



Procedure Toolkit • Patrol Local Operating Procedure Toolkit • Patrol Local

SLSGB Patrol Local Operating Procedure Toolkit



Overview

This Toolkit is intended for use in SLSGB patrols, by those with experience of life Saving and patrolling. They aim to provide a basis for Local Operating Procedures to be developed for the specific area/patrol location and allow for local variations in patrol delivery within SLSGB standard Operating Procedures. They are not intended as a standalone document and are not intended for Non-SLSGB members or those without understanding and experience of patrolling beaches.

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Foreword

The procedures set out in this document are established as a guide to assist SLSGB Accredited clubs in maintaining a safe environment and should be followed accordingly. This is not a standalone document and is not intended to replace risk assessments and risk management by the club. It is recognised that these guidelines will mainly be utilised by voluntary clubs as well as professional services, all of which must adhere to the same standards of practice.

These procedures must be read in conjunction with respective SLSGB qualification manuals and Safety information. As well as government and local level legislation and any other relevant documentation to aid safety.

Guidance

This document is aimed at providing a toolkit for a patrol to produce local based procedures. The areas highlighted in **Red** should be edited and adapted to suit the locality. They may not satisfy all the needs of your locality and Risk Assessment. Please amend and update the document in excess of the areas highlighted in Red to meet these needs and ensure safe running of the beach.

Signature Sheet

Signature sheet for recognition of Local Operating Procedures at:

..... for the year

I have read and understood the following Local Operating Procedures and understand it is my duty to follow the procedures and other relevant documentation provided by my SLSC, to enable safety to myself and others:

Name	Signature	Date

Description of Patrol location

Patrol Venue/location Details

This SLSGB Volunteer Patrol will be conducted at **Insert beach name**, organised by **Insert SLSC name**. Similar Patrols have been provided at various beaches around the country with the approval of the local authorities or beach users for a number of years. Our Surf Life Saving Club has **Insert number** of years of experience providing safety on beaches and around water.

Insert Beach name is located in **Insert town, Insert County/country**. At the beach is **Insert description including access roads etc.** There **are** public toilets and **insert other facilities**.

Overview of Typical Beach and Sea Conditions

The beach conditions are typically **insert typical conditions**.

The Sea conditions are typically **insert typical conditions**.

It is recognised that conditions will vary from this as the beach and sea are open environments that are continuously changing.

Estimated Beach and Water Usage

There will be approximately **insert number** beach users and **insert number** water users, maximum, at peak times time. Typically it will be far less than this at approximately **insert number** beach and **insert number** water users. A minimum of **insert number** qualified lifeguards will be provided in designated patrol hours to ensure adequate cover.

Type of Patrol Adopted

The SLSC Patrol will meet the SLSGB patrol criteria while adopting **insert patrol method (e.g. outpost, roving etc)** patrolling methods and will have a local operating procedure to ensure suitable and sufficient cover, during designated patrol times to suit the venue:

Specific Considerations

Other specific considerations for this patrol include:

- The patrol commits to leaving the beach and surrounding area in a clean and tidy manner and any facilities in a state of repair in which it was found to the landlords satisfaction.
- **Insert specific considerations for the location and patrol requirements**

Patrol Schedule

As an organisation that has its roots in saving lives on the beaches, safety at our events is paramount. If the patrol quality cannot be maintained to meet the conditions or beach user number for the given location or day then a select safe area will be provided. Alternatively, the patrol will be cancelled and signs to indicate the inherent dangers provided, according to health and Safety Standards. We will do all that is reasonable within a voluntary service to provide an experienced team to ensure we are best placed to deal with any incident that may occur.

Patrol season dates

The Season dates for **Insert beach name** organised by **Insert SLSC name** in **insert season and year**. Will commence on **Insert date** and finish on **insert date**

Patrol Start and Finish Times

The patrols will start at **insert time** and finish at **insert time**.

Lifeguard Rotas

To minimise the risk of fatigue a rota will be implemented according to the following:

Insert rota principles for patrol

Map of location area where bathing and water usage will commence

A map of the Patrol Location with zoned areas according to the SLSGB lifeguard manual recommendations is provided below. All key personnel must familiarise themselves with the map.

All members of the public should be advised to stay within the safe zoned areas indicated. It is likely these will change with state of tide and daily water conditions and should be adapted and recorded in the daily log.

Insert map, key and minimum details as below:

- Typical safe and danger areas
- Designated patrol points and control centres
- Any other significant locations
- Direction of north and scales
- Grid reference/s (optional)
- Defined emergency access and egress points
- Distance/time from emergency services
- Define the maximum visibility from patrol locations
- Positioning of educational material and branding
- Positioning of signs, buoys, flags etc that are used to indicate areas are not permitted for safety

Definition of expected training and qualifications which staff must have

The roles utilised for the patrol are:

- Supervisor (mandatory)
- Senior Lifeguard (mandatory)
- Lifeguard (mandatory)
- IRB, RWC crew/drivers
- Lifeguard Support (First Aid, Surf Life Saver part A or B)
- Safety Education Assistant
- **Insert/delete roles as appropriate**
- **Insert/delete roles as appropriate**

Training dates for the Patrol season will commence on **insert date** and finish on **insert date**. Patrol members training records are to be provided in the form P6 Training Record. Specific qualifications required to work at the **insert location** for each role are indicated below.

