

Surf Life Saving Association of Wales Cymdeithas Achub Bywyd o'r Môr Cymru



SLSA Wales Event
Standard Operating Procedures

Overview

These guidelines are intended for use in SLSA Wales events, by those with experience of Life Saving Sport. They aim to provide a basis for Local Operating Procedures to be developed for the specific event. They are not intended as a standalone document and are not intended for non-SLSA Wales members or those without understanding and experience of organising events at beaches. Please note that Local Operating Procedures are established by each event to allow for local variations in event delivery within the Standard Operating Procedures that follow.

Foreword

The procedures set out in this document are established as a guide to assist clubs and organisers in maintaining a safe event 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 or rules for the events. It is recognised that these guidelines will mainly be utilised by voluntary clubs and organisers.

These procedures must be read in conjunction with respective ILS or relevant rulebooks, SLSA Wales safety policy and General Risk Assessments. As well as government and local level legislation and any other relevant documentation to aid safety.

Signature Sheet

Signature sheet for recognition of standard operating procedures for the year: _____

I have read and understood the following standard operating procedures for SLSA Wales Accredited Events and understand it is my duty to follow the procedures and other relevant documentation provided, to enable safety to myself and others:

Name	Signature	MIS Number	Date

Feedback and recommendations for updates to this document can be reported to SLSA Wales and will be recorded for purpose of review and potential revisions in future versions of this document.

Surf Life Saving Wales Purpose and Activities

Surf Life Saving Association of Wales is the charity of volunteer beach lifesavers building healthier, safer communities. Our 3,000+ members, aged 7-70, come together and give their time freely, in our 28, Life Saving Clubs to develop their 'Skills for Life' and to compete in 'Sport for Life'.

Surf Lifesaving volunteers have a long history (over 50 years) of giving their time freely to train others in life saving skills. Our volunteers come together in Surf Life Saving Clubs, which are community hubs, offering learning, development, and socialising opportunities for every member.

Young Surf Lifesavers become healthier and safer and develop skills for employment and for life. Surf Life Saving GB provides skills and development opportunities to create young leaders of the future.

Life of the Beach

Many lifesavers participate in Life Saving Sport, increasing both their fitness and skill levels. These lifesavers have shown to be better equipped to deal with emergency situations and to saving lives. Life Saving Sport, therefore, is the sport with an unparalleled purpose making an outstanding contribution to public service.



Today's sport comprises both still water and ocean events presenting a truly multi-disciplined competition with close ties with swimming, athletics, kayaking, rowing, surfing and power boating, all with an extra dimension of excitement that make them unique.

Competitions take place on the beach, in the sea and in the pool, demonstrating the extraordinary strength and diversity of skills of lifesaving athletes.

On the sand, endurance is tested in the 2km beach run, with speed and fitness coming to the fore in the beach sprint and relays. The beach flags – an explosive shoulder to shoulder knock out event, test's reaction time, strength, and agility.

In the ocean there are both swimming and craft events. The surf race is a swim, starting from the beach, out through the breakers and back again, but with the luck of the surf the winner cannot be guaranteed until they are back up on the beach.

In board racing a rescue board modified to optimise speed and manoeuvrability is used whereas the ski is similar to a sit-on-top kayak, but designed for speed, cutting through surf, and catching waves. All events rely not only on athletic prowess but the ability to be able to read the unpredictability of the waves to gain any measure of success. All three of these events are amalgamated with a transition run on the sand in the ultimate in life saving sport event – the Ocean Man.

With other events like Surf Boats, there are ties to the past where we see four rowers in a boat, guided by their sweep standing at the stern, pit themselves against the surf in a test of physical strength and courage in a journey some 400 metres out to sea and back, often surfing to the beach. Then there are the links to the modern era with the fast and furious pace of Inshore

Rescue Boat (IRB) racing, where motorised boats leap spectacularly over waves demonstrating the skills of the new age of lifesaving.

In the pool, the events draw heavily on swimming ability, but each event requires an extra skill dimension from the athletes. Events include the obstacle race, manikin towing and carrying races with and without swim fins and the Super Lifesaver that combines all these skills and provides the biggest challenge to those who contest it.

Life Saving Sport Athletes compete in the following groups:

- Nipper (age 7 – 12)
- Youth (age 13-19)
- Seniors Open (age 16+)
- Master (age 35+)

In 'nipper' competitions the events are largely modified to cater for the athlete's size and experience with an emphasis more on fun and learning. The youth age groups are more competitive but with just as much focus on participation. The seniors open competition is the most competitive, where outstanding athletes are created. While the master's category allows new and existing sport competitors an opportunity to continue to participate in the sport.

