



Assessment Toolkit • Patrol Inspection Assessment Toolkit • Patrol Inspection

# SLSGB

## Patrol Inspection Assessment Toolkit

# Overview

This Handbook is primarily for the use of a Patrol Assessor, although this Toolkit may be useful to patrol supervisors or individuals responsible for maintaining the standards of patrolling for the location. It allows the reader to understand the what, where, when and how of the assessment process for SLSGB Patrols and provides the forms and paperwork required to assess a patrol on designated Assessment dates.

# SLSGB Patrol Inspections and the assessment process

## What does the SLSGB Patrol Inspection involve?

The overall aim of the Assessment is to establish whether the patrol is working to allow suitable and sufficient service for the public to enjoy safe use of the beach and water, through meeting agreed standards.

The SLSGB Patrol Inspection Criteria are checked by an approved SLSGB Patrol Assessor. The criteria and Assessment Form Can be found in Appendix 1 – Patrol Inspection Criteria. The assessor will be ensuring that the Patrol is providing suitable and sufficient examples of evidence, to meet each of the criteria.

Examples of the evidence required and resources available to support a patrol in meeting the criteria are provided in Appendix 2 – Example evidence

A Scenario will also be set up by the Patrol inspector, to test the operational awareness and capability of the Patrol to respond effectively within the remit of their training and qualifications. The scenario will aim to simulate an emergency situation whilst the lifeguards are on patrol, but will be planned to minimise risk of increasing the danger to beach users. Appendix 3 - provides an example scenario that may occur.

A debrief will be provided to the Patrol Supervisor at the end of the inspection, who is responsible for feeding back to the patrol team at an appropriate time. The Patrol Assessor may choose to lead on providing this debrief, if it is appropriate.

## What Status will the patrol receive after the inspection?

If the patrol is meeting the criteria adequately then the patrol will pass the inspection with either of the following:

### Approved

This will occur if the Patrol is operating to a highly effective standard where the patrol inspector cannot suggest reasonable practicable recommendations to enhance the patrolling service for the location.

### Approved – with recommendations

Typically advisory '**recommendations**' will be provided on the assessment form by the Patrol Assessor, that should be implemented by the patrol to continually enhance the service.

### Approved - subject to supplementary evidence

At times there may be an area where the patrol is not operating to an adequate level to enable safe operating standards. In this scenario a mandatory '**requirement**' stated on the feedback form will be provided. This must be implemented urgently to ensure that the patrol continues safely. An urgent action plan should be established by the patrol supervisor and agreed with the patrol inspector. A subsequent inspection may then be required to ensure the patrol has implemented the actions and is able to operate safely. It may be deemed that suitable supplementary evidence may be able to be submitted in another form such as a photo or document, depending upon the requirement in question.

### Not approved – multiple requirements outstanding

The Patrol may be deemed inadequate if multiple criteria are not adequately met. Many requirements will therefore exist that will require significant change in the operating standards of the patrol or a if significant duration of time is required to meet the operating criteria before it could possibly be met.

## **Who is Involved in the Inspection?**

The Patrol Assessor will check that the Criteria are being met. The Patrol Inspector should have suitable and sufficient experience in patrolling and lifeguarding and have completed a verified assessment of an SLSGB Patrol with another SLSGB patrol Inspector to ensure continuity of standards.

The Patrol Inspector will check that the Patrol criteria are being met, but will communicate with the a Patrol Supervisor leading up to the inspection to ensure safety of the beach is maintained as the number one priority.

The Patrol Supervisor is responsible for ensuring that the patrol meets the standards and may undertake practice based scenarios throughout the Patrolling season to ensure that the patrol remains functioning to full effectiveness operationally as well as ensuring that all other criteria are maintained throughout the patrolling season.

The Patrol members will inherently be involved in the inspection as they will be inspected, but the idea is to minimise the effect the inspection has on day to day operations, so Lifeguards an continue with their role as usual. The Patrol team must not be informed of the timing of a scenario or inspection but should as ever be encouraged to remain vigilant in maintaining the standards of their service.

