



# Normal Operating Procedure

## Acronyms

EAP Emergency Action Plan

IRB Inshore Rescue Boat

NOP Normal Operating Procedure

RA Risk Assessment (including Generic)

RNLI Royal National Lifesaving Institution

ARA Analytical Risk Assessment

DRA Dynamic Risk Assessment

SLS Surf Life Saving

SLSC Surf Life Saving Club

SLSGB Surf Life Saving GB

## Roles and Responsibilities

### Head Coach

The head coach (on the day of training), has complete and overall responsibility at all times for the safety and running of the session. They should liaise and take direction from the safety team to ensure the following:

- The implementation of the NOP & EAP during training sessions
- That an analytical risk assessment is completed prior to every session and use it to alter the planned session as required.
- Ensure the correct deployment of safety cover in accordance with SLSGB guidelines;

- Communicate with the safety team using the correct lifeguard signals.

All emergencies and requests for medical assistance must go through the Head Coach who will then liaise with the appropriate emergency services in line with the EAP. The RNLI (if present), will have authority if training within their designated areas of cover.

For all aspects of training, coaching or competition activity in on open water and beach environment, safety cover must be provided by the person in charge to a minimum standard as determined by a risk assessment.

Have at least one Surf Lifeguard / Lifesaver, dependant on distance between sessions and from shore (see guidelines below)

- Be competent and qualified as defined by SLSGB guidelines;
- Be at least the number recommended by SLSGB guidelines
- Be deployed by in accordance with SLSGB guidelines
- Not be active participants in the training session and will be positioned so as to have a constant view of the whole training area and the members involved in order to respond instantly should the need arise
- Wear appropriate clothing to enable them to be highly visible and to function to the best of their ability for the whole session
- Use appropriate safety equipment to maintain a safe training environment
- Communicate with the lead coach using the correct lifeguard signals

Once the analytical risk assessment has been completed it may identify the need for more than one lifeguard / lifesaver to be at that particular session.

Qualified persons providing safety cover should be in reasonable proximity at all times to the trainees, whilst they are in an environment where safety cover has been deemed necessary by the risk assessment or communication should be available to alert safety cover to be deployed for sessions that travel greater distances from a zoned area.

NOP's, EAP's and RA's should be kept for a minimum of 7 years.

# **Safety Information and Risk Assessments**

The Risk Assessment is an overarching guide to ensure thoughts, observations, known risks and incidents relating to the location are recorded in a chart. It is always used as the starting point as an essential safety reference for all sessions.

At the point at the coach/trainer arrives to manage the session there must be an on the spot, on the day observed check of hazards and risks to ensure it is safe to conduct the planned activity on that day - this is then recorded on an Analytical Risk Assessment (ARA).

Importantly, during the session the coach/trainer and others in the Safety Team will monitor and consistently be aware of the environment and any new risks and adjust the session safety cover plan and make the team members aware verbally; this is a dynamic risk assessment (DRA).

These changes must be recorded as soon as possible.

DRA's should be reviewed by the Head Coach and if they impact the RA, appropriate action taken to ensure that the RA is current and valid.

An ARA will be completed at the beginning of every session by the head coach and safety team.

L1 coaches and trainees will be briefed on conditions before the sea session starts, and may be asked to modify the session to take account of the conditions.

L2 coaches will discuss conditions with their group before heading into the water, and every session will also include a reminder of the basic safety information eg. Signals, lifeguards, rips, etc.

A qualified lifeguard should patrol the waters edge with at least a whistle and be able to direct qualified lifesavers should the need arise.

The lead coach for each group will count participants before, during and at the end of every session. Any child leaving a session early must be accompanied by their parent, member of the safety team or coach and the Head Coach and registrar notified.

Planned session should be altered to reflect conditions and risks highlighted in the assessment and contents communicated to all coaches and helpers prior to a session beginning.