At the elite end, every year a Great Britain Lifesaving Team is selected to contest various international events including European and World Championships. Surf Life Saving Wales High performance team consistently performs well and has produced several European and World Champions.

Health and Safety

SLSA Wales events should maintain standards for health and safety and should show evidence that they complete the following elements in this section.

Policy

Risk Assessments specific to the event venue must be completed by the local Surf Life Saving Club or organiser. Consideration must be made to safety guidelines, HSG 195 (The Purple Guide) 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.

Event Manager and Safety Officer are primarily responsible for ensuring the application of the Health and Safety policy. Every Member and volunteer play an important role in taking reasonable care to avoid endangering themselves and others by their actions whilst at the event.

The Organisation believes that safe practices come from the co-operation of everyone within the event. Therefore, it is important to:

- Take reasonable care for the health and safety of yourself and your fellow Members Co-operate with the SLSC Committee and Event Team
- 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 Event Manager or Safety Officer or Event Team Member. If you remain dissatisfied that appropriate action has not been taken, you must seek to notify the Event Manager.
- 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 safety team. The accidents should be reported to SLSA Wales for collation of data.

Insurance

All affiliated events are covered by SLSA Wales Liability Cover under the terms below:

- Everyone taking part are SLSA Wales members showing as active on Tahdah
- They are under the age of 80
- All members taking part have the relevant qualifications
- All Safety Crews are acting/participating within their qualification
- All Safety Crews have all undergone the appropriate training and checks
- All Safety Crews members are performing within their qualifications and training

Personal Protective Equipment (PPE)

It is expected that the Event organiser will supply any additional personal protective equipment that is deemed necessary from the risk assessment for the event.

It is expected that Safety Team members will supply their own wetsuits if they are to go into the water.

Buoyancy aids are recommended as per the SLSA Wales IRB manual and should be provided by the Event Safety Officer.

A central supply of waterproof sun block should be provided and should be applied as detailed in the sun safety element of this document.

Welfare

The organiser should ensure access to the following facilities at the venue:

- Toilets and wash facilities.
- Fresh water.
- Shade/cover/shelter.
- First aid facilities.

Fire

The areas with the highest risk of fire within the event area are the fuel storage/refuelling area. Fuel storage and refuelling will be in an area that has no access to the public and only suitably qualified individuals will be able to perform such duties. This should only affect the IRB crews and coxswains.

Martyn's Law / MTA

Martyn's Law is designed to encourage public spaces to consider security risks and implement sensible precautions. It applies to venues, events, and locations where the public gathers, such as town halls, community centres, parks, and markets. As our events take place in an open area and with no clear hiding place SLSA Wales advise the use of the Run, Hide, Tell procedure. IRB's will be responsible for the competitors in the water and the Officials team will be responsible for those on the beach and communicating with the necessary agencies.

Electrical Safety

It is important that all electrical equipment is used safely. If required, you will be given appropriate training and guidance before using unfamiliar equipment. Electrical appliances should be certified by a qualified electrician.

All electrical equipment must be appropriate for the task, in good condition and be installed and maintained in a manner that is suitable for its purpose. If any electrical work is required, this must be carried out by trained personnel.

If you find any equipment that is damaged and needs repair, remove it from service immediately and inform supervisor or senior person in charge, so that the item can be repaired or replaced.

Signage – Event area / Facilities

If a risk has been identified, then an appropriate health and safety approved sign will be used to warn of the danger. For example, where fuel is stored then a 'no naked flames' and 'no smoking' sign will be displayed in a prominent position.

Manual Handling

These guidelines are to be followed as best practice measures. It should be highlighted that there is no such thing as a completely 'safe' manual handling operation

Every year many people injure themselves by lifting badly and beyond their capacity. When carrying out any tasks, which involve lifting, handling, pushing, pulling, stretching, and bending - assess the situation. Only continue to carry out the work if you feel confident and think that it is safe to do so.

Please let your safety officer know if you suffer from any medical condition which could be aggravated by lifting and carrying.

Manual handling means more than just lifting or carrying something. The term 'manual handling' is used to describe a range of activities including lifting, lowering, pushing, pulling, carrying, moving, holding, or restraining an object, animal, or person. It also covers activities which require the use of force or effort such as pulling an IRB start cord.

