



RLSS POOLE LIFEGUARD COXSWAIN STRUCTURE



May 2007

PREFACE

The following Document is the structure that RLSS Poole Lifeguard have discussed and therefore put forward for adopting for the Coxswain Structure and is the basis of how the club's rescue boats will be used.

RLSS Poole Lifeguard Coxswain Structure

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RLSS Poole Lifeguard Coxswain Structure

COXSWAIN STRUCTURE

Probationary Coxswain (e.g. Apollo)

RYA Power boat Level 2

Current Life Support 3

PLG Induction, launching and recovery from beach

Internal training on general Boat Policy

Internal training on VHF Radios

Restricted to within 200m Buoys

Restricted to within sight of the Patrol Base, unless otherwise tasked to designated zones.

Previous season's experience

Age 14+ (those under 16 must be accompanied by an Adult over the age of 18yrs)

Patrol Coxswain (e.g. Phoenix)

RYA Powerboat Level 2

RYA Safety boat

Current Life Support 3

PLG Induction, Launching and recovery via slip + internal training

Familiarisation with fuelling and maintenance

Familiar with the hazards of the Haven Entrance

VHF /DSC Radio Certificate

Restricted to shore line patrols and Safety cover at events

Previous season's experience

Age 17+

Rescue Coxswain (e.g. SAR Tasking / MCA Callout)

RYA Advanced Powerboat (24hr Availability)

Or

RLSS Helm Award (daylight hours availability only)

Current Life Support 3

VHF /DSC Radio Certificate

Age 18+

General Terms

Medical conditions and fitness must be taken into consideration in all three stages

1. Persons under 16 must be supervised by a Club Members over the age of 18yrs old.
2. All boats must have a qualified ILS recognised Lifeguard on board.
3. Individuals need to acknowledge their own and Crew's limitation in different weather and surf condition.
4. It is encouraged that at least 1 crew member will have a Life Support 3 award.
5. Where formal Training is taking place some of the conditions of age and qualifications may be wavered with approval from the Coxswain Panel.
6. All positions to be awarded by the Coxswain Panel and the reported to Exec Committee for recording in the Minutes.

RLSS Poole Lifeguard Coxswain Structure

TASK DESCRIPTIONS

PATROL DINGHY (PD) Apollo

- To inform the CPC that the boat will be operational
- To inform the CPC as and when you start and finish the individual patrols
- To operate between 75m and 200m from the shoreline.

Function: To provide safety advice and rescue to bathers and other water users.
To be a role model for other members of the public and of the club.

Clothing: Lifejackets and suitable Red/ Yellow uniforms to be worn at all times to be easily identified and to protect against conditions

PATROL IRB (PIRB) Phoenix

- To inform the CPC as and when you start and finish patrols (not days), along with the nature and limitations of your patrol.
- To Inform Portland C/G when you start and finish patrols along with the nature and limitations of your patrol and number of PoB (Persons on Board).
- Ops Normal Checks via VHF Radio to be carried out every 1 hour to Portland C/G on Channel 0.
- To operate between 200m and 300m from the shoreline.
- To patrol from Sandbanks to Shore Road, Haven Entrance, Studland and into the Harbour, also up to Hamworthy Park if deemed necessary.
- To provide Safety Patrols for organised events when requested by the club Captain or Duty Co-ordinator

Function: To provide safety advice and rescue to bathers and other water users.
To promote Water Safety by carrying out the Poole Bay Safety Patrols in Partnership with the Borough of Poole by flying the Poole Bay Safety Patrol Flag. Proceed to any non urgent incident within the boundaries or up to 300m off shore.
To stabilise, make safe and initiate back up for any incident you happen across.

Clothing: Life jackets, full boatsuits, and footwear to be worn at all times, additional suitable clothing to be worn to protect against conditions. Bump hats to be in the craft at all times so as to be available if needed.

INSHORE RESCUE BOAT (IRB) Phoenix

- To inform the CPC and Portland C/G that the boat will be SAR operational
- To inform the CPC and Portland C/G as and when you start and finish individual patrols Ops Normal Checks via VHF Radio to be carried out every 1 hour to Portland C/G on Ch 0.
- To operate from standby to proceed quickly to any incident within the patrol area or outside the area with the co-operation of other rescue units and HMCG
- To be SAR maintained at all times. If not then the declared facility should be withdrawn
- **Function:** Maintained in a fully fuelled and equipped condition to enable rapid response.

To take up the role of Patrol Boat (PIRB) when not being tasked to an incident, or on standby so as to be proactive in Incident Prevention and educating the members of public in general water safety. Whilst on patrol, will be readily available to respond to an incident either, by happening upon it or being tasked.