Insert Role Name 1:

Insert training Requirements

Insert Role Name 2:

Insert training Requirements

Insert Role Name 3:

Insert training Requirements

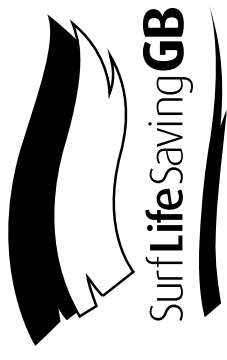
Insert Role Name 4:

Insert training Requirements

Continue roles and training requirements as appropriate

Training records and emergency contact details will be kept for patrol team members in the training record and emergency contact details tables below, see next page.

Training Record



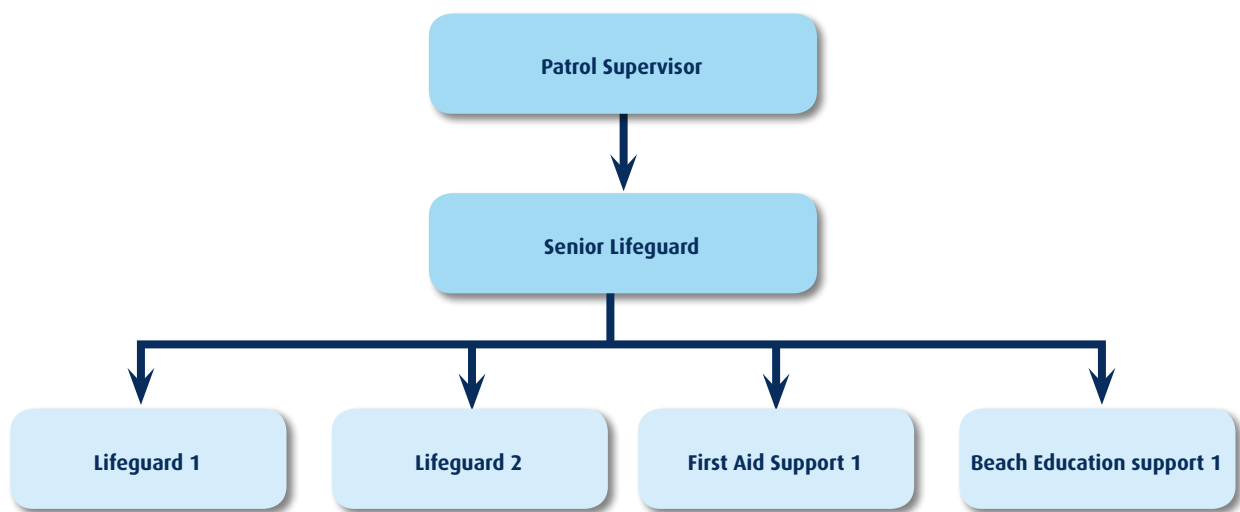
Training Record (indicate details of individual completing check, method of checking that took place, and the date that the check was undertaken)

Candidate name	Training undertaken	Checked by	Method of check	Date

Patrol Roles and Lines of Communication

The lines of communication and hierarchy are indicated below:

Please indicate the lines of communication for each of the roles identified and adapt the example below as appropriate:



Role descriptors for each of these can be found in the appendix

Please insert descriptors of roles and responsibilities in an appendix

Patrol Equipment

For each location patrolled, all equipment will meet SLSGB minimum standards and will be checked daily according to ensure they are seaworthy. The minimum of the following pieces of life Saving equipment will be available at the patrol location:

- **Insert number** Rescue boards
- **Insert number** IRBs
- **Insert number** RWC's
- **Insert number** Rescue Tubes
- **Insert number** Radios
- **Insert other specific equipment available**

Special Patrol Equipment Considerations

The special considerations for patrol equipment on this beach have been identified as:

Insert special considerations

Patrol vehicles to be used

Vehicles

Beach vehicles will only commence locomotion with visual and audio indicators turned on and visual checks to all angles of the vehicle. Vehicles will not exceed 10mile an hour limits, or limits imposed on **insert beach name** set at **insert approved maximum speeds** in emergencies. Vehicles will be roadworthy and hold a current MOT, insurance and tax certificate.

Water based craft will adhere to local restrictions.

The following powered vehicles and craft will be utilised for the patrol:

Vehicle/Craft name	Descriptor
insert craft name	insert descriptor

Emergency vehicle access

The area **insert location** will act as the access to the patrol area for the emergency services. A path through the beach to allow emergency access for the Patrol vehicle or other services as appropriate will be marked out by cones or bunting, to avoid congestion of the emergency access by members of the public.

For a serious incident that may involve the air ambulance, we will adhere standard SLSGB lifeguard manual procedures.

Managing Crowds

As the service takes place at a time when there is likely to be high numbers of public on the beach and there is likely to be a lot of interest in what is happening then appropriate segregation to allow through fair will be employed.

In order to mitigate the risk of collisions in the ocean and on the beach, it may be necessary to enlarge the designated safe area beyond standard locations. This will not occur if generalised conditions will allow unacceptable danger to be present to water users.

