**

*Metheringham Swimming Pool working in association with Metheringham Parish Council*

Metheringham Swimming Pool

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**INTRODUCTION**

This document is designed to give the relevant information for the smooth running of Metheringham Swimming Pool to all employees, volunteers, pool users, hirers & participating schools (subsequently referred to as pool users, for the purposes of this document).

It is the duty of pool users to be fully conversant with the information.

The use of this document will ensure everyone is working as a team, with all relevant knowledge available at any time.

A total involvement by all pool users is required to ensure that work is carried out in a manner that accidents to colleagues and members of the public are avoided.

Pool users should familiarize themselves with the **Codes of Practice** that relate to their areas of participation.

**PREMISES SAFETY**

It is important that the swimming pool compound is checked for safety on a regular basis, particularly prior to admission of the public to a swimming session.

Prior to a session, the premises will be checked for hazards, using the Routine Safety Check tick sheet. (Appendix)

The boilers will be subjected to an annual safety check & service by a CORGI Commercial approved Practitioner.

A competent electrician will subject the electrical installation to a safety check every three years & PAT testing is carried out by Parish Council (unless otherwise stated).

Water quality will be monitored daily & chemical dosing is adjusted by a qualified person only as required.

Fire extinguishers will be checked by qualified company & replaced by the swimming pool funds as required.

Repairs to the premises, plant & equipment will be affected as soon as is practical. Depending on costs it will be the Parish Council or fund raising moneys.

If any hazard is deemed to constitute an unacceptable risk to public health or safety, the public will be excluded until the fault is remedied.

The MSP Committee is responsible for ensuring these safety checks are undertaken as required.

**MSP STRUCTURE & RESPONSIBILITIES**

MSP are a team of volunteers who run the pool for our Charity. There are four honorary offices of MSP. They are:

Mel Wright Chairperson

Terry Wright Treasurer

Karen Rymer Secretary

Ian Holmes Trustee

MSP employ qualified lifeguards to control the swimming sessions, who are responsible for conducting the public sessions in a safe & controlled manner.

MSP use volunteers, who may or may not be committee members of the Association. These volunteers are responsible for working in a safe manner, using tools & materials as intended.

Responsibility for providing a safe environment within the pool compound, with respect to buildings & equipment rests with MSP.

Further details of the structure, aims & responsibilities of MSP can be found in appendix 1.

**MSP LIFEGUARD POLICY**

Minimum acceptable lifeguard qualifications are the NPLQ or Pool Lifeguard awards, which must be within their two year validity period. Lifeguards who have held one of these awards & have previously worked at the pool will be permitted to act as lifeguard; provided their qualification expired less than one year previously & they are undertaking a course to renew their qualification.

The lifeguard organizer will retain a copy of each lifeguard’s qualification & a copy will be kept at the pool in a locked draw in case it is required.

At least one qualified lifeguard will attend any swimming session, be it public, private hire, school, or any other session. Where more than 25 swimmers are in the water at once, 2 lifeguards must be in attendance.

The maximum bather load is 40. This may be reduced at the discretion of the lifeguard. 1 lifeguard the slide will not open. 2 lifeguards the slide can open if not too many in the pool. This will be a decision the lifeguard will make for safety reasons.

**LIFEGUARD GUIDE NOTES**

Lifeguards are responsible for working in such a way that they & the general public are protected from danger & injury.