Clothing: Life jackets, full boatsuits, and footwear to be worn at all times, additional suitable clothing to be worn to protect against conditions. Bump hats to be in the craft at all times so as to be available if needed.

RLSS Poole Lifeguard Coxswain Structure

EAP FOR INCIDENTS AFLOAT

PD / PIRB / IRB

On identifying an incident afloat or a potential emergency will advise the CPC (RNLI Centre Point of Contact) "Poole Bay Control" on Lifeguard Channel and initiate action as may be required dependant on restrictions imposed due to your limitations of use.

The CPC will assess the situation and action undertaken and will, depending on the severity of the situation, send back up assistance, advise Portland Coastguard and request assistance from other units or vessels afloat. Co-ordination of the incident may then be taken over by HMCG.

The crew afloat depending on the situation may communicate with other vessels and HMCG direct on other channels but must inform the CPC / PLG Ops room that they are changing channels first and of when they have returned to working on 161.225 MHz.

In the event of the CPC not be available or out of VHF range then the call would go straight to HM Portland G/G via Channel "0". In this case when the CPC is within range the a call to them to advise of the situation may be initiated.

CALL SIGNS

The call sign procedure is the same for both Apollo and for Phoenix and is as follows:

LIFEGUARD CHANNEL

- Whilst operating on Lifeguard Channel and talking to other units on Lifeguard Channel the name of the boat will be prefixed with the word "POOLE".
- Once communication has been established the word "POOLE" can be dropped.

OTHER CHANNELS

- Whilst operating on any channel other than 'Lifeguard' the Boat Name will be prefixed with the words "POOLE LIFEGUARD".
- Once communication has been established the word "LIFEGUARD" may be dropped if desired.

QUALIFICATION PRIORITY

Task	Qualification in Priority Order Left to Right
IRB Cox	COX
IRB Crew 1	L/G
IRB Crew 2 #	COX PCOX L/G CR AL/G OT RK GST
PB Cox	COX PCOX
PB Crew 1	L/G
PB Crew 2 #	COX PCOX L/G CR AL/G OT RK GST

- | | |
|---|---|
| <p>COX = Coxswain</p> <p>PCOX = Primary Coxswain</p> <p>CR = Person with an RLSS Crew Certificate</p> <p>L/G = Lifeguard</p> <p># = The Minimum requirement is Cox and Crew 1. Crew 2 is an option.</p> | <p>AL/G = Assistant Beach Lifeguard</p> <p>RK = Rookie</p> <p>OT = Other</p> <p>GST = Guest</p> |
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RLSS Poole Lifeguard Coxswain Structure

LAUNCH/ RECOVERY OF PIRB / IRB

Whilst Housed At RMYC

- **On Club Patrol Day**
 - **Start Of Patrol Day**
 - Duty Coxswain to attend beach as per normal i.e. 08:30hrs to 09:00hrs and liaise with the DC and discuss plans for the day.
 - DC to agree to the collection of the IRB and if no Duty Crew available nominate a Lifeguard to assist the Duty Cox to collect the boat from the RMYC.
 - This requires the RMYC HSE brief to have been explained and read by all parties.
 - Duty Cox and crew to get properly kitted up for duty and collect the necessary items from the equipment garage. Then proceed by foot to the RMYC or be dropped off by car if available.
 - Once the boat had been launched from the RMYC and is fully kitted up and available sign on with Portland C/G on Channel 0 and the CPS on Lifeguard Channel, Stating numbers on board as well as purpose for being afloat.
 - **End Of Patrol Day**
 - At end of patrol sign off from Portland C/G on Channel 0 and the CPC on Lifeguard Channel
 - IRB to be de-kitted in front of the HQ and stood down from all patrol activities, and the status of Declared Facility withdrawn.
 - All detachable kit to be washed down and stored in the equipment garage safely.
 - Duty Cox and Crew to recover the IRB at RMYC via a fuel run if necessary. (The IRB should never be left with fuel below $\frac{3}{4}$ full), wash the boat down, run the engine through, and then return to the HQ.
 - Keys, Kill Chord, swipe card and any fuel receipt to be left in the designated place.
 - The IRB Log book to be filled in with all necessary details and cross referencing any incident forms that need to be filled in etc.
 - Duty Cox and Crew to check the IRB kit bag has been stowed properly
- **Out Of Hour Patrols**
 - Coxswain and Crew to attend the beach to collect the necessary Boatsuits, lifejackets, keys etc as well as the Boat Kit Bag
 - Proceed to RMYC and launch the boat in the normal manner.
 - Sign on with Portland C/G on Channel 0 and state numbers on board as well as purpose for being afloat, i.e. safety cover for Fireworks etc.
 - At end of patrol sign off from Portland C/G.
 - Ensure boat is left fuelled for next tasking.
 - Recover the boat at RMYC and wash down.
 - Return ALL removal kit to RLSS Poole Lifeguard Garage
 - Fill in log book for times out/in, engine hours, purpose for being afloat, cross ref any incidents. And fill in Incident forms

When not housed at RMYC.