## **When does a Patrol Inspection Occur?**

An SLSGB Patrol should be regularly checked by the supervisor to ensure that it is maintaining its standards. However, A patrol will be inspected by a Patrol Assessor at least once per annum. A minimum of 3 days notice will be provided to the supervisor before the Inspection will commence to ensure that it is not likely to conflict with Operational activity on the beach.

# Appendix 1 - Patrol Inspection Assessment Criteria



Surf Life Saving Great Britain  
1st floor, 19 Southernhay West, Exeter, EX1 1PJ  
Tel: 01392 218007 E-mail: mail@sls.gb.org.uk  
www.sls.gb.org.uk

## SLSGB PATROL INSPECTION FORM

Club/Centre:	Beach Name:	Senior Lifeguard:
Date:	Time:	Supervisor:

Complete Condition (Cond.) A = Adequate; X = not yet adequate or N/A = Not Applicable SLSGB RESOURCES AVAILABLE TO ASSIST ARE REPRESENTED BY "R" IN "Res" BOXES

1) HEALTH AND SAFETY		Cond.	Res	5) PATROL EQUIPMENT		Cond.	Res
1.1	DATE & SIGN OF RISK ASSESSMENTS		R	5.1	RESCUE BOARDS		
1.2	ACCIDENT BOOK SIGHTED & SIGNED		R	5.2	RESCUE TUBES		
2) ADMINISTRATION		Cond.	Res	5.3	SWIM FINS		
2.1	LOGS / FORMS		R	5.4	THROW LINES		
2.2	SOP/LOP/EAP		R	5.5	PATROL/SIGNAL FLAGS		
2.3	SEASON PATROL SCHEDULE/ DIARY		R	5.6	TELEPHONE		
2.4	RELEVANT MANUALS		R	5.7	VHF BASE STATION		
2.5	EMERGENCY CONTACTS		R	5.8	VHF HAND HELD		
2.6	PERMISSION FROM SLS CHAIRMAN		R	5.9	WHISTLES		
2.7	PERMISSIONS FROM BEACH OWNER		R	5.10	LOUDHAILER		
2.8	COASTGUARD AWARE		R	5.11	SPINAL BOARD		
2.9	POLICIES IN PLACE		R	5.12	STRETCHER		
2.10	ADMIN STORAGE			5.13	FIRST AID KITS		
2.11	LOGS / FORMS TO SLSGB			5.14	DEFIBRILLATOR		
3) PRESENTATION/PREVENTION		Cond.	Res	5.15	OXYGEN		
3.1	APPROVED SLSGB APPEARANCE		R	5.16	STOVE/KITCHEN FACILITIES		
3.2	ATTITUDE			5.17	FIRST AID/WELFARE FACILITIES		
3.3	PROMOTION OF SLSGB & OBJECTIVES		R	6) OPERATIONS		Cond.	Res
3.4	FACILITIES			6.1	PLACEMENT OF FLAGS		
3.5	DISPLAY SAFETY LITERATURE		R	6.2	PLACEMENT OF RESCUE EQUIPMENT		
3.6	SIGNAGE, SWING BOARDS, POSTERS		R	6.3	EQUIPMENT READINESS TO LAUNCH		
3.7	EDUCATION TO BEACH USERS		R	6.4	EFFECTIVENESS OF SURVEILLANCE		
4) PATROL TEAM QUALS & TRAINING		Cond.	Res	6.5	LEVEL OF SUPERVISION		
4.1	QUALIFIED BLGS ON PATROL			6.6	FIRST AID EQUIPMENT PLACEMENT		
4.2	ALL PAID MEMBERS OF SLSGB?			6.8	BEACH HAZARD AWARENESS:		
4.3	CRB CHECKED		R				
4.4	QUAL & TRAINING RECORD		R				
4.5	PATROL TEAM STRUCTURE		R				
7) PPE		Cond.	Res				
8.1	WET SUITS						
8.2	HELMETS (if applicable)						
8.3	BUOYANCY AIDS (if applicable)						
8) VEHICLES (if applicable)		Cond.	Res				
9.1	4WD						
9.2	ATV						
9.3	OTHER						
9) IRB/RWC (if applicable):		Cond.	Res				
10.1	APPROVED ENGINE						
10.2	CONDITION						
10.3	TRAILER						
10.4	FUEL STORAGE						
10.5	FIRE/ FUEL SAFETY						
10.6	LAUNCHING ARRANGEMENTS						
10) CRAFT EQUIPMENT (if applicable)		Cond.	Res				
11.1	FUEL BLADDERS						
11.2	RESCUE TUBE						
11.3	PADDLES						
11.4	TOW ROPE						
11.5	KNIFE						
11.6	WHISTLE						
11.7	FIRST AID KIT:						
11.8	GRAB BAG/ KIT STOWAGE:						