**Always be vigilant on duty**

**Ensure you are familiar with the pool NOP & EAP**

**(Normal Operating Procedure & Emergency Action Plan)**

* Please arrive at the pool 15 minutes prior to the start of the session.
* On arrival at the pool, unlock the gate, let the volunteer for the tuck shop in & close the gate until the session starts. No swimmers are allowed into the pool premises until you are ready to supervise swimmers.
* Complete the **Routine Opening Safety Check tick list**. Remove the covers if on, & open the toilets to check they are clean & changing rooms safe to use.
* In case of emergency, any phone numbers you may need are on the notice board in the lifeguard hut. The emergency phone is on the side next to the till, defibrillator is located outside the Barrier Reef Fish & Chip shop on Princess Margret Avenue.
* The first aid kit is kept in the Lifeguard hut in the cupboard.
* All accidents and incidents are to be recorded in the log book kept in the lifeguard hut. Including names and addresses of witnesses & reported to the chairperson.
* The lifeguard’s word is final in all matters of Safety and discipline.
* A maximum of 40 swimmers are allowed in at any time. Control of numbers is from the till end of day run. The treasurer will do this.
* Keep your attention on the pool at all times. If a swimmer or a member of the public wishes to talk to you, be polite, but keep the conversation short. Your responsibility is the safety of the swimmers.
* Do not allow crockery or glass within the wet side of the pool as defined by the wall around the pool area.
* Do not allow electrical equipment within the wet side of the pool.
* Ensure weak swimmers and non swimmers stay in the shallow water. Non swimmers must be accompanied by an adult swimmer at all times.
* During the swimming session, the lifeguard must remain on the poolside at all times. When tow lifeguards are on duty, they must be stationed at opposite ends of the pool. Change stations regularly to help keep you alert.
* Never turn your back on the pool during a session.
* If at any time, one lifeguard has to leave poolside (e.g. to administer first aid), ensure the other lifeguard is aware that you are in sole charge (25:1) & ask a volunteer to help if any are available to help. If not able to call the Chairperson to see if they can get to the pool to help.
* In the case of unacceptable behaviour in the pool, use your whistle to attract the offender’s attention. Call the offender to the poolside and warn them that their behaviour is unacceptable and what the consequences will be if they persist. If they do persist take action in line with the Pool Code of Behaviour.
* No diving is allowed at any time, the slide will only be open as and when the lifeguard/s decide it is safe to use.
* Tyres and other pool toys may not be used unless the lifeguard/s decided it is safe to use them. Throwing of toys is not permitted, except during organised ball games.
* After the session use the **Routine End of Session Safety Check Tick Sheet** to make sure the area is safe and clean for the next session, party or school.

**If you commit to a lifeguard session, it is imperative that you turn up or get another lifeguard to cover.**

**Up to 40 people are depending on you for their swimming session.**

**Please do not let them down.**

**If you know that you can’t do a session please let the lifeguard organiser know as early as you can, so that a replacement can be organised. Or if possible swap your shift with somebody else yourself.**

**SWIMMING LESSONS**

Swimming lessons will be undertaken by MSP, using experienced, qualified swimming teachers. A charge will be made for the lessons, but we will keep costs as low as possible.

The age range & level of swimming lessons provided will vary with demand.

The responsibility for grouping lies with the swimming teacher & will be primarily based on the information given by the parent, if they have been to us before and ability with in the first week or two.

**SUPERVISION FOR TEACHIN & COACHING SWIMMING**

All instructors should be Swim England/STA.

The RLSS UK rescue test for teachers of swimming is only acceptable if a suitably qualified lifeguard is present, unless they hold a current NLPQ.

Lessons should be conducted in a depth of water appropriate to the pupil’s ability, unless a specific test of ability is in progress.

The following pupil to teacher ration should not normally be exceeded. Observers or unqualified assistants cannot be counted as part of the ratio.

12:1 Adult with infant classes.

12:1 Non swimmers & beginners (adult & child)

20:1 Improvers, able to swim 10 to 25 metres unaided.

20:1 Mixed ability, from improver to competent swimmer.

20:1 Competent swimmers, able to swim competently & tread water for at least two minutes.

20:1 Aerobics in deep water (competent swimmers)

20:1 Aerobics in shallow water, participants restricted to water in which they can stand safely. Swimmers with disabilities will require their individual needs assessing carefully. Some may need 1:1 supervision.