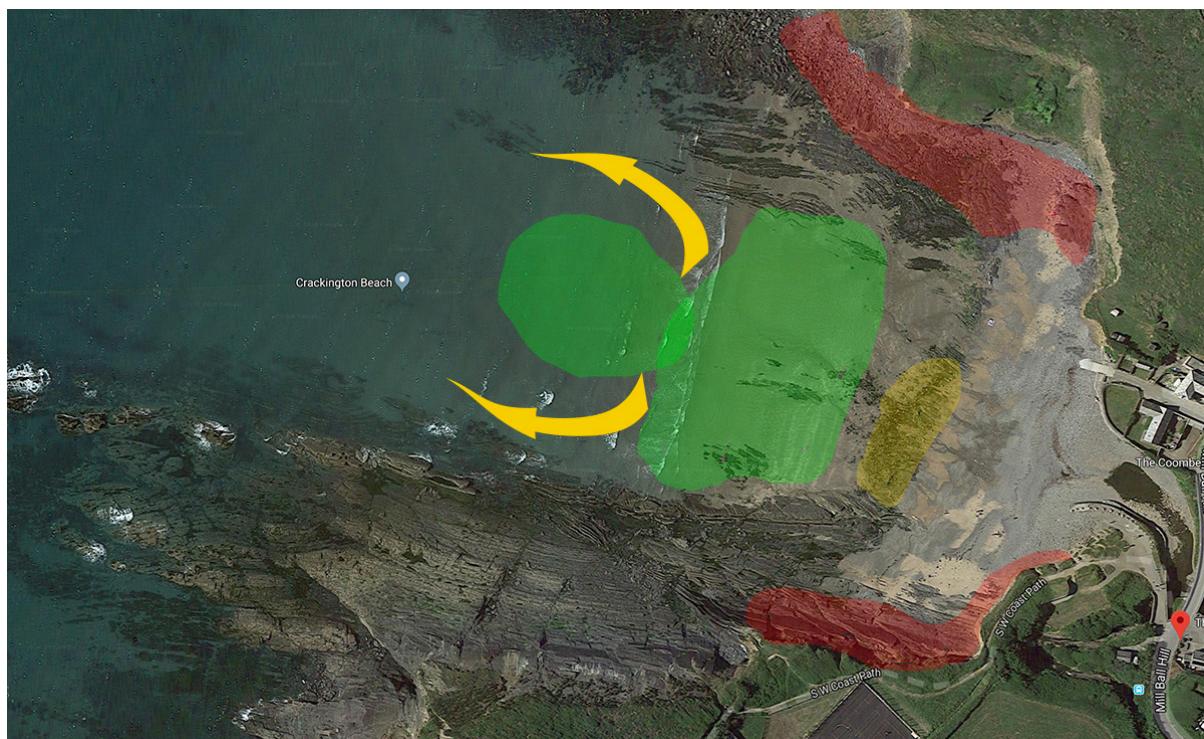
Risk should always be documented and include a time and date.

Completed risk assessments should be left with the registration team and stored with the attendance records.

They should be retained for a period as stipulated by the local Environment Health Officer.

Where an incident occurs the RA should be kept in accordance with SLSGB Rules. They should also be available for inspection by any authorised party. The SLSGB Accident/Incident Investigation and reporting policy should also be complied with.

## Beach Layout



**Red** -Danger

**Yellow** -Caution

**Green** Typical activity area according to tide ARA and DRA

## Beach Configuration

Medium hazard, small sandy beach at low tide with rocks, cobbles and stones. Cliffs to north and south. There is a stream joining the beach near the main entrance. Sandbanks and gullies can occur due to strong tidal action caused by strong winds. The beach is popular with both surfers and the general public and can become crowded during good weather, especially during school holidays.

## **Wave Type**

Usually a spilling wave with occasional dumping waves where sandbanks are formed, more commonly at low tide.

## **Currents**

Rip currents occur frequently either side of the bay especially in larger swells

## **Winds**

Prevailing wind is south-westerly. Beach is west facing so easterly winds pose problems to bathers and surf craft with the risk of being blown off shore.

## **Training Area Beach**

Low tides afford good conditions for beach games. Care should be taken crossing rocks to get to the beach where green areas are often slippery. This is often at the base of the cobbles.

Care should be taken to keep away from directly under cliffs.

ARA should always assess current sand conditions and rocks before commencement of training.

## **Training Area Sea**

The Central area is often safest and in the summer flagged by the RNLI. Rips generally occur to either side, more prominently on the south side although this can quickly change. Permission from lifeguards should always be sought before training commences in the lifeguarded area. At other times qualified safety cover according to ARA and SLSGB guidelines is required with suitable boards and tubes as appropriate.

# **Training Sessions- Policies and Procedures**

Crackington Surf Life Saving Club have a Child Protection policy and the atmosphere of training sessions is always friendly and constructive. Bullying of any kind from any individual is not tolerated. All nippers are encouraged to speak to the coach or the Safeguarding Officer of any concerns. All coaches and helpers must be SLSGB members and DBS checked. Parents must not leave the area unless they have allocated another person to look after their child in an emergency and have notified the registration team and/or Head Coach.

## **Signing in and out**

All participants must register at the beginning of the session and inform the registrar at the end of the session.

Should participants wish to go back in the sea after a training session, they must first sign out and get a parent/guardian's permission. They will no longer be the responsibility of the coaches or safety team.

## **Activity levels**

### **New, Unqualified and Level 1 Nippers**

Usually well within nippers depth. The exception being when doing 'run swim run' tests, or on very calm days (less than 2 foot waves). All new Nipper members will start in this group until skill levels, knowledge and competency have been assessed.

### **Level 2 Nippers (and above)**

For Nippers with a Level 2 Nipper awards and who the lead coach deems competent in 1-2 foot surf, some training may take place in deeper water.