Many work injuries each year occur during manual handling.

Most of the reported accidents involving manual handling tasks cause back injury although hands arms and feet are also vulnerable. Sometimes the person injured never fully recovers or requires a long period of rehabilitation before they can work again

Many manual handling injuries build up over a period rather than being caused by a single handling incident. These injuries occur wherever people are at work – on farms and building sites, in factories, offices, warehouses, hospitals, banks, laboratories, while making deliveries and on beaches

How Can Manual Handling Injuries Occur?

Risk of manual handling injuries can arise when tasks are poorly designed or where handling involves awkward or constrained postures. These conditions can make it difficult for you to use good handling techniques.

Some examples of actions that may cause manual handling injuries are:

- Carrying fencing around the beach on soft sand or uneven and slippery rocks.
- Sitting with a poor posture for a long period of time when putting in results.
- Moving and carrying IRB's and motors, often up steep slopes.
- Putting up and taking down tent and marquees.

Risk Management

Risk management for manual handling requires that all tasks in your workplace which involve manual handling are identified and that the risk or likelihood of injury is assessed. Where there is a risk of injury, suitable "control measures" must be introduced. Control measures need to be suitable and practical. They might include:

- Redesigning the task where something needs moving.
- Providing mechanical handling devices such as hoists or trolleys.
- Safe work procedures such as team lifting; or
- Specific training for handling tasks.

Who is Responsible for Controlling the Risks?

We all have a responsibility for promoting a safe working environment. You should discuss anything which could be a manual handling risk in your working environment with your Safety Officer or team leader to determine the best way of eliminating or reducing the risk of injury.

General

This procedure sets out general guidelines to be followed by all Members.

Wherever you are exposed to the possibility of risks from the manual handling of loads you should ensure that, if that risk cannot be avoided, a competent person carries out a suitable and sufficient assessment of all such manual handling operations to be undertaken by them. Avoid attempts to lift or carry any heavy loads alone, especially patients or survivors. You should also co-operate when assessments are undertaken and attend any training that is arranged.

YOUR RESPONSIBILITIES

- Promote a safe working environment
- Follow the systems of work listed below that are laid down for your safety Make proper use of equipment provided for your safety
- Co-operate on all health & safety matters
- Consult your Senior Lifeguard and Patrol Supervisor if you identify dangerous handling activities Take care to ensure that your activities do not put others at risk
- Avoid manual handling where possible - i.e., can you take the treatment to the casualty and not vice versa?

WAYS OF REDUCING THE RISK OF INJURY

- Reduce the amount of twisting and stooping
- Avoid lifting from floor level or above shoulder height Where possible, reduce the carrying distances
- Avoid repetitive handling
- Vary the work allowing one group of muscles to relax while another is used Where possible, make the load lighter or less bulky
- Adjust your grip to find the load easier to grasp, more stable and less damaging to hold Remove obstructions to free your movement
- Where possible, avoid steps & steep ramps

Maximum Loads

Weights over 50KG should not be lifted without mechanical or team assistance

Members under the age of 18 should use mechanical or team assistance whenever possible

Please see Table 1 for description of typical event equipment which provides a manual handling hazard.

EQUIPMENT	WEIGHT	DIMENSIONS OR OTHER ASPECTS	MANUAL HANDLING RISK	METHOD/OPTIONS FOR LIFT
First Aid Kit	Up to 25kg	Size of medium suitcase	Low-moderate	1 person lift
Area kit (e.g., beach flags, lane ropes and area flag, anchors, ropes, sandbags)	Up to 20kg	1.5m poles (wooden/metal pipe) Metal frame & panel base	Moderate	1 person lift and carry (< 50m on soft sand)
Fencing	Up to 20kg Up to 50kg	2.5m X 1m 2.5 x 2m	Moderate	people lift and carry people lift and carry (< 50m on soft sand)
Rescue Boards	Up to 15kg	Length approx. 2.5m	Moderate	1-2 person lift and carry (< 50m on soft sand)
Fuel Bladder	Up to 20kg	Triangular & flexible	Moderate	1 person lift
Tents	100kg +	Long awkward shape	High	2–3-person lift (short distance <5m) or preferably a trolley
IRB (with engine)	Up to 150kg without crew	Approximate dimensions: 1.8m (L) × 0.725 (W) – Internal 3.75m (L) × 1.83m (W) - External	High	Non-operational 4 person drag (short distance <5m), operational – as per manual 4–6-person team lift 4WD/ATV to tow
IRB Engine	50-60kg	Long awkward shape	High	2–3-person lift (short distance <5m) or preferably a trolley

Good Handling Techniques

Stop and think

Plan the lift. Where is the load to be placed? Use appropriate handling aids if possible. Do you need help with the load? Remove obstructions such as discarded wrapping materials or debris on the beach. For a long lift such as floor to shoulder height, consider resting the load mid-way on a table or bench to change grip.