During Helicopter landings areas will be marked off to reduce access to the public area. Common sense will be used to ensure that only the amount of area necessary will be closed off so as to keep inconvenience to a minimum. All lifeguards will have responsibility to assist with this as appropriate.

Overall responsibility for safety connected to the event will lie with the Supervisor however a close working relationship with other key agencies will also be required.

Special Considerations

The special considerations for vehicle management on this beach have been identified as:

Insert special considerations

Patrol Set-up

All resources equipment needed for the patrol will be at **insert location**. Staff will be advised to park at **Insert location** or access the location by foot or in the designated vehicles, specified above. All individuals to be on site by **Insert time** prior to the commencement of the patrol, to enable this set up to be complete prior to the designated start time.

The equipment will be set up according to the following procedure to allow for safe use of the location and quick and easy deployment of safety cover.

Insert specific set up requirements of the location and local operational checks

Security

Resources and equipment will remain out of use for the public and will be securely stowed when not in use, however, rescue equipment will inherently be required to remain easily accessible for patrolling members to enable swift action during patrolling hours.

Data storage

Samples of the forms utilised for data collection are shown in the following pages **insert page numbers**.

Data Storage will be stored **Insert how data will be stored securely**

Incident report

Incident Report No. _____



Lifeguard Area: _____ Lifeguard Unit: _____ U.I.I.N.: (if applicable) _____

Date __ / __ / __ Time: (24hr) __ : __ Duration: __ h __ mins

ALERTED TO INCIDENT BY: ✓		COORDINATED BY: X				OTHER SAR UNITS INVOLVED: ○	
LG Paid <input type="checkbox"/>	LG (vol) <input type="checkbox"/>	HMCG <input type="checkbox"/>	RNLI ILB <input type="checkbox"/>	RNLI ALB <input type="checkbox"/>	Police <input type="checkbox"/>		
Ambulance <input type="checkbox"/>	Air Ambulance <input type="checkbox"/>	Fire <input type="checkbox"/>	SAR Helo <input type="checkbox"/>	Public <input type="checkbox"/>	Other <input type="checkbox"/>		

LOCATION:	Craft / Surf Zone <input type="checkbox"/>	Red & Yellow / Buoyed Zone <input type="checkbox"/>	Non-zoned <input type="checkbox"/>	Other _____		
DISTANCE FROM LIFEGUARD PATROL: (Please tick)	1-10m <input type="checkbox"/>	10-50m <input type="checkbox"/>	50-100m <input type="checkbox"/>	100-500m <input type="checkbox"/>	500-1000m <input type="checkbox"/>	1000+m <input type="checkbox"/>
OPERATIONAL STATE OF THE BEACH:	Normal <input type="checkbox"/>		Red Flag <input type="checkbox"/>	Out of Hours <input type="checkbox"/>		

NATURE OF INCIDENT					
Rescue <input type="checkbox"/>	Near Miss <input type="checkbox"/>				
Search <input type="checkbox"/>	Major First Aid <input type="checkbox"/>				
Assistance <input type="checkbox"/>	Other _____				
		Child (0-12yrs)	Teenager (13-17yrs)	Adult (18-59yrs)	Senior (60+yrs)
		Male			
		Female			

EQUIPMENT USED						
IRB <input type="checkbox"/>	4WD <input type="checkbox"/>	Canoe/Ski <input type="checkbox"/>	Rescue Tube <input type="checkbox"/>	First Aid Eqpt <input type="checkbox"/>	Mountain Bike <input type="checkbox"/>	None <input type="checkbox"/>
RWC <input type="checkbox"/>	ATV <input type="checkbox"/>	Rescue Board <input type="checkbox"/>	Throw Line <input type="checkbox"/>	Public Rescue Eqpt <input type="checkbox"/>	Other _____	

ACTIVITY						
Swimming <input type="checkbox"/>	Body Boarding <input type="checkbox"/>	Windsurfing <input type="checkbox"/>	Powered Craft <input type="checkbox"/>	Climbing <input type="checkbox"/>	Relaxing <input type="checkbox"/>	
Inflatables <input type="checkbox"/>	Surfing <input type="checkbox"/>	Kite-Surfing <input type="checkbox"/>	Sailing <input type="checkbox"/>	Walking <input type="checkbox"/>	Other _____	

NARRATIVE OF INCIDENT

DO YOU CONSIDER A LIFE HAS BEEN SAVED? (If ticked - You MUST complete Additional Incident Narrative)