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**Surf Life Saving Great Britain**  
 1st Floor, 19 Southernhay West, Exeter, EX1 1PJ  
 Tel: 01392 218007 E-mail: mail@sls.gb.org.uk  
 www.sls.gb.org.uk

## SLSGB PATROL INSPECTION FORM continued

<p><b>DESCRIPTION OF SCENARIO</b></p>	
<p><b>GENERAL COMMENTS / RECOMMENDATIONS</b></p>	

N.B. Clubs must notify SLSGB that they are undertaking volunteer patrols and are responsible to self inspect patrols throughout the patrolling season. An annual spot inspection from SLSGB can occur with a minimum of 3 days notice to the Club Official/Supervisor. The Patrol inspection should be carried out by an inspector with suitable and sufficient life guarding and Surf Lifesaving club experience. On completion of inspection, the reports and associated paper work to SLSGB for verification and approval. SLSGB will then register the status on the SLSGB database. SLSGB Accredited Patrol Approval is only provided on verification of completion of this process. Patrols that have registered to become an accredited patrolling club, will have a status of 'subject to approval' until the above process is completed. Clubs who fail to perform this process honestly or fail to update SLSGB of any changes, will invalidate their insurance and will not receive support from SLSGB.

<p><small>SIGNATURE OF PATROL INSPECTOR:</small></p>	<p><small>DATE:</small></p>	<p><small>SIGNATURE OF PATROL SUPERVISOR:</small></p>	<p><small>DATE:</small></p>
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# Appendix 2 - Assessment Example Evidence

