safety awareness

See Wimbledon College NOP document

In addition:

* No Wimbledon Windmilers swimmer to enter the swim changing room until 19:30, to allow for cleaning - try to be in the water ready to swim for 19:45 where possible. Please can all swimmers make sure they have left the changing rooms by 21:00.
* Wimbledon Windmilers coach/swimmer ratio will always adhere to the British Triathlon Federation guidelines, currently July 2021. Should these guidelines change Wimbledon Windmilers will amend their swim/coach ratios accordingly.
* Only overtake mid-length if you're confident it poses no risk to other swimmers.
* Lanes 1 and 3 swim in an anti-clockwise direction, lanes 2 and 4 swim clockwise.
* Avoid swimming centrally in the lane as this can cause collisions, and squeezes other swimmers against the wall or ropes.
* Try to leave a space for other swimmers to turn at the wall when you're resting.
* Other strokes are only permitted in the cool down, to ensure the safety of other swimmers.
* If a swimmer touches your toes mid length, please let them pass at the wall. Please move up or down a lane if you are being held up or passed a lot.
* Inform coaches of any injuries prior to the start of the session.
* Do not swim if you are feeling unwell. If you test positive for Covid-19 in the days following the session, please E-mail secretary@windmilers.org.uk in confidence so we can ensure other swimmers test and self-isolate where necessary.

# Non-bathers

See Wimbledon College NOP document

# First-aid training and supervision

See Wimbledon College NOP document

Wimbledon Windmilers will have their own first aid kit at each session and will carry a mobile phone.

# Emergency Procedure

See Wimbledon College NOP document

Please refer to the Wimbledon Windmilers Emergency Action Plan (EAP) document. All coaches will carry a whistle and will carry out first aid after an accident. A written report will be completed whenever an accident has occurred. A copy will be given to Facilities Manager at Wimbledon College and to the Wimbledon Windmilers club Secretary for documentation with the club’s Health & Safety records.

# Poolside duties

See Wimbledon College NOP document

# Beyond the pool

See Wimbledon College NOP document

# Safeguarding

See Wimbledon College NOP document.

All Wimbledon Windmilers activities abide by the UK Athletics safeguarding policies and procedures, which are adopted by the Wimbledon Windmilers Club.

All Wimbledon Windmilers coaches will have a current Disclosure and Barring Service (DBS) check and will have completed the British Triathlon Federation Safeguarding Adults training.

# Valuables

Wimbledon Windmilers do not take any responsibility for valuables and any property is left at the owner's risk. However, swimmers are welcome to leave personal belongings in the gallery/seating area at the far end of the pool entirely at the owner's risk.