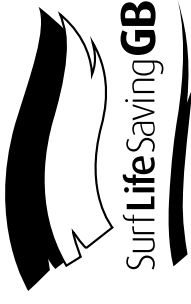
CAUSE OF INCIDENT						
ENVIRONMENTAL						
Rip Currents <input type="checkbox"/>	Estuarial Currents <input type="checkbox"/>	Surging Waves <input type="checkbox"/>	Strong Winds <input type="checkbox"/>	Cliff Fall/Land Slide <input type="checkbox"/>	Undertow <input type="checkbox"/>	
Sandbars/Sandbanks <input type="checkbox"/>	Plunging/Dumping Waves <input type="checkbox"/>	Offshore Winds <input type="checkbox"/>	Unsafe Beach Access <input type="checkbox"/>	Littoral Current <input type="checkbox"/>	Tidal Cut Off <input type="checkbox"/>	
High Seas/Heavy Surf <input type="checkbox"/>	HAZCHEM <input type="checkbox"/>	Water Quality <input type="checkbox"/>	Other _____			
PHYSICAL						
Cliffs <input type="checkbox"/>	Promontories <input type="checkbox"/>	Harbour Walls <input type="checkbox"/>	Piers <input type="checkbox"/>	Wave Breaks <input type="checkbox"/>	Jetties <input type="checkbox"/>	
Large Rocks <input type="checkbox"/>	Buildings <input type="checkbox"/>	Seawalls <input type="checkbox"/>	Groynes <input type="checkbox"/>	Other _____		
EQUIPMENT						
Equipment Failure <input type="checkbox"/>	Inappropriate Equipment <input type="checkbox"/>	Misuse of Equipment <input type="checkbox"/>	Inexperienced Hired Eqpt <input type="checkbox"/>			
BEHAVIOURAL						
Violent/Threatening behaviour <input type="checkbox"/>	Apparent act of daring <input type="checkbox"/>	Caused by another person <input type="checkbox"/>				
Believed to be under the influence of :		Alcohol <input type="checkbox"/>	OR	Drugs <input type="checkbox"/>	Self harm <input type="checkbox"/>	

ENVIRONMENTAL CONDITIONS				
WEATHER	WAVE HEIGHT	STATE OF TIDE		WIND CONDITIONS
Cloudless	< 0.5m	Spring low	Ebbing	Direction _____
Partly Cloudy	0.5 - 1.5m	Neap low	Flooding	Force _____
Overcast	1.6 - 2.5m	Mid		Windsock: Yes <input type="checkbox"/> No <input type="checkbox"/>
Rain	2.6 - 3.5m	Neap high		
Sea Fog/Mist	3.6 - 4.5m	Spring high		

Lifeguard Name: _____ Lifeguard Signature: _____ Volunteer

This form is to be returned to SLSGB Headquarters

Daily log



Start of Day	
Lifeguard Area:	Patrol Start:
Lifeguard Unit:	Time: --:-- / --:--
Day:	Date: / /
Logged On <input type="checkbox"/>	Radio Check <input type="checkbox"/>
Patrol Finish	

Senior Lifeguard	Time on Duty
Lifeguards on Duty	Time on Duty

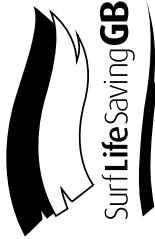
Equipment Checks Completed			
Equipment Checks	QTY	Time of Check	Checked by
IRB/RWC/ATV/AWD			
Rescue Boards/Tubes			
Resuscitation Kit/AED			
First Aid Kit			

Tide Times / Heights & Weather @ 1000hrs			
	Time	Ht	Wind
1st High Tide	--:-- hrs	Ht __ m	Force:
High Tide	--:-- hrs	Ht __ m	Direction:
Low Tide	--:-- hrs	Ht __ m	
2nd High Tide	--:-- hrs	Ht __ m	Wave Height
High Tide	--:-- hrs	Ht __ m	1-2ft <input type="checkbox"/>
Low Tide	--:-- hrs	Ht __ m	3-4ft <input type="checkbox"/>
Sun <input type="checkbox"/>	Part Cloudy <input type="checkbox"/>		5-6ft <input type="checkbox"/>
Overcast <input type="checkbox"/>	Rain <input type="checkbox"/>		6ft+ <input type="checkbox"/>
Sea Fog/Mist <input type="checkbox"/>			

Manager/Supervisors Inspection	Comments
Facility Condition / BLU Admin	
Equipment Checks / Condition	
Lifeguards' Presentation	
BLU Set-up / Beach Safety Information	
Time:	Signed:

Log Notes - (including launch times and reason i.e. Training/Patrol)	Launch Authority	Preventative Action	Weather Conditions	Estimated Visitor Population		
				Beach Users	Swimming/Paddling	Surf/Cra
Pre - 10:00						
10:00 - 11:00						
11:00 - 12:00						
12:00 - 13:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						
16:00 - 17:00						
17:00 - 18:00						
Post - 18:00						
SENIOR LG SIGNATURE:						

Missing Persons Report Found



Lifeguard Area:	Lifeguard Unit:	U.I.N.N.: (if applicable)
Date: ___/___/___	Time reported to Lifeguard: (24hr) ___:___	
Person Details		
Full Name:	Post Code	Male <input type="checkbox"/> Female <input type="checkbox"/>
Post Town:	Age:	Place Last Seen:
Time Last Seen: (24hr) ___:___		
Narrative of Incident	Person Description	
	Hair colour:	Height:
	Clothing:	Other:
Details of person reunited with		
Time missing person found: (24hr) ___:___	Time reunited: (24hr) ___:___	
Location:		
Name of person reunited with:	Relationship:	
Signature:		
Lifeguard Name:	Lifeguard Signature:	Volunteer <input type="checkbox"/>

DATA PROTECTION ACT 1998 Your personal information will be held by the issuing authority. It will be held in compliance with data protection legislation and will be used for the purpose of identifying lifeguard training needs and insurance liability. Where necessary it may be disclosed to local Authorities and lifesaving Organisations. **This form is to be returned to the issuing authority**