**SWIMMERS CODE OF BEHAVIOUR**

**Please Note: Agreement to abide by this code of behaviour is a**

**pre condition of using the pool.**

* The lifeguard’s word is final in all matters of safety & discipline.
* Queuing outside the pool will be orderly. No pushing or queue jumping, be respectful of passersby.
* No entry to the pool premises until the lifeguard is ready to supervise swimmers.
* No diving allowed.
* No “bombing” EVER or jumping in close to other swimmers.
* Any toys or equipment (slide, floats), can only be used with permission of the lifeguard.
* No snorkels or flippers to be used in the pool. Unless a private party & lifeguard is happy.
* The lifeguard will warn any swimmer indulging in unruly or dangerous behaviour. A second warning during the same session will result in the swimmer being asked to leave the pool. If a child is asked to leave, a record will be kept of the reason why.
* No Smoking by any person anywhere on the pool premises.
* **A parent /guardian must be present in the pool area for all children.**
* **Parents with children who are competent swimmers (25 meters) must be at poolside at all times. If you have to leave you must leave an emergency phone number.**
* **Non swimmers must be accompanied in the water with a competent adult swimmer at all times and must not go past the disabled seat.**
* **All swimmers under 8 must be accompanied in the pool with a responsible adult.**

**WE WANT ALL POOL USERS TO ENJOY THEIR TIME IN THE POOL**

**PLEASE DO NOT BE RESPONSIBLE FOR SPOILING SOMEONE’S DAY.**

**USE OF THE POOL BY SCHOOLS**

Responsibility for the safety of the children while attending the swimming pool in an organised session rests with the school.

Responsibility for providing a safe environment within the pool compound, with respect to buildings & equipment rests with MSP Committee.

Use of the premises by schools is on the understanding that:

1. They are satisfied that they have taken adequate safety precautions & that sufficient competent persons are on hand in the event of an emergency.
2. They are familiar with & comply with LCC School swimming regulations.
3. They are familiar with & comply with the requirements of MSP as outlined in the Normal Operating Procedure & Emergency Action Plan of the Pool.

**PRIVATE HIRE**

The pool is only available for private hire, when not required for a public or school session. Hiring is subject to the following conditions:

**Hire of metheringham swimming pool**

MSP will provide;

1. The pool heated to above 80F.
2. The services of trained lifeguard cover in line with MSP guidelines.
3. The brick built BBQ, (Utensils, Coals or Disposable BBQ supplied by hirer)
4. Some Inflatable toys
5. Changing facilities (no showers)
6. Use of the pool grounds.

The hirer is responsible for;

1. Payment in advance.
2. Discipline of the guests.
3. Breakages.
4. Leaving the grounds and changing rooms tidy.
5. Removing litter and rubbish from the site.

**Please Note:**

The lifeguard is to cover the pool when the food is served, normally after 1 – 1& ½ hour of a 2 hour booking. That way you can ensure that no one gets back in and risks getting cramp.

No Alcohol !

Children should only eat **after swimming.**

The lifeguard’s word is final in matters of behaviour & safety.

MSP’s normal codes of practice & behaviour operate at all times.

**USE OF LADDERS & SLIDE**

**STEPS INTO POOL**

The pool steps are taken out each day when the covers are replaced over pool to keep debris off & warmth in. They are laid on the side of the pool & an orange cone should be placed next to each set so they are kept clear to anyone in the pool area.

When the covers are removed the steps should be replaced safely into the pool & slots provided. This is carried out by the lifeguard & checked they are safe & secure ready for the public to use.

The steps are used to get in and out of the pool only. They must not be used to jump into the pool or sit on.

**SLIDE**

The slide will only be open if 25 or under swimmers, or if the lifeguard/s feel it is safe to use.

We have a red rope & no entry sign on the ladders to the slide for safety reasons and should only be removed by the lifeguard.

The lifeguard has the decision for health & safety reasons. Please do not heckle or complain if the slide is unable to be used. It will be a safety reason to keep it closed.

No one must climb on the steps until the lifeguard tells you too.

You must only go down the slide when you are told by a lifeguard.

