

Minutes from the “Flood pump training” on the 16th of August 2016:
Volunteers meeting

Aims and objectives

To provide volunteers a hands on training session using the flood pump and a reminder of the emergency scenario protocol, ensuring safety is a priority.

Equipment used: Flood pump (west side), Hi Vis, PPE and HF radio demo.

Areas covered:

1. Welcomed three new volunteers, induction training performed, health & safety reminder for all volunteers, meeting point and PPE.

Health & safety of the flood pumps:

2. Risk assessment for the flood pump handed-out and risks discussed with all volunteers. We stressed the importance of the volunteers putting their safety first, PPE must be worn, signing in an out of an emergency is essential for all volunteers.
3. COSHH data sheets provided at the meeting to read, due to the amount of reading material we advised that we would email the COSHH data sheets.
4. Moving and handling procedure was discussed with all volunteers and the importance of a correct posture. All volunteers felt confident with a correct moving and handling procedure. Demonstrations were performed and volunteer experience gained moving the hoses during the session. We stressed the importance that two people must always lift the hoses off and onto the pump and if a volunteer is unable to lift or do any task they are to contact a Coordinator ASAP.



5. Collection of the pump protocol:

- Briefly discussed collection procedure from Coors and Power Plus, importance of ID cards and a towing licence is essential. At the end of the session we showed volunteers how to hitch, lock and check brakes/lights on the trailer.

6. Pump assembly and working the pump, including positioning in the road.

- Pump position shown (out of flood water facing the direction to exit if required) Hose assembly (learnt that vaseline is required for hose locking) How to switch on and Fuel position in the pump.
- Importance of PPE, Hiv vis and HF radios discussed, communication to be maintained once pump in operation.
- The group did a full practical exercise on reeling the hoses out to the river.
- We stressed the importance of the groups health & safety and this is to always come first.

7. Set down procedure:

- Practical exercise performed by volunteers, reeling the hose back up and putting back onto the pump.
- Briefly touched the clean down procedure, invited volunteers to the next maintenance check to see the pump in operation.