Position your feet

Feet apart, giving a balanced and stable base for lifting (unsuitable footwear might make this difficult). Leading leg as far forward as comfortable and if possible, pointing in the direction you intend to go.

Adopt a good posture

When lifting from a low level, bend the knees. Do NOT kneel or over flex the knees. Keep the back straight, maintaining its natural curve (tucking in the chin helps). Lean forward a little over the load if necessary to get a good grip. Keep the shoulders level and facing in the same direction as the hips.

Get a firm grip

Try to keep the arms within the boundary formed by the legs. The best position and type of grip depends on the circumstances and individual preference; but must be secure. A hook grip is less tiring than keeping the fingers straight. If you need to vary the grip as the lift proceeds, do it as smoothly as possible.

Keep close to the load

Keep the load as close to the trunk for as long as possible. Keep the heaviest side of the load next to the trunk. If a close approach to the load is not possible, slide it towards you before trying to lift.

Don't jerk

Lift smoothly, raising the chin as the lift begins, keeping control of the head. Move the feet. Don't twist the trunk when turning to the side. Put down, then adjust. If precise positioning of the load is necessary, put it down first, and then slide it into the desired position.

Sun Safety

As part of overall beach safety management, it is advisable to promote sun safety awareness and behaviour.

The seven S's of sun safety:

- SLIP – on a T-shirt
- SLAP – on a Hat
- SLOP – on Sunscreen
- SLURP – drink water and stay hydrated
- SHADE – natural or man-made
- SUNGLASSES – with appropriate UV protection
- SUN AWARENESS - awareness of times of the day especially around midday

Shade and Shelter

Materials used to provide shade should cast a dark shadow (i.e., block out UV light). Use either natural or artificial shade. Provide shaded areas for competitors and officials/staff during beach events.

NOTE: It is possible to get sunburn under shelter due to reflection of UV rays from sand and water. Other precautions listed must still be used.

Slip - Protective clothing

Long-sleeved shirts with high neck collars – made of highly sun protective material Shorts - loose and long-legged

Slap - Protective clothing

Hats should be worn, preferably - wide-brimmed or “Legionnaire style” hats that have side pieces protecting the ears and neck

Slop - Sunscreen

Use broad spectrum, water resistant high SPF protection sunscreen. Apply at least 20 minutes before exposure so that cream can be “absorbed” into the skin, for effective protection. Reapply every 2-3 hours, or more often after swimming, towelling, or sweating heavily.

NOTE: A small number of people may be sensitive to some types of sunscreens. If skin rashes occur, choose a brand designed for sensitive skin. (It is important for people who spend as much time outdoors as lifeguards to maintain the highest SPF).

Sunglasses

Sunglasses should be UV resistant and have side protection from the sun’s rays but should not obscure peripheral vision.

Slosh - water

Drink water and stay hydrated. A good indicator that you need to drink is thirst. Do not drink excessive volumes of water, as this can lead to a condition called hyponatremia which has the potential to result in death.

Sun Awareness - Sun Safety Facts

Skin cancers can be caused by exposure to ultraviolet (UV) light. UV light penetrates clouds and can still cause skin damage contributing to the later development of skin cancer.

Repeated small amounts of exposure to UV or severe skin damage such as sunburn, especially in childhood, damages the skin increasing the risk of skin cancer in later life.

Severe sunburn, particularly in children increases the later risk of skin damage and skin cancers.

Recreation and sport may expose people to the sun for long periods. A suntan is a sign of damaged and weakened skin. 95% of skin cancer can be cured if detected and treated early. UV light also causes eye damage including cataracts, actual cancers of lining of eye and pterygium. This damage may start in childhood. Reflected UV light may cause sunburn even under shelter, and other methods of sun protection are essential.

There is no such thing as “windburn” – this is solar damage (the same as “sunburn”) from UV rays, usually in cloudy weather as UV rays easily penetrates clouds.

