

# **RLSS POOLE LIFEGUARD**

## **BEACH TRAINING**

**Normal Operating Plan (NOP)**

**Emergency Action Plan (EAP)**



## RLSS Poole Lifeguard – Beach Training



### Document Review:

Version	Date	Update	Updated by
2023.01	May	NOP/EAP created from existing RLSS Poole Lifeguard document	AS
2024.01	May	NOP/EAP reviewed and updated for 2024. RA attached	AS/AWH

### Risk Management:

#### Process of documenting risk management:

All activities are risk assessed by the Training Officer

From the risk assessment a lesson plan and Normal Operating Procedure (NOP) is written and produced. Training, assessment and refresher schedules for each activity are created and ensure that all Trainers / Instructors adhere to this through monitoring and training.

Trainers/Instructors to read (and receive training where necessary) the NOP specific to the area of training and agree to work to the written standard.



# RLSS Poole Lifeguard – Beach Training

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## RLSS Poole Lifeguard – Beach Training

The procedures in this document apply to beach training programmes organised by Poole Lifeguard Club (PLG) on behalf of their National Lifeguard Academy members, and young people taking part in specific PLG/community sessions.

All PLG Committee members and Trainers must adhere to the following procedures:

There are two sections:

Section One - Normal Operating Procedure (NOP)

Section Two - Emergency Operating Procedure & Risk Assessment (EAP)

### SECTION ONE: Normal Operating Procedure (NOP)

#### Communication with involved parties:

Training Officer to advise BCP Council and RNLI Beach Lifeguards of the beach training dates and location at Sandbanks.

#### Location of training sessions:

Map of training area below





## RLSS Poole Lifeguard – Beach Training

### **Trainer/Instructor required qualifications:**

First Aid qualification  
NLA with Open Water Endorsement  
Disclosure & Barring Service (DBS)

### **Club Kit check:**

All club kit to be checked at the beginning and end of each training session  
Club wetsuits are checked for zip function, stitching and tears.  
Boards and kayaks are checked for dings, rips or tears, fins and plugs.  
Lifejackets checked for any damage  
Rescue tubes are checked for nicks or lacerations.  
First Aid kits are checked and restocked.

### **Trainer/Instructor equipment and documentation (immediately accessible on the beach):**

Registration, emergency contact and medical details  
Risk assessment  
NOP/EAP  
Mobile phone  
First aid kit

Each group is advised that medication (inhalers etc) is with them on the beach. Any medical condition or previous injuries are discussed with persons as appropriate. If a young person's medical condition changes e.g. in mid-course of the season, the Training Officer must be advised of the fact(s) by the parent, guardian or carer and followed up in writing, immediately.

*Please Note: All young people and parents, guardians or carers are asked to complete and sign a medical disclaimer at the beginning of each membership year.*

### **Ratios:**

Trainer/Instructor to participants' ratio is 1:12, this ratio is to be adjusted down for certain groups or activities based on ability and sea conditions.

Activities with participants under the age of eighteen years will have a minimum of two Trainers/Instructors

### **Safety Cover Rota:**

Weekly safety cover rota set up to support Trainers/Instructors  
Appropriate water safety cover in place with kayaks and shore walkers.  
Where it cannot be provided, a competent person(s) will be used to ensure the safe running of the sessions.  
The Safety Cover rota can be located on the RLSS Poole Lifeguard website.

### **Parental Support Rota:**

Weekly parent rota set up to support with the following tasks-

- Registration at the drop off/collection location
- Looking after personal belongings at the changing area/on the beach
- carrying boards/kayaks and other equipment to and from the beach.
- washing kit down and putting away.
- assisting with members in general.

The parent rota can be located on the RLSS Poole Lifeguard website.



## RLSS Poole Lifeguard – Beach Training

### **Group equipment:**

Beach training member kit – issued to young people at the first beach session

Kayaks

Rescue tubes

Whistles for paddlers

First Aid kit

### **Pre-session assessment:**

The Training Officer will complete an assessment on the day before each session and again on the day of the session to ensure conditions are suitable for training, water temperature, tide, weather and sea conditions, swell height and wind chill. **The “Go / No Go” will be relayed to the Trainers/Instructors**

Safety is paramount - the time in the water must be limited to prevent hypothermia. This will depend on water temperatures. The distance and time must be capped depending on the temperature and the experience of the swimmers in the cold

All members must have preregistered for the training sessions, providing emergency contacts. If a member requires additional support for safe access to the session, this will be arranged prior to the session. Each group member is met by their Trainer/Instructor at the designated meeting point at pre-arranged times.

