

## Check out staff

Check out staff play an important role in ensuring the safety and welfare of swimmers as they enter and leave the lake. Check out staff ensure that all swimmers who have signed in to swim, sign out of the lake after they swim. They also check on their wellbeing after their swim, as they may be a little wobbly on their feet, cold or disoriented.

**They are responsible for the following:**

### **Pre-session:**

- Ensuring they have had and understood a pre-session safety briefing and are clear about how to use the checking in/out system on the tablet
- Ensuring they have read and understood Normal Operating Procedure, Emergency Action Plan and Risk Assessment
- Ensuring they understand how to operate radios and communicate in case of concerns or emergencies
- Obtaining the check-out tablet from the registration team and being ready at the swim exit ready for when the first swimmers get in.

### **During session:**

- Checking ALL swimmers off the list as they get into and out of the water. Their names will be highlighted light green before they get in, blue when they are in the water, and dark green when they have got out. If a swimmer says they are getting back in after a swim, they must still be checked out as out of the water and they must be told to return to you to be checked back in to the water (otherwise some say they're going to get back in and then decide against it without telling us, leaving us searching for them).
- Checking on the wellbeing of swimmers as they exit. If you are concerned that someone is not talking normally, is struggling with simple questions, or is very cold, please advise session manager immediately so they can be monitored.
- Confirm all swimmers have heard the safety briefing before entering the water, that they are wearing a brightly coloured hat, and have a tow float if they are not wearing a wetsuit (or are under 16)
- Radio to safety crew in the final 5 minutes of a session to confirm how many swimmers are left in the water according to the check in sheet and checking that tallies with how many they can see.
- Advise session manager if any swimmer is unaccounted for at the end of the session. This must be done before the swimmers get in for the next session.

### **After session:**

- Returning radios and any safety equipment belonging to Do3
- Reporting any incidents, issues or concerns to the session manager

### **Please note:**

- Staff may not use mobile phones when on safety duty except if required to call for emergency assistance
- Staff must present a positive image of Do3 at all times in their behaviour and language
- Staff must wear clothing suitable for their role and the weather conditions, and present a smart image
- Fluorescent jackets will be provided for safety personnel which must be worn at all times when they are on duty
- Radio channels are to be kept clear in case of an emergency rather than being used for general chat