Note: Both cumulative exposure (without actual ‘sunburn’) and repeated sunburn (not necessarily ‘severe’) contribute to increasing the risk.

Safeguarding

For event held in public spaces the following considerations need to be applied.

Supervision of Young / venerable persons

Although competitors are under the supervision of the team captains and coaches / helpers it must be made clear that if any child (for safeguarding purposes, this is any person under the age of 18) leaves the competition area they must tell an adult member of the support team.

Parents are to be made aware prior to the event that once a child leaves the competition areas they are no longer under our duty of care. It will be the responsibility of parents to choose to allow their children to leave or escort their children to areas such as toilets, cafes and shops.

Welfare Staffing

As the event is in a public place it is key that competitors and parents or members of the public are aware of who they can approach should they need to raise a concern about something they have seen or are not comfortable with. A designated person should be easily identifiable via T-shirt or Hi Vis Jacket.

A rota could be set up for clubs to name volunteers to wear the vests for a period of 30 to 60 minutes at a time before handing over to the next person on the rota.

Photography at the Event

Most spectators – especially competitors' family and friends – will want to take photos or videos at sports events. With the widespread use of smartphones, tablets and other equipment that can take photos, there is very little that event organisers can do to prevent photographs or filming.

For this reason, events must have a photography policy in place to safeguard children. As the event is taking place on a public beach we can't factor in facility or venue policies. This means that any information regarding the use of photography must be made clear to all prior to the event. This should be done by the use of a statement included in any competition literature to competitors and parents.

It is then the parents / guardian's responsibility to make it known to the event organiser that they wish their child to be excluded from filming or photography. These individuals need to be easily identifiable for all with a recording device. Common practice is to allocate the wrist bands out at the managers meetings. As all competitors, parents / guardians will have had sight of the Photography policy for the event there should be an awareness of the wrist band represents.

Reporting of a safeguarding incident at the event

Please contact with the event safeguarding lead who will follow the correct procedures for gathering and noting information about the incident.

They will decide as to whether other third parties should be notified.

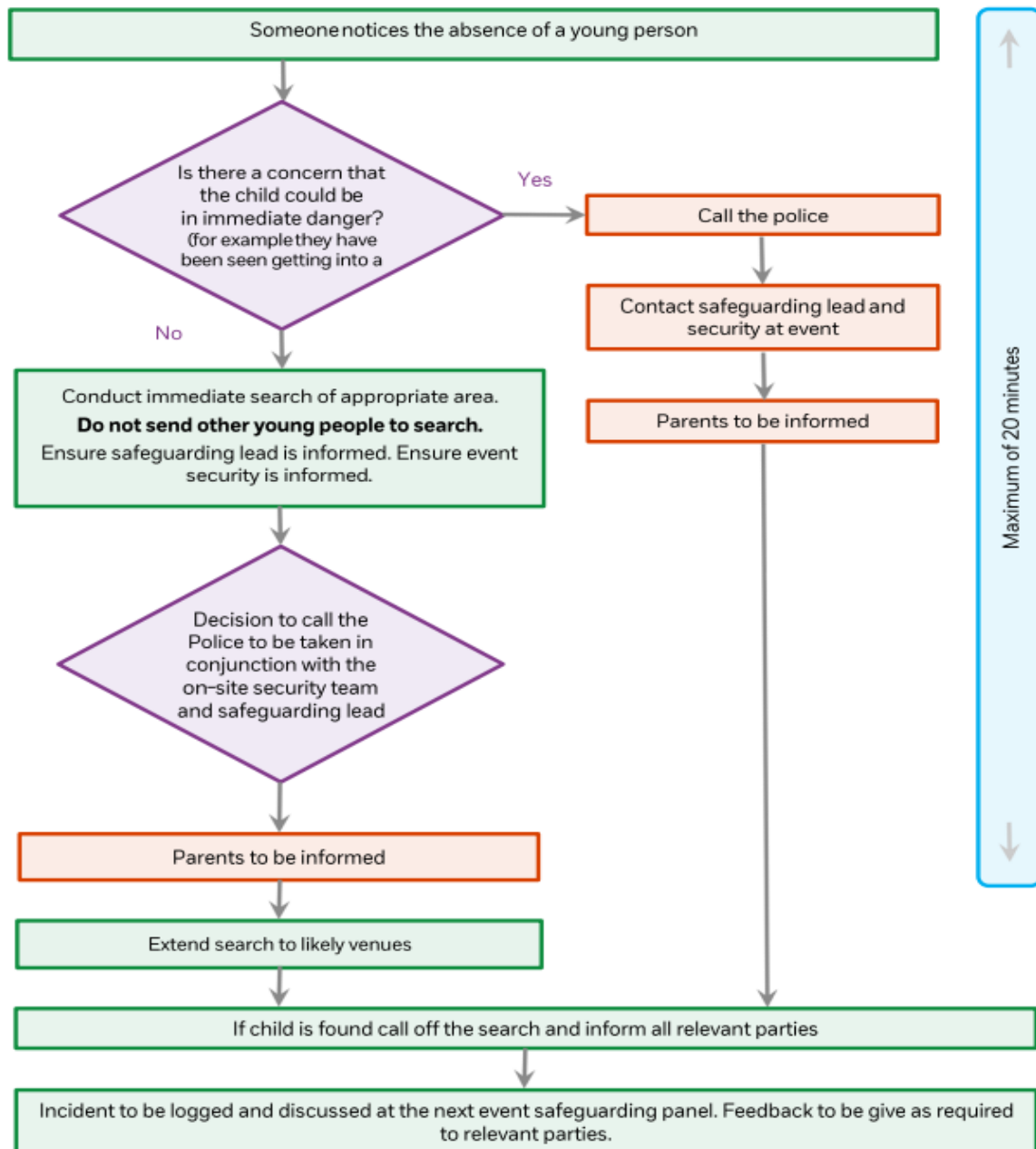
They will refer any information to the SLSA Wales Lead Safeguarding Officer for review of policies and practises followed.