## Patrol Criteria Example Evidence



	Patrol Criteria	Evidence Required (Examples)	Supporting Resources Available
<b>1) HEALTH AND SAFETY</b>			
1.1	DATE & SIGN OF RISK ASSESSMENTS	Completed risk Assessment documents up to date Club meeting minutes service review and recommended updates	SLSGB Risk Assessment Template SLSGB Safety Guidelines
1.2	ACCIDENT BOOK:	Accident and Incident book sighted and signed	SLSGB incident report forms Accident book = none
<b>2) ADMINISTRATION</b>			
2.1	LOGS/ FORMS	Completed patrol log, equipment checks and other relevant forms as provided in supporting resources for Logs and forms	SLSGB Incident report form SLSGB Additional incident narrative form SLSGB Patrol daily log form SLSGB Missing persons form SLSGB Pateint report form SLSGB Minor first aid form SLSGB IRB/RWC checks forms
2.2	SOPs / LOPs/ EAPs	Completed Local Operating Procedure and Emergency Action Plan	SLSGB Volunteer Patrol SOP and LOP/EAP templates
2.3	SEASON PATROL SCHEDULE/ DIARY	Patrol member diary/ schedule	SLSGB Schedule Sheet
2.4	RELEVANT MANUALS	Minimum of SLSGB Lifeguard and first Aid manual. If craft or other qualifications in use a copy off the relevant manual must be available	SLSGB Beach Lifeguard Manual SLSGB First Aid for Lifeguards Manual SLSGB IRB Manual SLSGB RWC Manual
2.5	EMERGENCY CONTACTS	Medical details recorded for each Patrol member. Post incident support advertised	Emergency contacts to be printed from MIS by club secretary SLSGB post Incident Support literature
2.6	PERMISSION FROM SLSC CHAIRMAN	Letter of approval from SLSC Chairman or meeting minutes	SLSGB Club committee approval letter template
2.7	PERMISSIONS FROM BEACH OWNER	Letter of approval from Local authority and/or beach owner or meeting minutes	SLSGB beach owner permission letter template
2.8	COASTGUARD AWARE	Letter of acknowledgement from Coastguard office/ meeting minutes or declared facility status	none
2.9	POLICIES IN PLACE	Example of policies and there approval in meeting minutes by Chairman	SLSGB Safeguarding policy SLSGB anti-doping policy SLSGB Code of Conduct
2.10	DATA STORAGE	Allocated, lockable storage for logs, forms and personal details	Data storage section IN SLSGB volunteer Patrol SOP
2.11	REPORTS TO SLSGB	Patrol reports provided on monthly basis Updated on SLSGB MIS database	SLSGB activity returns forms and MIS Database system
<b>3) PRESENTATION / PREVENTION</b>			
3.1	APPROVED SLSGB APPEARANCE:	Inspection of smart and presentable patrol members, SLSGB Approved Patrol Uniform, Approved SLSGB branded materials and joint branded where appropriate	SLSGB Uniform and Equipment catalogue
3.2	ATTITUDE:	Positive, adaptable and helpful patrol members during inspection	
3.3	PROMOTION OF SLSGB & OBJECTIVES:	Standard set of literature displayed	SLSGB Club promo pack SLSGB Flag, SLSGB logo in Club resources

## Patrol Criteria Example Evidence *continued...*



3.4	FACILITIES	Photos or inspection of all patrol related facilities clean with suitable and sufficient stocks.	
3.5	DISPLAY SAFETY LITERATURE	Photos or inspection of literature	SLSGB Beach safety leaflet and literature
3.6	SIGNAGE, SWING BOARDS, POSTERS	inspect current signage, view letter or minutes of meetings re signage with local authority	Signage and Symbols Directory
3.7	EDUCATION TO BEACH USERS	Inspection of education logbook or Patrol log and education materials as appropriate	SLSGB Patrol Log SLSGB safety Literature
<b>4) PATROL TEAM QUALS &amp; TRAINING</b>			
4.1	QUALIFIED BLGs ON PATROL (2 minimum)	SLSGB Beach lifeguard award certificates Printed SLSGB MIS record. At least one patrol member should be SLSGB First responder or equivalent qualified.	SLSGB MIS database and Awards administration system
4.2	ALL PAID MEMBERS OF SLSGB?	Copies of certificates Print out from SLSGB MIS records	SLSGB membership information system
4.3	SUPERVISOR/ SENIOR LIFEGUARD IS CRB CHECKED	CRB approval letters	CRB forms from SLSGB membership services
4.4	QUAL & TRAINING RECORD	Training record and registers. Central folder of relevant certificates eg SRC, scuk/ SLSGB QUALIFICATIONS	SLSGB Awards Guide SLSGB Physical activity readiness questionnaire SLSGB Training Record Form
4.5	PATROL TEAM STRUCTURE	Team structure diagram Role Descriptions	SLSGB Role descriptor Template SLSGB Sample Patrol Team Structure Diagram
<b>5) PATROL EQUIPMENT</b>			
5.1	RESCUE BOARDS:	Minimum of 1 well kept Rescue Board	SLSGB Equipment Suppliers list
5.2	RESCUE TUBES:	Minimum of 1 well kept Rescue Tube	as above
5.3	SWIM FINs:	Inspections of well kept equipment	as above
5.4	THROW LINES:	Inspections of well kept equipment (required where Lifeguard Support team members operate only)	as above
5.5	PATROL/SIGNAL FLAGS:	1 pair of signal flags, 1 pair of red and yellow flags, 1 red flag and 1 pair of black and white flags if appropriate. Minimum of 2 Flag poles	as above
5.6	TELEPHONE	Land and/or mobile telephone Signal	as above
5.7	VHF BASE STATION:	Working on Radio check, at least one member RYA SRC qualified	as above
5.8	VHF HAND HELD	Working on Radio check, 1 per patrol member, waterproof pouches available	as above
5.9	WHISTLES:	Each Patrol member to possess	as above
5.10	LOUDHAILER:	Working Loud hailer on test and suitable to communicate with the public	as above
5.11	SPINAL BOARD:	Accessible and prepared for use including headblocks, straps and collars	as above