- Normal methods of launching the boat for service will apply, i.e. either by towing the boat across the beach by the RNLI Quad Bike,
- Or by towing the boat to a launching slipway elsewhere.
- All other points above to be followed once afloat and for finishing the day or the end of the patrol.

RLSS Poole Lifeguard Coxswain Structure

COXSWAIN PANEL

- It was agreed that a Coxswain Panel be set up to oversee training and general duties with regards to club rescue boats, and to ensure that everyone is familiar with the procedures as well as to encourage progression. The Panel will be appointed by the Executive Committee and will inform the committee of any decisions. The committee should note the decisions and record them at the next executive meeting.
- It was recommended that the Panel be made up of 4 suitably qualified persons
- Three out of the four appointed panel must review the nominated members with regards to progression and then make a formal recommendation and decision.
- The Coxswain Panel should also have the power to allow members to progress one step without full qualifications for one season, whilst being monitored. This is to facilitate common sense.
- This Panel should also have the responsibility to oversee the Rescue Boat Code of Practise and encourage regular meetings to ensure that the code is met and up to date.
- All coxswains and Panel members to adopt the attitude of trust and allow members the chance to attain the roles and prove that they were worthy of the decision. Rather than historically the members having to earn their positions which rarely enables members to progress.

MAINTAINING COXSWAIN STATUS.

- To maintain the position of a club coxswain the member in question must:
 - Remain in active membership of the club.
 - Be able to show proof on ongoing hours in the club boats (10 hours over and 18 month period)
 - Maintain the prerequisite qualifications as described in this document
 - If any of the above are in doubt then the member should approach the coxswain panel to seek dispensation.
- If any of the above are broken the member in question needs to reapply to the coxswain panel for the position, once the necessary conditions have been achieved.
- The Coxswain Panel has the power to request proof at any given time and remove and grant coxswain status as they see fit. They must however report to the Executive Committee any such changes such that they can be noted in the clubs minutes.
- The coxswain Panel should meet annually prior to the start of the beach season to assess and confirm the list of available coxswain for the coming 12 months.

LOGGING OF HOURS

- The continued logging of hours afloat is a must for everyone. This is the same for logging Phoenix and Apollo hour in the Patrol Log as well as into the PC Database in the HQ.
- Individual records or hours afloat and training must also be maintained although this is the responsibility of the individual to prove continuous hours afloat to ensure that we maintain a standard level of coxswainship.
- It should be the Coxswain Panels responsibility to check each year that the individual logs are being kept by all who go afloat at which ever level.

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PERFORMANCE LEVELS

The following times have been measured and calculated to give reasonable performance levels for RLSS Poole Lifeguard to maintain whilst on duty.

1. Communications response to incident within 1 minute.
2. Initial action within 2 minutes of being notified of any land based incidents.
3. Initial contact with any incident within 50m offshore in front of HQ
4. Initial contact with any incident within 100m of the location of a patrol within 3 minutes.
5. Back up from other Lifeguards within 3 minutes
6. An IRB / PB to be launched, from standby on the shore line, to any incident within 2 minutes.
7. If carrying out Observer Duties then surveillance of the entire shore line every 60secs

Regular training as individuals and as teams members will be required to meet these performance levels. Lifeguards should be encouraged to keep a record of their training in their National Beach Lifeguard log book. Coxswains should keep a record of their hours afloat.

SITE SPECIFIC TESTS

- The club should allow the use of a final site specific test to be carried out and observed by one of the Coxswain Panel or someone delegated by the Coxswain Panel to ensure that the member in question satisfies all the criteria required.
- This is also used as fool stop for allowing any member of the public or from a another Lifeguard club joining RLSS Poole Lifeguard, producing documentation to prove they have the necessary qualifications and therefore expecting to take the club boats out..