Missing Children Procedures

If a child goes missing during an event the club or organisers will apply the following procedure:

- Ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out.
- Organise the remaining available adults to conduct a search of the surrounding area allocating each individual to a specific area. Request all those searching to report back within a short, agreed time, dependant on the size of the area being searched.
- If a child cannot be found after a good search of the immediate surroundings, contact the child's parents to advise them of the concern and reassure them that everything is being done to locate the child.
- Make a note of the circumstances in which the child has gone missing and where they were last seen and prepare a detailed physical description of the child, including their hair and eye colour, approximate height and build and clothing they were wearing, as this will be required by the police. If photographs of the child have been taken at the event, these could be useful to the police.
- Report the concern to the coastguard if the search was unsuccessful and no later than 20 minutes after the initial missing person report if the search is ongoing
- Follow coastguard guidance if further action is recommended and maintain close contact with the coastguard.
- Ensure that you inform all adults involved including the parents, searchers and police if at any stage the child is located.
- Please report the incident to the Lead safeguarding Officer on 07853 000457 for review and any lessons learnt, practises that need reviewing.

Flowchart



Administration

Events should maintain standards for administration and should show evidence that they complete the following elements in this section.

Daily Risk Assessment Forms

A daily risk assessment must be undertaken to record daily safety and conditions check and signed as a true record by the Event Manager/Safety Officer. All incident and first aid forms must be completed and reported to SLISA Wales.

An equipment checks should also be utilised and any substandard equipment should be decommissioned until repaired or replaced.

Standard Operating Procedures, Local Operating Procedures and Emergency Action Plans

This document as the Standard Operating Procedure must be read and understood by all event team members. Specific local operating procedures (LOP) and Emergency Action Plans (EAPs) should be established according to the specifics of the risk assessments for the venue and checked by the Event manager/Safety officer/Water Safety officer. Each of the documents should be read and understood by all team members.

Event Build and Takedown Schedule and Event Timetable

The event build schedule should be separate from the event timetable to ensure a safe working area. All key personnel should familiarise themselves with the Event build schedule.

An event timetable ensures that Safety teams are in place at the correct times. All key personnel should familiarise themselves with the event timetable.

A safety team brief should always take place before the start of the event, this should also happen after a break in the schedule (which includes lunch) Debriefs may be necessary throughout the day after any significant problems throughout the event, these briefing should be recorded.

Emergency Contacts

Emergency contact details should be provided on the organiser's event entry form.

Permission

Permission to run the event must be obtained in writing from the Beach Owner. Along with the beach owner contact should be made with all other beach traders and operators. The key agencies to be consulted in the locality generally include Coastguard, Police, National Parks/Trust (if applicable) & the local RNLI team. Full details can be found in the LOP.

