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Brighton Surf Life Saving Club (BSLSC) Normal Operating Procedure (NOP)

This document should be read in conjunction with the most current SLSCB Club Activity National Safety Guide for Coaching and Training, Brighton SLSC's Local Operating Procedure (LOP) and Brighton SLSC's Emergency Action Plan (EAP). Additionally, refer to government and local legislation and any other relevant documentation to aid safety.

Description

Surf lifesaving is a multi-disciplined activity with the aims of training and educating participants from the age of seven years with the skills to save a life on the beach and in the ocean. Participants often join to compete in surf lifesaving competition, which are predominantly the disciplines of beach running, surf swimming, paddle boarding and surf skiing, both of short and long distance. Activities generally take place on a beach and in the ocean, but sessions can be run in swimming pools and inland waterways. Due to the activity being undertaken in the surf zone or open ocean, comprehensive safety measures must be in place in order to prevent incidents and deal with them should they occur.

Coach Requirements

All coaches will be aware of the SLSCB Club Activity National Safety Guide for Coaching and Training, Brighton SLSC's Local Operating Procedure (LOP) and Brighton SLSC's Emergency Action Plan (EAP).

All coaches will be aware of the Brighton SLSC's safeguarding policies which are aligned to SLSCB'S Safeguarding Guidance.

Coaches will be punctual and wear appropriate colour rash vests denoting their roles whilst coaching sessions on the beach.

Coaches are responsible for the safety of the participants, under the supervision of the day's Competent Person in Charge (CPIC)¹.

Medical, Swim and fitness requirements

Participants must be able to swim 50m unaided confidently.

Participants may attend three trial sessions but thereafter are required complete a membership application in full to be a full member of Brighton SLSC with SLSCB insurance.

Coaches must be aware of the swimming ability, general fitness, and water confidence of the participants prior to proceeding with surf lifesaving activities; any concerns must be raised with the participant privately.

¹ Defined in SLSCB Club Activity National Safety Guide for Coaching and Training section 2.1.



Participants must be in good health and good physical condition to take part, free from any injuries and or medical conditions that would endanger them, the coach or any other individual.

The coach must be made aware of any participant's medical conditions and the trainee will be required to keep any necessary medication available at water's edge during the activity. The coach will also include this information in the pre-session safety briefing.

If the coach has any doubts regarding a participant's ability to complete the intended training safely they should discuss these with the CPIC before starting the training session.

Age requirements

A minimum age of 7 years is required for surf lifesaving activities.

Sandhopper sessions can be run for ages 5-7 but participants are accompanied in the water by a parent or carer.

Risk assessment

The CPIC will complete or review the session's Analytical Risk Assessment (ARA), taking into account the environmental conditions before the start of all training sessions. An experienced and qualified lifeguard will assess the in-water conditions and brief the CPIC before the ARA is completed. They will then brief the coaches on the conditions and any mitigation that has been identified during the completion of the ARA. This may result in a need to modify intended training to take account of the prevailing or forecast conditions.

The CPIC or lead coach will complete a pre-session briefing to all trainers and safety cover involved in the session. As a minimum this will include any environmental risks together with any specific instructions to mitigate them (e.g. the limits to the training area), any relevant medical conditions and the intended learning outcomes for the session.

Coaches must maintain an awareness of changing conditions and keep the findings of the ARA under review throughout the session. If changing conditions affect the safety of the session, they must perform a dynamic risk assessment and implement any necessary mitigation immediately. This should then be recorded on the ARA for the session.

Registers

Age group captains will take a register of attendance prior to all training sessions.

It is the coach's responsibility to monitor the number of participants throughout the session to ensure all are present and accounted for, at all times, until the participants leave the beach.



The number of participants must also be entered onto the session's ARA along with the names of all coaches and safety cover involved in the session.

Emergency Action Plan (EAP)

The Brighton SLSC Surf Life Saving Emergency Action Plan details the actions to be taken in the event of an emergency occurring during club activity. It is essential that all coaches, safety cover and club officers are aware of this plan.