# Appendix 2 - Assessment Example Evidence



## Patrol Criteria Example Evidence *continued...*

5.12	STRETCHER:	Accessible and prepared for use	as above
5.13	FIRST AID KITS:	Fully stocked and in date meeting or exceeding HSE guidance	as above
5.14	DEFIBRILLATOR:	Functioning and accessible Defibrillator with satisfactory checks or details of nearest defibrillator	as above
5.15	OXYGEN:	In date, serviced cylinder, with suitable remaining levels of oxygen including adjuncts all contained in a suitable bag	as above
5.16	GENERAL FACILITIES:	Availability of shelter, hot and cold water, disinfectant and a washing bowl	as above
5.17	FIRST AID/WELFARE FACILITIES:	Allocated area for first aid, warmth, shelter. Toilet and washing facilities and a blanket	as above
<b>6) OPERATIONS</b>			
6.1	PLACEMENT OF FLAGS:	Safe, suitable & sufficient with reference to the LOP and risk assessment	Description overview in SLSGB patrolling SOP
6.2	PLACEMENT OF RESCUE EQUIPMENT:	Safe, suitable & sufficient with reference to the LOP and risk assessment	Description overview in SLSGB patrolling SOP
6.3	EQUIPMENT READINESS TO LAUNCH:	preparedness of lifeguards/ location of equipment. Lifeguards will be expected to launch the craft during inspection	Description overview in SLSGB patrolling SOP
6.4	EFFECTIVENESS OF SURVEILLANCE:	Safe, suitable & sufficient with reference to the LOP and risk assessment	Description overview in SLSGB patrolling SOP
6.6	LEVEL OF SUPERVISION:	Safe, suitable & sufficient with reference to the LOP and risk assessment	Description overview in SLSGB patrolling SOP
6.7	FIRST AID EQUIPMENT PLACEMENT:	Safe, suitable & sufficient with reference to the LOP and risk assessment	Description overview in SLSGB patrolling SOP
6.8	BEACH HAZARD AWARENESS:	Safe, suitable & sufficient with reference to the LOP and risk assessment	Description overview in SLSGB patrolling SOP
<b>7) PPE</b>			
7.1	WET SUITS:	Good fit, appropriate for individual and environmental conditions. Facilities to wash PPE	SLSGB Equipment Suppliers list
7.2	HELMETS (if applicable):	As specified in SLSGB RWC manual/ SOP/ Risk Assessment	as above
7.3	BUOYANCY AIDS:	As specified in SLSGB IRB/RWC manual, minimum of 50N	as above
<b>8) VEHICLES (if applicable):</b>			
8.1	4WD:	Current MOT, TAX and service history. Suitable and safe for Beach use	none
8.2	ATV:	Current service and history, if used on the road ATV must have current tax and MOT. As well as being suitable and safe for Beach use.	none