Licences

Licences need to be obtained from the local Council. Licences should be applied for in good time as the minimum time for some licences is 10 working days, but others can take up to 12 weeks.

Licences which could be needed for Events:

Licences	What they are for
Alcohol and Entertainment	The provision of alcohol and entertainment is regulated by the Licensing Act 2003
Late Night Catering	The provision of hot food or drink between the hours of 23:00 and 05:00 is called Late Night Refreshment, and is a licensable activity under the Licensing Act 2003
Street Collections	Any person who intends to either collect money or sell articles for the benefit of charitable or other purposes in any street or public place requires a street collection permit
Street Collections	Street trading is the sale or offer for sale of articles in a street within a designated area. If you are considering selling articles or services in the street, you should check with the Council to establish whether permission is required, or whether street trading is prohibited
Voluntary Sector Transport	Minibus Permits are issued by the Department for Transport. Minibus Permits, otherwise known as Section 19 permits, can be issued too voluntary and non-profit making organisations concerned with religion, education, recreation, social welfare, and other activities of benefit to the community. Permits can allow the use of a minibus with between 9 and 16 passenger seats for hire and reward under certain restricted conditions, without the need for the operator to hold a Public Service Vehicle (PSV) Operator's licence. Please contact the Department for Transport for further information.
Temporary Event Notice (TEN)	A Temporary Event Notice (TEN) can be given by an individual (a premises user) and authorises the premises user to conduct one or more licensable activities at premises for no more than 96 hours. TENs can be used to authorise relatively small-scale ad hoc events held in or on any premises involving less than 500 people at any one time, subject to certain restrictions.
Catering	If you wish to sell food, you will also have to contact the 'Environmental Health' Section of the Public Health and Protection Service.

[SLSA WALES Event Accreditation Form](#)

An SLSA Wales Event Accreditation procedure needs to be completed and be approved by SLSA Wales Board before the event starts.

[Policies](#)

All event team members must adhere to SLSA Wales and Club policies and procedures as well as any local or national requirements.

All event team members should be familiar with the risk assessments, SOP and LOP. All event team members should sign a register to show understanding of these.

Data Protection and Storage

The information and records we keep on competitors should be treated as confidential and access to this information should be limited to authorised personnel. All personal data should be securely stored in locked cabinet or room and password protected access ensured, if stored electronically.

It is important that confidential or other classified information to which you have access is not disclosed to any unauthorised individuals and is kept securely.

This does not prejudice your rights to make a protected disclosure in accordance with the Public Interest Disclosure Act 1999 and procedure.

No information should be given to any third party without prior approval and consent from the person/s whose data is concerned.

Contractors

All contractors working at the events should be listed and all relevant insurance documents should be seen and copied. All outside contractors will have the relevant qualifications to carry out the work needed for the event.

Presentation and Prevention

All SLSA Wales events will be set up in such a manner that it will have minimal impact on other beach users.

Event Appearance

Event team members should always appear smart and presentable. Materials should be promoted displaying the SLSA Wales logo as per the SLSA Wales Brand Guidelines, usually alongside other branding requirements on the materials for the event.

Attitude

Event team member should be positive, adaptable, and helpful to all.

Promotion of SLSA WALES and Objectives

A standard set of literature should be displayed and promoted to the public in education. Please contact SLSA Wales for the most recent promotional materials.

Facilities

All facilities should be clean, presentable, safe, and suitable.

Signage, Swing Boards, Posters

Signage/Swing boards and posters should be used to display important event information and keep all competitors and the public informed.

Education to Beach Users

Regular education should be undertaken to promote the event and the key messages of SLSA Wales.

Key Roles, Responsibilities & Qualifications

SLSA Wales events should maintain standards for qualifications and training for all staff that undertake any role within the event. The following are typical roles that need to be carried out to provide the appropriate functions at an event.

Depending upon the size and nature of the event, these roles maybe combined, but should be specified in the local operating procedure to ensure all functions are catered for. It is recognised that local titles may vary, but if this occurs, specific Role descriptions should be provided, and names allocated to each role.

The Event Team

The size and nature of the team should reflect the size and complexity of the event. However, each person taking up a role should be suitable.

If you are organising a large event which is likely to attract a lot of participants and spectators, you might consider dividing responsibilities.

You might consider engaging the services of an Event Safety Advisor. Their role would be to coordinate / promote good practice and increase awareness of safety precautions as well as assisting in the development and implementation of safety plans. Note, even if you employ the services of an Event Safety Advisor, responsibility for safety remains with the event manager.

