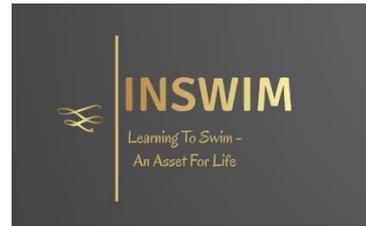


# Inswim Swim Platform

## Handling Guideline



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### 1. Purpose of This Manual

This manual provides clear instructions for the safe handling, movement, installation, use, and storage of the Inswim Learn to Swim platform used in aquatic facilities. Correct handling will:

- Reduce the risk of injury to staff and patrons
- Prevent damage to the platform and pool infrastructure
- Extend the service life of the Inswim Swim Platform

This manual is intended for all aquatic centre staff, swim teachers, lifeguards, and maintenance personnel.

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### 2. Product Description

Learn to Swim platforms provide a stable, raised surface for beginner swimmers.

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### 3. Safety Information

#### ⚠ Important Safety Notice

- Only trained staff are to handle, install, or remove the platform
- Always use correct manual handling techniques
- Never allow children to move or adjust the platform
- Do not use a damaged or unstable platform

#### 3.1 Personal Safety

- Avoid sudden movements or twisting while lifting

#### 3.2 Operational Safety

- Ensure clear visibility of swimmers at all times
- Maintain constant supervision when the platform is in use

## 4. Manual Handling Guidelines

### 4.1 Lifting

- Use a **two-person lift** where possible
- Bend at the knees, keep the back straight, and lift using leg strength
- Keep the platform close to the body

### 4.2 Carrying

- The Inswim Platforms have wheels at one end to allow for one person to manoeuvre the platform in or around the swimming pool.
- When placing the swim platform into or out of the water or lifting the swim platform over bulk heads or hobs, 2 people should lift at either end of the swim platform.
- As the platform is lifted above the pool surface it is important to allow for water to drain from the platform back into the pool
- Maintain clear communication between staff members
- Watch for wet surfaces and pool edges

### 4.3 Pushing and Pulling (In Water)

- Gently lift the platform by bending your knees and pull the platform towards you or push the platform slowly using both hands
- Avoid placing fingers underneath edges
- Maintain awareness of swimmers nearby

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## 5. Installation in the Pool

1. Ensure the pool area is clear of swimmers
2. Lower the platform gently into the water—do not drop
3. Allow the platform to settle and self-level
4. Position the platform in the designated teaching area
5. Check stability before allowing swimmers to use it

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## 6. Use During Lessons

- Ensure the platform is fully stable before commencing lessons
  - Instruct children to enter and exit slowly
  - Prevent jumping, diving, or rough play on or around the platform
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## 7. Removal From the Pool

1. Clear swimmers from the area
  2. Move the platform to the pool edge slowly
  3. Lift using correct manual handling techniques (one person in the water and the other out of the water)
  4. Allow excess water to drain as you slowly support the platform while lifting it out
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## 8. Storage

- Store the platform in a dry, shaded area when not in use
  - Avoid direct sunlight for prolonged periods
  - Do not stack heavy objects on top of the platform
  - Do not allow the platforms to be used for seating or as tables around the pool
  - Ensure storage areas are free from sharp objects
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## 9. Cleaning and Maintenance

### 9.1 Routine Cleaning

- Rinse with fresh water once a month
- Use mild detergent and a soft brush if required
- Do not use abrasive cleaners or solvents

### 9.2 Inspection

Inspect the platform regularly for:

- Cracks or damage to the deck
- Loose fittings or components

Remove the platform from service if damage is identified and report it to management.

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## 10. Damage and Fault Reporting

- Immediately report any defects, instability, or damage
  - Tag the platform as **Out of Service** if unsafe
  - Do not attempt unauthorised repairs
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## **11. Training Requirements**

All staff involved in handling or using Learn to Swim platforms should receive:

- Manual handling training
  - Platform-specific induction and training
  - Refresher training as required
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## **12. Disclaimer**

This manual provides general handling guidance.

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**End of Manual**