## Patrol Criteria Example Evidence *continued...*



8.3	OTHER:	Current service and history, if used on the road ATV must have current tax and MOT. As well as being suitable and safe for Beach use.	none
<b>9) IRB/RWC (if applicable)</b>			
9.1	APPROVED ENGINE:	Good working order, where a non rescue specific craft is being used it must meet the modifications and specifications as laid out in the relevant manual	See SLSGB IRB manual and SLSGB Equipment Suppliers list
9.3	CONDITION:	Inspection of craft and craft Log book	SLSGB Craft Log book
9.4	TRAILER:	Good working order, safe and effective	
9.5	FUEL STORAGE:	Approved, CE marked containers. No more than 25 litres spare fuel in total. Fuel should be stored in an appropriate place away from direct sources of ignition and out of direct sunlight	<i>HSE Safe working with flammable substances: <a href="http://www.hse.gov.uk/pubns/indg227.pdf">http://www.hse.gov.uk/pubns/indg227.pdf</a> Dispensing petrol as a fuel: Health and safety guidance for employees: <a href="http://www.hse.gov.uk/pubns/indg216.htm">http://www.hse.gov.uk/pubns/indg216.htm</a></i>
9.6	FIRE/ FUEL SAFETY	Suitable 9 litre minimum foam spray fire extinguisher, charged with in date service record, ideally there should also be a dry powder extinguisher available. Where area sensitive or fueling to take place on the beach spill mats are required.	<i>HSE Safe working with flammable substances: <a href="http://www.hse.gov.uk/pubns/indg227.pdf">http://www.hse.gov.uk/pubns/indg227.pdf</a> Dispensing petrol as a fuel: Health and safety guidance for employees: <a href="http://www.hse.gov.uk/pubns/indg216.htm">http://www.hse.gov.uk/pubns/indg216.htm</a></i>
9.7	LAUNCHING ARRANGEMENTS	Safe and effective/ detailed in LOP	SLSGB Patrolling LOP
<b>10) RESCUE CRAFT EQUIPMENT (If applicable)</b>			
10.1	FUEL BLADDERS:	Suitable and safe condition for use, 2 bladders minimum	See SLSGB IRB manual and SLSGB Equipment Suppliers list
10.2	RESCUE TUBE:	1 well kept rescue tube secured and ready for use	See SLSGB IRB manual and SLSGB Equipment Suppliers list
10.3	PADDLES:	2 suitable paddls secured and safe for use	See SLSGB IRB manual and SLSGB Equipment Suppliers list
10.4	TOW ROPE:	Floating rope, 30 meters with carabiner on one end	See SLSGB IRB manual and SLSGB Equipment Suppliers list
10.5	KNIFE:	Suitable blunt ended knife	See SLSGB IRB manual and SLSGB Equipment Suppliers list
10.6	WHISTLE:	Spare kept in grab bag	See SLSGB IRB manual and SLSGB Equipment Suppliers list
10.7	FIRST AID KIT:	Consisting of 2 pairs off gloves, a pocket mask and 2 large dressings	See SLSGB IRB manual and SLSGB Equipment Suppliers list
10.8	GRAB BAG/ KIT STOWAGE:	Grab bag/ craft contents should be in line with the relevant manual. All other craft equipment should be stored appropriately	See SLSGB IRB manual and SLSGB Equipment Suppliers list

# Appendix 3 – Example Scenario

## Overview

To ensure that lifeguard patrol operates effectively within its remit a scenario will be utilised where an adult male manages to ‘sneak’ into the water in an area not advised by use during the lifeguard patrol and gets in difficulty and waves for help. Once initial lifeguard reaches individual they inform them that they are now an unconscious casualty and should continue as if a real scenario with the lifeguard team.

## Who

- Qualified and experienced individual acting as adult male in difficulty.
- Patrol inspector viewing scenario.
- For this scenario the lifeguard supervisor will be ensuring that the emergency services are not actually contacted and used as a resource, due to the services already noting that they are working at full capacity and enable to be utilised in Scenario situations at present.
- Additional lifeguard is recruited for the day to provide additional cover during the scenario on the water’s edge.

## What

Conscious casualty that becomes unconscious by the time reached by , to be recovered to beach and treated as appropriate. Lifeguards should also maintain safety or close other areas during the scenario, as appropriate.

## Where

In an area deemed unsafe by the lifeguards for general use, but safe enough for the qualified and competent individual to remain safe themselves.

## When

During a time that is unlikely to place current water and beach users at undue risk and agreed with the Lifeguard supervisor at the location.