SWIMMING PROCEDURE   Version 2.0

The Swimming Pool is open for Residents.   **Revised August 2021**

There are three processes that need to be completed before you can return to swimming at Herne Farm, and one process on the day of the swim.

- a)   Questionnaire.
- b)   Selecting a Day and Time.   (Amendment in **RED**).
- c)   Making the Booking.
- d)   Executing the Booking,   (Amendment in **RED**).

Questionnaire

- A copy of the Swimming Questionnaire can be found on the Herne Farm Website **www.hernefarmlimited.co.uk,** and under the Tab **'Leisure Activities'** select '**Swimming**'.
- If you have not already completed and returned your Questionnaire then please do so as soon as possible.
- Once it has been returned your key fob for the Centre can then be re-activated, and you can then proceed to the next process.

Selecting a Day and Time

- To make a booking you must first select a **'Day and Time'**.
- Swimming will only be available from **08:00 till 23:00** inclusive.
- The first session will start at **08:00** and the last will start at **22:00**.
- Swimming sessions will be allocated in one hour only slots.
- The Swimming time will be **45** minutes plus a **15** minute buffer period which allows you to change and leave the building.
- To select a Swimming session you need to visit the Herne Farm Website at **www.hernefarmlimited.co.uk,** and under the Tab **'Leisure Activities'** select '**Swimming**'.
- Scroll down the screen and you will see the '**Swimming Pool Calendar**' which will show what has already been booked.
- Select a Day and Time and then proceed to making the booking.

Making the Booking

- Once you have selected a **'Day and Time'** you can then contact the Centre by phone on **01730 266874**, or by email at **manager@hernefarmlimited.co.uk** to request your selection to added to the booking calendar.
- If you do not have access to the internet then you can contact the Centre and ask what availability there is, and then make a booking.

Executing the Booking

- On the day of the booking you must make sure you follow all the Herne Farm guidelines, making sure to follow all the signs once on the premises, **'Social Distancing' must be observed at all times**.
- You must arrive on time, **not before** as your **key fob** will only be **active** for the **first 10 minutes** of your booked swimming session.
- If you **arrive late** for your booking, (**not in the first 10 minutes**) you will **NOT** be able to access the swimming pool area.
- It is advisable to already have your swimming costume on under your normal clothes.
- You must use your key fob to enter the building into the Lobby area and making sure you close the door shut behind you.
- Please scan the QR Code with your mobile device if you have one.
- Proceed down the small stairs to your left to the corridor, then turn right and use the appropriate changing room for your gender.
- Use your key fob to enter the changing room, then proceed thru the room into the swimming pool area.
- All swimming sessions are one hour (**60** minutes) in total.
- You have **5** minutes to enter the building and get ready to swim, you then have a maximum of **45** minutes of swimming time and **5** minutes to get changed, which allows you to leave the building **5** minutes before the next user arrives.
- To leave you will use the same way you came in, making sure you have cleaned any areas you may have used or touched.
- Showers are not to be used and are unavailable.
- You may use the toilet, but you must clean or wipe down anything you touch, including the toilet seat.
- When leaving the changing room you must use the 'Door Release' button by the door to open the door.
- Proceed back to the Lobby area and then leave the building.
- You are not allowed to access any other part of the building.
- You must observe **'Social Distancing'** and avoid any contact with anyone else who is in the Centre when you are leaving.
- We have **CCTV** cameras that record and they are monitored, so any abuse or failure to abide by the guidelines will be investigated and reported to the Board. This may lead to your access to the Centre being denied and your key fob being disabled.

Herne Farm Limited   **August 2021**