**SLIDE CODE OF CONDUCT**

* Non swimmers must have permission to use slide from the lifeguard (if given), a responsible adults swimmer must be at the bottom of the slide in the water to catch them.
* DO NOT push or scuffle on the ladder or stairs of the slide. Only one person on the ladder at a time.
* Wait for your turn! DO NOT slide until you see the person clear the area or the lifeguard tells you to go.
* DO NOT slide holding toys or objects that can get caught on the slide and cause injury.
* NO armbands, competent swimmers only.( Unless the lifeguard give permission).
* Maximum weight; 14 stone.
* DO NOT try crazy positions. Slide down feet first only.
* Never try to make the pool slide slicker with oils or lotions.
* Never throw anything at anyone on the pool slide.
* The lifeguard reserves the right to refuse use or close the slide.
* We accept no responsibility for loss or injury during the use of the slide and pool. USERS DO SO AT THEIR OWN RISK.

**THE LIFEGUARDS WORD IS FINAL!!!!**

**HAZARDS**

There are a number of hazards to be considered while working at the pool:

**ENVIRONMENTAL HAZARDS**

The pool is open air, so the weather is particularly important.

**ELECTRICAL STORMS** – Swimming is not permitted during an electrical storm. If lightning is seen, call all swimmers from the water and ask them to wait in the changing rooms. If the session has not begun, postpone the start until the storm is over, allowing customers to wait in the changing rooms. If the session is near to the end, close the session and ask the customers to change for their own safety. Avoid usin metal tools such as the net, rescue pole or vacuum cleaner during an electrical storm. Turn off and disconnect any electrical equipment.

Working parties should be abandoned and people should take shelter during a storm. The concrete shed is safe during an electrical storm.

**Sun** – During a swimming session of 105 minutes, even weak sun can burn a fair skin and extended exposure to sunlight can cause skin cancer. Anyone working at the pool should protect themselves with an appropriate factor sun cream and wear a hat if the sun is strong. Sunlight can cause excessive glare – sunglasses may help. Look out for swimmers suffering from sunburn, as them to leave the pool and stay in the shade. Advise people to wear sun cream on sunny days.

**Rain** – If rain makes life guarding so uncomfortable that it affects your concentration, halt the session and resume it when the rain stops.

**STRUCTURAL HAZADARDS**

Most of these are fixed features of the pool and buildings.

**Skimmer covers** – 3 at the deep end. Make sure they are in place.

**Lights** – check they work before an evening session.

**Loose slabs** – report them and make swimmers aware or use an orange cone

**Slippery floors** – do not allow running.

**Pool covers** – the rollers are not designed to carry people. Do not allow climbing or leaning on the covers.

**Water depth** – The water deepens suddenly towards the deep end. Be aware of this: look out for poor swimmers getting out or their depth.

**The wall** – It’s low enough to trip over so be careful. No running.

**Boiler room** – It’s out of bounds unless you are fully trained or had permission from the Pool Maintenance or Committee member. It has specialist equipment and chemicals locked up for a reason.

**PEOPLE HAZARDS**

Almost everyone can be a hazard.

**Vandals** – As an open air pool, we are prone to vandalism. Check for signs of damage when opening, particularly broken glass or debris in the pool. Report anything to a Committee member or the Parish Council.

**Under 8’s** – Possibly poor swimmers can tire easily. Should be accompanied, at all times. Do not believe their claims of swimming ability. Watch them.

**8 – 12’s** – May be overconfident & can tire easily. Boisterous, Intervene early to calm them down.

**The hormone years** – Prone to showing off, not inclined to listen to authority. Handle with care, ask nicely rather than shouting at them.

**Drunks** – Ask them nicely to leave; try to keep them out of the pool. Phone for help.

**Elderly** – May overestimate their ability. Watch them.

**Disabled** – Talk to them, assess their needs. If you think they may not be safe in a public session, we can always arrange a session for them or invite them to a quieter session.

**LIFEGUARD HAZARDS**

Do not forget yourselves.

**Sun –** see environmental.

**Dehydration** – bring a drink or ask the volunteer in the tuck shop to get you something.

**Loss of attention –** Do not let yourself be distracted. Move around the pool, talk to swimmers, but keep scanning.

**Frustration & anger –** Keep your cool, do not be drawn into an argument. Be polite but firm; refer the customer to a committee member if that helps.