Patient Report

Incident Report No. _____



PATIENT DETAILS (1 patient per form)			
Name:	Post Town:	Postcode:	Country:
D.O.B.: __/__/__		<input type="checkbox"/> Male	<input type="checkbox"/> Female

PATIENT CONDITION (on initial examination)			
A Abrasion (Graze) B Burn C Contusion (Bruise) D Dislocation # Fracture H Haemorrhage HC Heart Condition L Laceration O Other P Pain S Swelling SP Suspected Spinal			Symptoms <input type="checkbox"/> Disorientated <input type="checkbox"/> Faint <input type="checkbox"/> Fitting <input type="checkbox"/> Hyperventilating <input type="checkbox"/> In Shock <input type="checkbox"/> Nauseated <input type="checkbox"/> Pale <input type="checkbox"/> Sweating <input type="checkbox"/> Weak <input type="checkbox"/> Vomiting
			Level of Consciousness <input type="checkbox"/> Alert <input type="checkbox"/> Voice (responds to) <input type="checkbox"/> Pain (responds to) <input type="checkbox"/> Unresponsive Temperature <input type="checkbox"/> Hyperthermic <input type="checkbox"/> Normal <input type="checkbox"/> Hypothermic
DETAILS OF TREATMENT GIVEN <input type="checkbox"/> Rest <input type="checkbox"/> Reassurance <input type="checkbox"/> Warmed <input type="checkbox"/> Cooled <input type="checkbox"/> Raised Legs <input type="checkbox"/> Bag & Mask <input type="checkbox"/> Manual Suction <input type="checkbox"/> Other* * Give Details		<input type="checkbox"/> Cleaned <input type="checkbox"/> Plaster <input type="checkbox"/> Ice Applied <input type="checkbox"/> Dressing Applied <input type="checkbox"/> AED <input type="checkbox"/> Oxygen Therapy <input type="checkbox"/> Spinal Board / Collar <input type="checkbox"/> None	Airway <input type="checkbox"/> Clear <input type="checkbox"/> Partially Obstructed <input type="checkbox"/> Obstructed Breathing <input type="checkbox"/> Present <input type="checkbox"/> Absent Circulation <input type="checkbox"/> Strong <input type="checkbox"/> Normal <input type="checkbox"/> Weak
ALLERGIES / PAST MEDICAL HISTORY _____ _____ _____ _____			

PATIENT RELEASE		PATIENT HANDOVER	
<input type="checkbox"/> No further action	<input type="checkbox"/> Advised to attend doctor	<input type="checkbox"/> Land Ambulance	<input type="checkbox"/> Air Ambulance
Patient / Parent / Guardian Signature:		Duty of Care handed over to:	
Declined Treatment <input type="checkbox"/>		<input type="checkbox"/> SAR / Ambulance	<input type="checkbox"/> Relative
Patient / Witness Name:		<input type="checkbox"/> Friend	Other:
Patient / Witness Signature:		Name:	Signature:

DETAILS OF ALL LIFEGUARDS INVOLVED			
	Lifeguard Name	Lifeguard Signature	Paid / Vol (P & V)
1			
2			
3			
4			
5			
6			

DATA PROTECTION ACT 1998 Your personal information will be held by the issuing authority. It will be held in compliance with data protection legislation and will be used for the purpose of identifying lifeguard training needs and insurance liability. Where necessary it may be disclosed to Local Authorities and Lifesaving Organisations. **This form is to be returned to the issuing authority**

Minor First Aid Report

Report No. _____



Area _____ Unit _____
 Date / / Time (24hr) :

Full Name _____		<input type="checkbox"/> M	<input type="checkbox"/> F	
Age	<input type="checkbox"/> Child (0-12)	<input type="checkbox"/> Teenager (13-17)	<input type="checkbox"/> Adult (18-59)	<input type="checkbox"/> Senior (60+)
Post Town	House No.			
Postcode	Telephone No.			

CATEGORY	
Minor Wounds	
Graze <input type="checkbox"/>	Bruise <input type="checkbox"/>
Puncture <input type="checkbox"/>	Cramp <input type="checkbox"/>
Cut <input type="checkbox"/>	Splinter <input type="checkbox"/>
FO in Eye <input type="checkbox"/>	Break/Loss of Nail <input type="checkbox"/>
Blister <input type="checkbox"/>	
Burns	
Minor Burn <input type="checkbox"/>	Sunburn <input type="checkbox"/>
Sting/Bite	
Weever Fish <input type="checkbox"/>	Insect <input type="checkbox"/>
Jellyfish <input type="checkbox"/>	Unknown <input type="checkbox"/>
Bee/Wasp <input type="checkbox"/>	
Other <input type="checkbox"/>	

TREATMENT/EQUIPMENT USED	
Cold Compress <input type="checkbox"/>	Eyewash <input type="checkbox"/>
Plaster <input type="checkbox"/>	Hot Water <input type="checkbox"/>
Cold Water <input type="checkbox"/>	Shade <input type="checkbox"/>
Warmth/Blanket <input type="checkbox"/>	Reassurance <input type="checkbox"/>
Medi-Wipe <input type="checkbox"/>	Tweezers <input type="checkbox"/>
Crepe <input type="checkbox"/>	Scissors <input type="checkbox"/>
Non Absorbent Gauze <input type="checkbox"/>	
Other <input type="checkbox"/>	

Is there a chance that you have had exposure to blood-borne contamination?
 Yes No
 If ticked 'Yes', please refer to Lifeguard SOP's

DECLARATION
Treating LG _____

Signature _____ P V

Name Patient/Parent _____
Decline Treatment <input type="checkbox"/>
Any advice given <input type="checkbox"/>

Signature _____
Advised to attend Doctor <input type="checkbox"/>

Data protection Act 1998.
 Your personal information will be held by the SLSGB. It will be held in compliance with data protection legislation and will be used for the purpose of identifying lifeguard training needs and insurance liabilities. Where necessary a copy may be given to other Emergency Services, Local Authorities and Lifesaving Organisations.

