



Procedures • Patrol Standard Operating Procedures • Patrol Standard Operating Procedures

SLSGB Patrol Standard Operating Procedures

Overview

These guidelines are 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. 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. Please note that Local Operating Procedures are established by each SLSC to allow for local variations in patrol delivery within the Standard operating procedures that follow.

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.

Thanks goes to the reviewing group of the patrol project that reviewed the content of this document and the supporting resources. The group has agreed the content as suitable and sufficient for its purpose and audience to meet expected standards of practice for a lifeguard patrol in Great Britain.

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Gratitude is also provided to RNLI for approval of use of BEARBM forms, and relevant procedures utilised in this document.

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Health and Safety

SLSGB patrols should maintain standards for health and safety and in particular should show evidence that they complete the following elements in this section

Policy

Risk Assessments specific to the patrol venue must be completed by the local Surf Life Saving Club. Consideration must be made to safety guidelines, SLSGB lifeguard and First Aid manuals as well as local authority and legislative information that is available. These risk assessments should be sighted and signed by relevant members of the Surf Life Saving Club.

Patrol Supervisors and captains are primarily responsible for a safe patrol area, ensuring the application of the Health and Safety policy. Every Member and volunteer plays an important role in taking reasonable care to avoid endangering themselves and others by their actions whilst on Patrol. The Club believes that safe practices come from the co-operation of everyone within the Club. Therefore, it is important to:

- Take reasonable care for the health and safety of yourself and your fellow Members
- Co-operate with the SLS Committee and Patrol Supervisors
- Avoid intentionally or recklessly interfering with or misusing anything provided in the interest of health, safety and welfare
- Call attention to any potential hazard by contacting Patrol Supervisor or Senior Life guard, Club Captain or Committee Member. If you remain dissatisfied that appropriate action has not been taken, you must seek to notify the Club Chairman.
- Obtain the assistance of a qualified first aider in the event of an accident
- Follow all general safety rules

Accident Reporting

All incidents, near misses and first aids must be reported, sighted, signed and dated by relevant members of the patrol team. The accidents should be reported to SLSGB head office for collation of data.

Insurance

All patrol members are covered by SLSGB Liability Cover under the terms below:

- They are all SLSGB members
- They are all acting/participating within their qualification
- They have all undergone the appropriate training and checks
- All patrol members are performing within their qualifications and training
- The patrol is supervised and meeting the SLSGB Volunteer Patrol Criteria.
- All patrol members must be easily identifiable at all times throughout the patrol
- Supervisor will be responsible for ensuring compliance.
- The patrol is supervised by the Surf Life Saving Club and checked to ensure compliance with SLSGB Normal operating procedures, Club based procedures adopted from local risk assessment and subsequent local operating procedures or emergency action plans.

Administration

SLSGB patrols should maintain standards for administration and in particular should show evidence that they complete the following elements in this section

Daily Logs and Forms

A patrol log of activities must be undertaken to record daily patrol activity and signed as a true record by the patrol captain or supervisor.

All incident and first aid forms must be completed and reported to the relevant agencies.

An equipment checks log should also be utilised and any sub standard equipment should be decommissioned until repaired or replaced (P14 IRB/RWC log).

See the appendix in this document for [P8 Incident form](#), [P9 Patrol Log Form](#), [P10 missing persons form](#), [P11 minor first aid form](#), [P12 Major First aid form](#), [P13 additional incident narrative form](#) P14 IRB/RWC log. Each has their own standard procedure for completion.

Standard Operating Procedures, Local Operating Procedures and Emergency Action Plans

This document as the Standard Operating Procedure must be read and understood by all patrol members. Specific local operating procedures (LOP, See [P16 LOP template](#)) and Emergency Action Plans (EAPs) should be established according to the specifics of the risk assessments for the venue and checked by the supervisor of the patrol. Each of the documents should be read and understood by all patrol members.

Season Patrol Schedule and Patrol Timetable

A patrol schedule for the proposed patrols should be produced for the season with proposed patrol members.

All key personnel should familiarise themselves with the Patrol schedule, See [P3 Patrol Schedule](#).

A patrol timetable of normal rotas and activities for the locality should be available.

All key personnel should familiarise themselves with the schedules and patrol timetable.

A patrol brief should always initiate the patrol and a debrief to close the patrol. Hot debriefs may be necessary throughout the day after significant events.

Emergency and Incident Support Contacts

Incident Support contact details should be provided for the Patrol venue.

See [P27 incident support details form](#)

Qualifications and Training

SLSGB patrols should maintain standards for qualifications and training for the roles they undertake, in particular should show evidence that they complete the following elements in this section

Qualified Beach Lifeguards on Patrol

Within the SLSGB patrol, at least two qualified SLSGB beach Lifeguards should be on Patrol, with at least one patrol member holding the SLSGB First responder or equivalency qualification. Additional qualifications should be evidenced as appropriate for respective duties, for example:

- SLSGB IRB Driver/Crew
- SLSGB RWC Driver/Crew
- Surf Life Saver Part A and/or B
- SLSGB First Aid for Beach Lifeguards

All qualifications should be valid and up to date. Respective SLSGB qualifications must be checked to ensure they are registered within the SLSGB Membership Information System. All other qualifications should have certificates or evidence of successful completion of training.

Increasing the qualified cover

There are a number of factors that may result in a greater number of lifeguards, equipment or types of cover to be provided.

- The potential water, beach and environmental conditions should be considered and an increase in cover provided as appropriate.
- The type and volume of different types of water users may be considered, including the type of craft, ages, ability, experience.
- The potential volume of water and beach users should be considered for the time of year, week and day. This may indicate that greater levels of qualified individuals and equipment are required.
- The proximity of the safety cover to the defined patrol area should be considered, to ensure that the type of safety cover is able to provide appropriate assistance. It may be necessary to increase the number of qualified individuals and the equipment available and potentially the available communications.

If the cover cannot provide adequate support of safe water use. Then the patrol should be ceased and water and beach users made aware that the patrol will not continue and the relative risk of entering the water that is posed.