Ratios

The maximum coach to participants' ratio for activities in or near the sea is 1:10. This ratio will be adjusted down for certain groups or activities based on ability and sea conditions.

Activities in or near the sea involving participants under the age of sixteen will have a minimum of two coaches and sufficient qualified safety cover to provide a 1:5 ratio. However, where trainees hold current Lifeguard qualifications they can be nominated as safety cover while participating in training.

Coach/Qualified Persons Qualifications Matrix

Role	Minimum essential qualifications
Safety cover	DBS checked if over 18 SLSGB full member and over 15 years old Surf or Beach Lifeguard, Lifesaver, or Club Rescue Tube Swimmer Award
Coach	As above and: SLSGB Level 1 coach
Lead coach	As above and: SLSGB Level 2 coach
Competent Person in Charge (CPIC)	As for Safety Cover and: Trained by the Club Safety Officer in the completion of ARA's and communications.

Checking PPE & Safety Equipment

All club owned PPE and equipment should be checked at the point of issue for any defects. It is a coach's responsibility to ensure that the participant has suitable PPE for the sea and weather conditions and highlight any damage or poor fit. If the coach believes that the participant's wetsuit or other PPE is inappropriate for the environmental conditions or the activity being coached, they must explain this to the participant and stop them from joining the activity. Note, this is also applicable to swimwear in pool sessions (care must be taken – please refer to SLSGB Safeguarding) .

The responsible Level 2 coach will examine all club equipment required for a training session before the session starts, ensuring it is fit for use. At the end of the session, they will again examine the equipment for damage and ensure that it has been stored safely and securely.

Damaged equipment must be reported to the CPIC or Training Officer so that it can be recorded, checked, taken out of service and repaired.

Coach and safety cover PPE & Safety Equipment

- Red rash vest if Lead Coach, yellow if Safety Cover
- Wetsuit or suitable wet gear for temperature and sea conditions
- Whistle
- Rescue board or tube according to the conditions
- Fins
- Mobile phone and/or Handheld VHF radio
- First Aid kit & Pocket Mask
- Dry Bag, including any medication
- Specific safety equipment required for ski, IRB etc. as appropriate

Participant PPE & Equipment

- Green rash vest
- Wetsuit or suitable wet gear for temperature and sea conditions
- Boots, gloves and hoods (seasonal)
- Fins
- Club Cap
- Goggles

Pre-departure communications, late back and overdue

Before setting out on an open water session the coach should communicate with the CPIC who responsible for raising the alarm if they believe the group is overdue.

Pre-departure the following information should be communicated:

- Number of participants/coaches/total number
- Time and place of departure/arrival
- Route to be taken
- Is a radio/mobile phone being carried
- Name of coach
- Equipment in use (IRB's, rescue boards, race boards etc.)
- Vehicle details (make & registration) if appropriate



Feedback, debrief and lessons learnt

There should be an opportunity for each participant to feedback his or her thoughts on the session in a discreet way. The age group Captains are encouraged to discuss this with their participants.

Coaches should be able to feedback and review the session and have the opportunity to learn from sessions and deal with any specific issues.

Awards & Qualifications

On joining the club participants will be given the necessary training in order to obtain/maintain a Competence/Skills Award/National Surf Safety Award, following the guidance provided by SLSGB.

It is essential that a surf competence/skill award is completed before training can be started on the surf craft i.e. paddleboard, surf ski and IRB.

Use of club equipment outside of a scheduled club training session

The use of club owned equipment outside of club training sessions is prohibited.

Coach pre-season safety brief and acknowledgement of documentation

It is a requirement of Brighton SLSC for coaches to attend safety and safeguarding meetings and acknowledge they have read and understand the club policies and procedures.

Safeguarding

No coach (or assistant) may help on any session unless they have undertaken the appropriate Safeguarding training.

Please refer to the clubs Safeguarding policy and relevant documentation.