**Tiredness –** Do not burn the candle at both ends if you’re working as a lifeguard. You owe it to the people to be at your best.

**ACTIVITIES**

Play safely at all times

**Diving** – Simple – NO DIVING!!!

**Excitement** – Do not allow it to get out of hand.

**Numbers** – Do not allow the tyres in the pool if there are more than 25 swimmers, or only one lifeguard. Use your judgment. If you think it may be unsafe, do not allow it.

**Slide** – Do not allow the slide to be used if more than 25 swimmers’, or only one lifeguard unless you are happy to do so. Use your judgement. If you think it may be unsafe, do not allow it to be used.

**CODE OF PRACTICE FOR SAFE LIFTING**

It is your responsibility to ensure safe lifting practices.

**ALWAYS**

1. Check the load..... Weight..... size..... position and destination.
2. Ensure the route is clear of obstruction.
3. Be aware of personal of limitations – ask for assistance if necessary.
4. Use mechanical assistance – trolleys, wheels etc.
5. Take up the position, Feet hip width apart & One foot slightly advanced towards the direction it is intending to move.
6. Take a secure grip.
7. Keep back straight, knees bent, head up.
8. Keep arms close to the body.
9. Lift by straightening legs and keeping back straight.
10. Use body weight to advantage.
11. Co-ordinate the persons handling the object.

Appendix 1

**METHERINGHAM SWIMMING POOL MISSION STATEMENT**

Metheringham Swimming Pool will maintain and enhance the pool and its grounds so that the community of Metheringham & surrounding areas can enjoy a fist class amenity. We will make the pool a focus of sporting and leisure activity in the village and will co-operate with other local organisations in community events. With the facilities that we make available to the school and community, no child from Metheringham leaving primary school will be unable to swim.

Appendix 2

**METHERINGHAM SWIMMING POOL POLICY STATEMENTS**

**EQUAL OPPORTUNITIES**

It is the policy of MSP that no employee, volunteer or customer receives less favourable treatment on the grounds of race, colour, ethnic origin, disability, sex, nationality or marital status; nor is disadvantaged by conditions which cannot be shown to be justified. This principle will apply to the full range of activities undertaken or supported by MSP.

**HEALTH & SAFETY**

It is the policy of MSP to give high priority to the helth and safety of its employees, bolunteer helpers and customers, and to carry out it’s responsibilities without creating unacceptable risk to human helth or environment.

To comply with all legislation, regulations and codes of practice relating to helpth and safety in swimming pools.

To monitor, investigate and implement corrective action where an incident exposes employees, bolunteers or customers to risk.

To employ only qualified lifeguards.

To be guided in lifeguard policy by the Royal Life Saving Society UK. MSP will affiliate to the RLSS UK annually.

**USE OF VOLUNTEERS**

MSP will seek to use volunteers from all walks of life with in the local community to support the activities and aims o the association. Specialist skills will be used wherever possible for maintenance of the facilities and general help will be sought for general upkeep of the grounds not during swimming sessions.

Volunteers will be subject to the same policies, rules and codes of conduct as paid employees.

**STANDANRDS OF QUALITY OF SERVICE**

It is the intention of MSP to provide the highest possible quality of service to its customers, be they individuals or organisations. The association regularly visits similar pools, and larger municipal pools to benchmark service and facilities against our own.

The members of the Committee are widely known through the community and encourage comment and constructive criticism. Email: [Metheringhamswimmingpool@outlook.com](mailto:Metheringhamswimmingpool@outlook.com) or go on the website Megpool.org.uk.