If this Minor First Aid develops into a Major First Aid, ensure all details are transferred onto a Major First Aid form. Please make a note of the Major First Aid IRN here.

IRN _____

Additional Incident Narrative



COMPULSORY FOR EVERY INCIDENT CONSIDERED AS A LIFE SAVED

Lifeguard Area:	Lifeguard Unit:
Incident Report Number:	Date of Incident: / /
Incident Type:	

CONFIDENTIAL

Lifeguard Name:	Lifeguard Signature:
-----------------	----------------------

IRB/RWC LOG



PREVIOUS LOG PAGE CHECKED?

Date: __ / __ / __	Equipment ID: Engine no:	IRB no:
Use: Patrol <input type="checkbox"/>	Event <input type="checkbox"/>	Training <input type="checkbox"/>
	Display <input type="checkbox"/>	

Patrol members	Driver	Crew	Hours
1.			
2.			
3.			
4.			
5.			
6.			

Pre checks	✓ / ✗
Fuel (Secure, full, fit for use and spare available)	
IRB inflated to correct pressure	
Engine (Checked and run)	
Proguard/ Intake grill secure	
Equipment checked and stowed (Including additional equipment and craft specific checks as per the relevant manual)	
PPE	

Post checks	✓ / ✗
Craft washed	
Engine flush and checked	
IRB semi deflated	
Trailer washed	
Fuel refilled	
PPE and other equipment washed and stored	

Details of problems/ Comments:

Lifeguard Name:	Lifeguard Signature:
-----------------	----------------------

Communication Procedures and inter organisational working

Call signs

The following call signs will be used for the duration of the Patrol: -

Call Sign		Position/Service
Insert Location name	Supervisor	Supervisor
Insert Location name	Foot Patrol	Foot Patrol
Insert Location name	Insert Location & Lifeguard name	Specific Lifeguard
Insert Location name	RWC	RWC
Insert Location name	IRB	IRB
Insert Location name	Vehicle	Vehicle
Insert Location name	Base	Base

Emergency Service Contacts

The Patrol is integrated with the local emergency services, local authorities and other organisations and agencies, as specified below:

Emergency Services, Agencies, Authorities and Organisation Contacts

Agency Name	Lead contact	Role	Contact details
Insert details			

Integration description

Insert a description of how the patrol is integrated with the emergency services, local authorities and other relevant organisations

Patrol Inspections and Approval

To ensure quality of the Patrol the patrol will be inspected according to SLSGB Patrol Criteria to ensure maintenance of good practice this will include:

- Checks throughout the patrolling season with frequent local level inspections from the approved **Insert club** patrol supervisor, to ensure adherence to standard and local operating procedures.
- A once per annum check, according to SLSGB National Patrol Criteria, by an SLSGB Patrol inspector.

Local Emergency Action Plans

Specific local level Emergency Action Plans include:

Specify any locally agreed or adapted Emergency Action Plans required to ensure safety that may cover:

- Rescue Management system for all incidents
- Continuity of supervision for of the water and removal of water users during an incident
- Communication procedures during and incident
- Aftercare and transportation to medical assistance of all casualties
- Any necessary counselling requirements and available support
- Expected level of performance by Patrol members

Appendix

Role Descriptors

Lifeguard Supervisor Role Descriptor Sample

Amend As appropriate

Role Overview

To supervise and establish the running of a Beach Lifeguard Patrol, ensuring effective provision of the lifeguard service. To give help and advice to beach and water users and to provide and / or co-ordinate rescue activities as and when required.

Duties and Responsibilities

- To make daily contact with the Club Committee or Senior Member of Staff at the Organisation to report on matters such as: patrol staffing levels, damage to equipment, additional resources required etc.
- Assess the prevailing conditions and to place zone flags/warning signs in appropriate positions on the beach in liaison with the lifeguard team.
- Maintain a positive image for the patrol in all dealings with clients and public
- Position rescue equipment adjacent to the patrol zones and to advise the public as to the correct zone for their particular activity
- Closely monitor all persons bathing or surfing in the sea
- Carry out the rescue of any persons seen to be in difficulty in the sea and to inform other services if backup is required
- Carry out other duties such as: first aid, lost children, giving advice, reporting of hazards etc.
- Undertake risk assessment of the locality and complete the local operating procedures document.
- To maintain daily logs, provide written reports and keep a log of all incidents, ensuring all paperwork is completed correctly
- Be thoroughly conversant with the Patrol Standard & Local Operating Procedures and ensure adherence of all patrol members these procedures to meet operating standards criteria.
- Ensure that there is appropriate equipment to run the patrol service and ensure the safe operation of this equipment.
- Responsible for ensuring daily & weekly maintenance of the equipment and completing the relevant documentation
- Notify the Club Committee or Senior Member of Staff at the Organisation of any faulty equipment
- Undertake and deliver relevant training and record in a log
- Complete Health and Safety, Safeguarding and Driving training/qualifications as appropriate
- Assist with the delivery of beach safety and education programmes as required
- Carry out the delivery of lifeguard operational training as required ensuring you comply with Standard Operating Procedures
- Work with clubs and volunteer lifeguards to promote and develop lifesaving and to encourage voluntary lifeguard activities
- To act up in the capacity of Lifeguard Supervisor as and when required
- To become involved in other ad hoc tasks as required