The Training Officer has notified the groups, parents, guardians or carers (via WhatsApp) as to what to wear and what to bring with them for training if weather changes considerably. Each member is to wear their own swimming costume under their own wetsuit. A training kit will be provided to each member which contains an orange bib and orange swim cap. Members must also bring towel so they can get changed after training.

### **Designated meeting point:**

Each Trainer/Instructor should arrive at their session meeting points approximately 20 minutes before the start of their group session to get themselves fully equipped and ready before meeting their group

All members are checked in on the register

Medical check to ensure members have their medication with them

All members must wear wetsuits and orange bib which are checked for a correct fit. They must have their orange swim cap to hand

Each group are issued with boards and kayaks and are instructed how to carry them correctly, if appropriate. Lifejackets issued as necessary

Depending on weather conditions, members are to apply a suitable sunscreen

### **On the beach:**

When members reach the beach, the Trainer/Instructor will give a beach safety briefing and the session proceeds as per RLSS guidelines.

Equipment and lifejackets issued and checked for correct fit

All members to wear their orange swim cap and checked into the water

### **Safety Briefing content:**

If you need assistance roll onto your back and raise your hand

Members must exit the water if they become cold or start getting cramp or if instructed to do so.

Hypothermia is dangerous. They must also let the Trainer/Instructor know they have exited the water.



## RLSS Poole Lifeguard – Beach Training

### **End of the session:**

All members are checked out of the water and gather on the beach for de-briefing  
All equipment accounted for and checked for any damages  
Final check for litter

### **Designated collection point:**

Groups and Trainer/Instructor return to designated collection point and change into dry clothes  
All equipment washed down and stored correctly  
All members checked out on the register when their appropriate adult arrives

## **SECTION TWO Emergency Action Procedure & Risk Assessment (EAP)**

**A Risk Assessment has been completed for each session by the Training Officer with reference to the PLG Executive Committee.**

### **Swimmer in Difficulty:**

The member in difficulty raises the alarm by turning on to their back and raise one arm, or paddler notices member struggling in the water.

Member is supported to the shore by the paddler

Once on shore, the member is reassured and assessed by an appropriate adult who is first aid trained on the beach – if necessary, they will be taken to the designated meeting point to administer first aid and to change into warm clothes.

The Trainer/Instructor carries on with the session with the group if safe to do so

Incident report form completed

### **Unconscious Casualty:**

Paddler/onshore walker notices unconscious swimmer and raises alarm.

The Trainer/Instructor sounds whistle, and all members exit the water.

Paddler is directed to the casualty.

Appropriate adult to phone emergency services with details of the injury – location – number involved.

Paddler lands casualty

Appropriate adult who is first aid trained to keep casualty warm and comfortable and monitor vital signs.

Trainer/Instructor to contact parents, guardian or carer and provide a full explanation of the incident, first aid given, status of the young person and advise that emergency services are on their way.

Whole group returns to the designated collection point to get changed

Emergency services deal with casualty and if deemed appropriate take them to hospital

Trainer/instructor checks on casualty's wellbeing before dealing with the end of session tidy up.

**After any training in which the Emergency Services are called or if more than basic First Aid is required an incident form needs to be completed and emailed to the Clubs Executive Committee.**



## RLSS Poole Lifeguard – Beach Training

### Accident / Incident Online Form

#### Details of the person involved in the accident

- Name
- Age
- Email (required)
- Phone Number (required)

#### 2. Details of the person filling in the report – If you are the person above you can leave this section blank

- Your Name
- Your Age
- Your Email (required)
- Your Phone Number

#### 3. Please select one of the below

- The accident occurred during: (required)
- A club training session/ event
- Whilst I was operating in my own capacity as an individual on a voluntary or self-employed basis (e.g. delivering training outside branch/ club sessions, providing self-employed lifeguard services at a private pool party)

#### 4. Description of accident

- Date of accident
- Time of accident
- Place where accident occurred
- Please provide a summary of the accident (for example, details of how the accident occurred with cause if known; details of any injury suffered; details of any treatment provided).
- Details of witnesses (including name(s) and contact details).

By completing the form, you agree to our Privacy and Data Protection Policy