ACCREDITED PRIOR LEARNING (APL)

- The club should allow all those who are current Coxswains to maintain their roles but at the level that their Qualifications allow.
- For all those that cannot achieve the criteria for Rescue Coxswain but do fill the criteria for Patrol Coxswain, should adopt the role of Patrol Coxswain.
- Those that DO NOT fulfil the criteria of Patrol Coxswain should be given the role of Patrol Coxswain and encouraged during the following season to achieve the necessary criteria. If they do not achieve the criteria within that season, then they should lose the right to Patrol Coxswain. (see Coxswain Panel)
- The Coxswain Panel should have the Power to accept alternate boat qualifications as above however the other criteria should be steadfast and methods of checking the validity of the awards introduced.

RLSS Poole Lifeguard Coxswain Structure

APENDIX 1 - MEMBER QUALIFICATIONS

The list below show the current RLSS Poole Lifeguard Membership with current IRB Qualifications as of May 2007.

RYA Level 2

Yules	Esme	17-Apr-06
Yules	Harvey	17-Apr-06
Ayres	David	15-Apr-06
Ayres	William	28-Mar-05
Ayres	Emily	28-Mar-05
Williams	Oliver	28-Mar-05
Marsh	James	28-Mar-05
Revill	Fiona	28-Mar-05
Dyson	Lauren	26-Mar-05
Sansome	Stephanie	26-Mar-05

Millman	Eric	21-Sep-03
Humby	Mark	01-Jun-03
Hutchinson	Jennifer	01-Aug-02

Saywell	Alex	05-Feb-02
Hamp	Neil	09-Apr-07
Shakles	Mark	15-Mar-07

SLSA-GB Surf IRB Course

Booth	Jo	15-Sep-05
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RYA Safety Boat

Ayres	William	15-Apr-06
Ayres	Emily	15-Apr-06
Marsh	James	15-Apr-06
Fiona	Revill	07-Apr-07
Ayres	David	07-Apr-07
Shakles	Mark	07-Apr-07

RYA Advanced Boat Handling

Pemberton	Brian	01-Jun-05
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RLSS Crew Award

Revill	Fiona	03-May-04
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RLSS Helm Award

None Valid

RNLI "D" Class

Shakles	Mark
Bailey	Stuart

CLUB COXSWAINS PRIOR TO DOCUMENT BEING ADOPTED

Eric Millman	Clive Hill	Paula Spedding
Brian Pemberton	Chris Dello	Stuart Archer
Hazel Millman	Karen Dello	Stuart Bailey

POWER BOAT INSTRUCTORS

RLSS TA	Eric Millman Mark Shakles
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RLSS NTA	Stuart Bailey
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RYA Level 2	Brian Pemberton Stuart Archer Chris Dello
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RYA Safety Boat	Brian Pemberton Stuart Archer Chris Dello
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CLUB TRAINER	Chris Smith
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RLSS Poole Lifeguard Coxswain Structure

APENDIX 2 - RECOMMENDATIONS

PROP GUARD

- It was agreed that Apollo should have a Prop Guard fitted as the main task for this boat is for the lesser qualified coxswains to be patrolling closer by means of staying with the 200m speed buoys will potentially put them amongst the swimmers for offering safety advise and means of rescue.
- We should be seen to be proactive and Risk Assess the need for having a Prop Guard fitted to Apollo by the start of the 2007 season

WINTER TRAINING

- It is recommend that during the Winter that a couple of sessions are laid on for familiarisation on Chart work, Knots and VHF Radio and other requirements that can be benefited from a class room environment.

LIFEJACKETS.

- We need to read up on the Rescue Boat Code of Practice and ensure that we are operating with correct Lifejackets.
- We must also put into place a method of having them annually inspected.
- Personally I would prefer to do away with the Crewsaver Lifejackets that we currently have because they do not offer protection against the conditions and they do not have built in buoyancy.

ALTERNATE AWARD RECOGNITION

- As mentioned in the introduction there are three available award schemes available for us to use and recognise and I would recommend that we do not limit ourselves to only accepting awards from 1 organisation.
- The levels at which the alternative awards slot into each other should be open for discussion within the club, but when decided upon it should be documented and published for all to know and understand

RESCUE BOAT CODE OF PRACTICE

- We need to be at the fore front of the Rescue Boat Code of Practice other wise we shall continually be playing catch up. There are a number of Risk Assessments 37 in total that we need to compile. The thought at the moment is to share them amongst the PBCLSA and then fine tune each others to suit our own needs.
- It is recommend that we issue these Risk Assessments to current Coxswains / Trainers who can then pair up with the up and coming coxswains to go through the process of the assessments.
- The Rescue Boat code of Practice can be located on the PBCLSA website at the following address http://www.mcga.gov.uk/c4mca/full_rb_code_160704ch_pdf.pdf
- The Risk Assessments that the PBCLSA have developed can be found on the PBCLSA website www.pbclsa.org.uk