Qualifications Required

Essential - To have a current internationally recognised beach lifeguard qualification. Beach Lifeguard Training and/or assessing qualification (or equivalent), Short Range VHF Radio Certificate. Hold any relevant craft based rescue equipment qualifications for the location (e.g. IRB driver or crew). GCSE pass in English and Maths or equivalent (good level of literacy and numeracy).

Experience Required

Essential - To have knowledge of the beach and surf environment. Must demonstrate well-documented experience in leading a lifeguard team. Previous supervisory experience.

Senior Lifeguard Role Descriptor Sample

Amend As appropriate

Role Overview

To supervise the running of a Beach Lifeguard Patrol ensuring effective provision of the lifeguard service. To give help and advice to beach and water users and to provide and / or co-ordinate rescue activities as and when required. Reporting to the Patrol Supervisor.

Duties and Responsibilities

- To make daily contact with the Supervisor to report on operational matters such as: staffing levels, damage to equipment, additional resources required etc.
- Assess the prevailing conditions and to place zone flags/warning signs in appropriate positions on the beach.
- Maintain a positive image for the Patrol in all dealings with clients and public
- Position rescue equipment adjacent to the patrol zones and to advise the public as to the correct zone for their particular activity
- Closely monitor all persons bathing or surfing in the sea
- Carry out the rescue of any persons seen to be in difficulty in the sea and to inform other services if backup is required
- Carry out other duties such as: first aid, lost children, giving advice, reporting of hazards etc.
- To maintain daily logs, provide written reports and keep a log of all incidents, ensuring all paperwork is completed correctly
- Be thoroughly conversant with the lifeguard service Standard & Local Operating Procedures
- Ensure there is appropriate equipment to run the beach service and ensure the safe operation of this equipment which includes
- Responsible for conducting daily & weekly maintenance of the equipment and completing the relevant documentation
- Notify the Supervisor of any faulty equipment
- Undertake relevant training and maintain a log.
- Assist with the delivery of beach safety and education programmes as required
- Carry out the delivery of lifeguard training as required ensuring compliance with Standard Operating Procedures
- Work with all relevant parties to promote and develop lifesaving and to encourage voluntary lifeguard activities
- To act up in the capacity of Lifeguard Supervisor as and when required
- To become involved in other ad hoc tasks as required

Qualifications Required

Essential – To have a current internationally recognised beach lifeguard qualification.

Desirable – To have a current Beach Lifeguard Training and/or assessing qualification (or equivalent), Short Range VHF Radio Certificate. Hold any relevant craft based rescue equipment qualifications for the location (e.g. IRB driver or crew). GCSE pass in English and Maths or equivalent (good level of literacy and numeracy).

Experience Required

Essential - To have knowledge of the beach and surf environment. Must demonstrate well-documented experience in leading a lifeguard team. Previous supervisory experience

Lifeguard Role Descriptor Sample

Amend As appropriate

Role Overview

To monitor and advise beach and water users and to provide / co-ordinate rescue activities under the supervision of a Senior Lifeguard and or Lifeguard Supervisor.

Duties and Responsibilities

- Assess the prevailing conditions and to place zone flags / warning signs in appropriate positions on the beach
- Position rescue equipment adjacent to the patrol zones and to advise the public as to the correct zone for their particular activity
- Maintain a positive image for the Patrol in all dealings with clients and public.
- Closely monitor all persons bathing or surfing in the sea
- Carry out the rescue of any persons seen to be in difficulty in the sea and to inform other services if backup is required
- Carry out other duties such as: first aid, lost children, giving advice, reporting of hazards etc.
- Provide written reports and keep a log of all incidents
- Be thoroughly conversant with the lifeguard service Standard & Local Operating Procedures
- Monitor the condition of lifeguard equipment and report defects
- Undertake scheduled cleaning and maintenance as delegated of equipment and buildings
- Complete Health and Safety, Safeguarding and Driving training/qualifications as appropriate
- Undertake relevant training and record in a log
- Assist with the delivery of beach safety and education programmes as required
- To become involved in other ad hoc tasks as required

Qualifications Required

Essential - To have a current internationally recognised beach lifeguard qualification. Hold relevant driver or crew qualifications for craft that will be utilised (e.g. IRB driver if an IRB is to be Driven) GCSE pass in English and Maths or equivalent (fair level of literacy and numeracy).