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| APPENDIX 3 | |  |  |
|  | **MSP SAFTEY CHECK SHEET FOR VOLUNTEER** |  |  |
|  | **TUCK SHOP OPENING OF SESSION CHECK LIST** | **√** | **NOTES** |
| 1 | Turn on tuck shop light,drinks fridge & Urn. |  |  |
| 2 | Open the window shutter (key is in the key cupboard on wall) |  |  |
| 3 | Take the float out of the safe (number is same as gate code), & put it in the till, turn on the till. Sign till roll before you start. |  |  |
| 4 | Open all the sweets & chocolate. |  |  |
| 5 | Make sure all the tables, chairs & outdoor games are available (kept in the toy shed) |  |  |
| 6 | If parents ask we have a baby paddling pool, this can be blown up & must be filled from the pool. By parent if possible. |  |  |
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|  | ADD NEW IF REQUIRED |  |  |
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| APPENDIX 3 | |  |  |
|  | **MSP SAFTEY CHECK SHEET FOR VOLUNTEER** |  |  |
|  | **TUCK SHOP CLOSING OF SESSION CHECK LIST** | **√** | **NOTES** |
| 1 | Put the float in as much change as possible into the float bag. |  |  |
| 2 | Put all the other money in the money bags with your signature, initials & amount. |  |  |
| 3 | Put all the money into the safe if its the last session of the day. |  |  |
| 4 | Replace all sweet lids after topping up (if the last session of the day). |  |  |
| 5 | close & lock the shutter to tuckshop window |  |  |
| 6 | Turn the urn off & drinks fridge light off (if the last session of the day). |  |  |
| 7 | Empty all the bins & replace with new bin bags. (in the draws) |  |  |
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|  | ADD NEW IF REQUIRED |  |  |
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| **APPENDIX 3** | |  |  |
|  | **METHERINGHAM SWIMMING POOL LIFEGUARD SAFETY SHEETS** | Initial |  |
| START UP SAFETY CHECK LIST |  | √ | NOTES |
| 1 | Sign in on the shift time sheet |  |  |
| 2 | Steps, paths, poolside free of obstruction & equipment |  |  |
| 3 | Lawns, paths & poolside free of litter, glass & cans |  |  |
| 4 | Sweep the pool floor towards the filters before opening. |  |  |
| 5 | Check weather, DO NOT Open if an electrical storm is in progress or appears imminent. |  |  |
| 6 | Unlock & check male & female changing rooms & toilets |  |  |
| 7 | Check rescue pole, hook & pool safety equipment is easily accessible. |  |  |
| 8 | When the covers are off, check water clarity. The deep end drains should be clearly visible. Clear any debris from pool. |  |  |
| 10 | Report any problems with water to pool maintenance or chairperson. |  |  |
| 9 | Check boiler room is locked, unless authorised by MSP committee member or pool maintenance personnel not to be unlocked or entered. |  |  |
| 11 | Check the first aid kit is in an easily accessible place & check the incident book for any warnings or alerts. |  |  |
| 12 | Check the fire extinguisher is easily accessible. |  |  |
| 13 | Check the pool temperature. |  |  |
| 14 | Fill the foot bath from the pool with bucket provided. ( In the lifeguard hut) |  |  |
| 15 | Make sure the NO ENTRY sign is over the steps of the slide until you ready to deem is safe to use. |  |  |
|  | **ADD NEW IF REQUIRED** |  |  |
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| **APPENDIX 3** | |  |  |
|  | **METHERINGHAM SWIMMING POOL LIFEGUARD SAFETY SHEETS** |  |  |
| END OF SESSION SAFETY CHECK LIST |  | √ | NOTES |
| 1 | Put all the inflatables & any other floats away. |  |  |
| 2 | Empty the foot bath. |  |  |
| 3 | Check the male & female changing rooms for any damage (fill out form to report to committee) or property left. (put in the bottom draw in tuck shop). |  |  |
| 4 | Check the toilets, flush & put bleach down them. Clean & mop the floors. |  |  |
| 5 | Mop the changing room floors. |  |  |
| 6 | Last session shut & lock all the doors. |  |  |
| 7 | Put covers on the pool if no more sessions. |  |  |
| 8 | Put all lifeguard safety equipment back in appropriate place. |  |  |
| 9 | Sign out on time sheet. |  |  |
|  | **ADD NEW IF REQUIRED** |  |  |
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