### **Juniors & Seniors**

Juniors and seniors are deemed competent in water. Coaches should try and use Buddy systems when ever possible to assist with water safety.

For more information on competency levels, refer to the SLSGB Skill Award Athlete Workbook. This is downloadable at [www.slsgb.org.uk/document-store](http://www.slsgb.org.uk/document-store).

## **Participant Ratios**

The actual number of qualified persons required will be determined based on the analytical risk assessment completed by a competent person, immediately prior to a training or coaching session commencing. These ratios (see below), have been established to provide the coach / trainer with an indicative ratio to ensure a safe coaching or training session, whilst allowing adequate development from a coach or trainer. These ratios are only a guide and coaches / trainers should only coach /

train the number of participants they feel comfortable with (this may vary depending on the level of competency of the group and conditions).

There must be at least one qualified Surf Lifeguard or Surf Lifesaver as part of the safety team.

## **Open Water**

If a session is with a floating craft or in shallow water (waist depth) and the individuals are in sufficiently close proximity to the coach then greater ratios may be followed. However, if no craft is being used and participants are out of their depth (deeper than waist depth), then additional safety cover may be required as identified in the analytical risk assessment, which must be undertaken prior to each session.

For all aspects of training, examinations, coaching or competition activity in an open water environment, safety cover should be provided by the organisers to a minimum standard as indicated in the SLSGB National Safety Guide and the table below

## **Buddy System**

The buddy system is an invaluable training aid. It can improve safety and enhance the learning experience of the Trainee. Less experienced Trainees pair up with a more experienced Trainees. Pairing may occur with those who are SLSGB Level 2 surf competency qualified or above (SLSGB Rescue Board Paddler, Tube Rescuer, Surf Life Saver or Beach/surf lifeguard awards also allowed).

Use of a Buddy may add to the safety cover ratios for a session but it is important to note that unless the Buddy used can assess the environment, self-rescue, provide support for their buddy and communicate for further assistance in an emergency situation the safety ratios will not be improved. If using the Buddy System, The Person in Charge must establish one to one with each Buddy that the conditions are deemed to be OK with them and if OK then add relevant notes into the ARA for the session.

It is important that buddy pairs remain vigilant and in close proximity of each other to be able to recognise and assist each other if a situation arises. The Person in Charge must make sure that Buddies are briefed before the session starts.

## **Safety Ratios**

The table below indicates the minimum ratios for the number of Trainees per Trainer or Coach (the Person in Charge) for training, coaching and examination sessions in an open water environment. This is only a guide to be used as a starting point and will be varied in accordance with the ARA and the DRA for the session. The ratios

advised assume that safety cover as determined by the ARA and DRA is provided. Example Situation Indicative Ratio Coach/Trainer is not acting as qualified safety cover and safety cover is provided to meet ARA and DRA.

Example Situation	indicative ratio
Coach is not acting as qualified safety cover and cover meets ARA and DRA	1:10
Coach/Trainer is not acting as qualified safety cover and separate cover is provided and a buddy system is utilised with participants with appropriate competency awards for the situation - experience of buddies must be considered.	Above 1:10
Coach/Trainer is acting as qualified lifesaver cover in reasonable proximity to participants who are; A) with floating Craft or in Shallow Water or B) are Competency qualified and out of depth.	1:8
Coach/Trainer is acting as qualified lifesaver cover and in reasonable proximity to participants who are out of depth and non-competency qualified - subject to risk factors	1:6

Please be aware of prevailing conditions and the physical capabilities of trainees and adjust ratios accordingly.

## Qualified Safety Cover

Must be a member holding a current SLSGB Award or equivalent

- **Tube Rescuer** - provide supporting water safety as a rescue tube swimmer.
- **Rescue Board Paddler** - provide supporting water safety as a rescue board paddler
- **First Aider** - administer basic life support and first aid skills
- **First Responder** - deliver intermediate life support
- **Surf Lifesaver** - provide lifesaving skills when providing safety cover as part of a water safety team or when working in close proximity to participants
- **Surf Lifeguard** - provide patrolling and water services in surf conditions, with rescue skills and advanced fitness requirements

# **Operation of Equipment**

## **Nipper Boards**

- Nipper Boards should only be used outside of breaking waves by competent paddlers unless the surf is very small.
- Nipper Boards are only to be used in training environments.

## **Rescue Boards**

- For use by club members
- Requires competency award if used as safety cover during training sessions
- Non club members may use boards for try out purposes only
- Water training needs at least one available at water's edge whenever nipper boards are used

## **Tubes**

Rescue tubes should be available at waters edge whenever there are no RNLI lifeguards and/or sea training is taking place.

## **First Aid Provision**

On non lifeguarded days there should be a first aid kit available in the club house