Experience Required

Desirable - Knowledge of the beach and surf environment and previous experience of lifeguarding on a beach.

Risk Assessment

Reference No.



Section 1 – Initial Risk Assessment

Activity		Location			How Are Risks Currently Controlled	Level of risk (high, medium, low, minimal)	Are additional Control Measures Needed (Y or N) and comments
High	Medium	Low	Minimal	Organisation/centre Beach/Building Room /Location			
Having referred to the SLSCB Safety guide and evaluated the overall level of risk, please tick the appropriate box below:							
	✓						
Hazards and Harm		Who is At Risk					
		Novice nipper participants may be taken out of their depth, panic/ tire when out of depth					

Reference No.

					Please note Analytical Risk Assessments will be completed on the day

Please note the following Risk ratings used in this Risk Assessment and Risk Assessment Action Plan

Rating Action Bands			
Risk Rating	Likelihood	Severity	Action Required
To establish Residual Risk Rating multiply "Likelihood" by the "Severity"			
1 Most Unlikely	1 Trivial Injury	1 & 2 Minimal/Trivial risk	No further action. Monitor situation.
2 Unlikely	2 Slight Injury	2, 3 & 4 Low risk	Monitor control measures for continued effectiveness.
3 Likely	3 Serious. Chronic injury	6 & 8 Medium risk	Improve or increase control measures.
4 Most Likely	4 Major injury/Death	9, 12 & 16 High risk	Stop the activity. Improve or increase controls immediately.

Risk Assessment Action Plan

Reference No.



Section 2 – Further Control Measures

Immediate Action Required to Reduce Risk	By whom	Revised Risk Level High, Medium, Low, Minimal
Further Action Needed to Reduce Risk	By whom	When

Once all of the above control measures have been put into place and signed off in section 2, then the risk assessment can be rewritten with all control measures transferred to section 1

Reference No.

Section 3 – Review and Approval

Person Carrying Out Risk Assessment			Has this Risk Assessment Been Communicated to All Relevant Persons		
Name (please print)	Position	Date of Assessment	Review Date	YES	NO
Person Responsible for Activity: Please sign to confirm you agree with the findings of the assessment and actions proposed					
Signature	Name (please print)	Position		Date	

Risk Assessment Review (Annual/Periodic)

SLSGB Commission Representative or Line manager – I confirm that the assessment and controls remain effective and there has been no increase in risk

1st Review Date:	Name:	Signed:
2nd Review Date:	Name:	Signed:
3rd Review Date:	Name:	Signed:

Reference No.

Section 5 – Guidance

This Risk Assessment can and should be completed at any time prior to the first time the activity will be carried out. It is complemented by the analytical risk assessment and dynamic risk assessments completed immediately prior to the activity. Once completed it should be read and understood by all those involved in the activity and be easily available at the location of the activity. It is advised that a Risk assessment File or Register is kept.

What if I get it wrong?

There is no right or wrong when you undertake a risk assessment. Try to consider all reasonable and likely scenarios around the activity or task

Who should undertake the assessment

A competent and experienced individual or group should undertake the assessment with guidance from other experienced individuals or groups as appropriate.

Initial assessment – What should be considered?

Hazard – A hazard is generally anything that can hurt you or make you ill. There are four main hazard types. Examples relevant to life saving are provided below:

Environmental Hazards	Participant and Public Hazards	Equipment Hazards	Other e.g. Biological or Chemical Hazards
Water State	Competence, fitness, experience, skill levels	Equipment and clothing selection	Vapours, dust or gases given off from equipment repairs
Beach state	Number of water users or participants	Equipment condition and maintenance	Flammable liquids and fuels
Weather conditions	Behaviour and mental capacity	Awkward, repeated movements	Water quality or droppings on animal beach

When considering a hazard the ability and competence of an individual should be taken into account. Each activity could be broken down into smaller tasks and hazard/s related to each task. For example, board paddling may begin as:

Task 1 – Board paddling

Hazard 1.1 - Lifting the boards awkwardly or the boards are not appropriate for the participants

Hazard 1.2 - Physical exercise, (Are participants physical fit and competent to complete a session?)

Hazard 1.3 – Tides and rocks (Participants could be cut off by the tide in the cliff area on an incoming tide)

Control Measures

Control measures should be considered in order of priority. It is not acceptable to only offer protective equipment without first considering for example whether you could try a less risky option. The priorities may be considered as below and more than one control measure may be implemented for 1 hazard:

1. Prevent access to the hazard (e.g. prevent use of equipment or environment);
2. Try a less risky option (e.g. switch to using less hazardous areas or equipment, ensure only educated, competent and fit participants participate in certain conditions, alter the planned session to a shorter one, or reduced intensity)
3. Organise the session to reduce exposure to the hazard (e.g. reduce training time in bad weather, cold conditions or intense sun; separate large groups into smaller ones; separate areas to be used; reduce training loads when board sores or overtraining is apparent, ensure higher competency levels)
4. Ensure adequate equipment and safety cover (e.g. wetsuits, clothing, footwear, IRB cover, rescue boards, rescue equipment, life saver-participant ratios, communication equipment, lifeguard patrols etc)
5. Provide welfare facilities and administrative procedures (e.g. first aid and washing facilities, warm area, policies, procedures, codes & safety briefings).





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