You should evaluate the advice given and ensure appropriate measures are implemented. For larger events, safety procedures may need to be written down in the form of an operations plan or an Event safety plan.

You need to make sure that there are enough officials, marshals, and water safety staff to run the event safely. The exact number should be determined at the pre-event planning stage in reference the SLSA Wales safety policy.

You might consider holding a pre-event meeting of everyone who will be involved in running the event, together with people from the appropriate water safety and emergency services

The Issue of Competency

Event organisers have a responsibility to understand the level of knowledge, skills and abilities required for a specific role and apply due diligence to ensure that they appoint appropriate people. They risk inheriting the responsibility for the failures of those that they appoint. They must ensure that individuals delivering the events are competent.

To determine competency, it is necessary to consider appropriate 'skill set's not merely qualifications. Competency can be defined as the possession or acquisition of knowledge, skills, and abilities at a level of expertise sufficient to be able to perform in an appropriate work setting.

Event Manager (EM)

Responsible to the Organising Committee of the event company (if one exists) or to the individual/group commissioning the event. They take on the role for planning, preparing, delivering, monitoring, and reviewing the overall event. The Event Manager duties are to be:

- Nominated senior officer with overall responsibility for the event.
- Nominated Manager in the event of the contingency plan being activated.
- Responsible for the safety of the entire event.
- Responsible for liaising with Responsible Authorities and groups/individuals
- Responsible for the overall management and deployment of all staff on site.
- Responsible for the strategic and logistics plans for the setting up, event and dismantling stages of the project.
- Responsible for submitting License applications and H & S plan to relevant authorities
- Responsible to ensure that risk assessments are suitable and sufficient and there are adequate controls measures in place for all identified hazards.
- Ensure monitoring of delivery to make sure it meets suitable and sufficient standards Responsible for the go / no go / postponement decision for the event

Desirable experience and qualifications:

- To have experience of event delivery and communication with a team to show you can complete your duties.
- Experience of event management
- NVQ in Event Management

Event Safety Officer (ESO)

Responsible to the Event Manager to advise and ensure action occurs on required safety measures, the Safety Advisors duties are:

- To advise and assist in the development of the Health and Safety Plan.
- To advise and assist in the development of written risk assessments.
- To report to the Event Manager on any matter affecting employee, contractor, and public safety, liaising through the management team.
- To act necessary to ensure the safety of staff, visitors, and competitors at all stages of the project
- To liaise with the management team to ensure that competencies / training standards are met, and briefings carried out.
- To review contractor risk assessments and method statements and advise on their adequacy and suitability.
- Guidance to members of the public regarding site and event information.
- Implementation and upkeep of road closures where needed.
- Support Police and other members of the joint agencies.
- Monitor crowd density and crowd situation with a view to public safety.
- Oversee the development of written risk assessments for all areas of responsibility

Desirable experience and qualifications:

- To have experience in risk management in event delivery at water and surf-based events
- Proven background in a similar role
- NVQ in Safety Management
- NEBOSH Diploma
- IOSH Qualification
- SLISA Wales Lifeguard qualifications
- To have experience in Risk management in event delivery
- Proven background in a similar role

Back of beach Safety Officer (BBSO)

Responsible to the Event Manager for:

- Arranging for installation of the infrastructure on site to schedule. The provision of a safe working environment.
- Contractor control including ensuring contractor competencies, reviewing contractor method statements and H & S policies.
- The liaison with the land / building owners and reviewing their risk assessments.
- The liaison with adjacent land / building owners.
- The liaison with, and co-ordination of, Joint Agencies on site.
- Deputizing the Event Manager as directed with special attention to site safety issues.
- Ensuring appropriate power provision for the site and operations.
- Ensuring appropriate communications for the site and operations.
- Ensuring appropriate medical and first aid cover on site Management of concessions on site
- Clearance of road closures and equipment to schedule. Liaise with UK Road services and police
- Oversee the development of written risk assessments for all areas of responsibility

Desirable experience and qualifications:

- Previous experience in a relevant role involving managing other and safety NVQ in Safety Management
- NVQ in Spectator Safety First Aid Award

Water Safety Officer (WSO)

This is a land based role where the WSO can have an overview of all water based activities.

Responsible to the Event Manager for:

- The provision of suitable and sufficient event and water safety staff Co-ordination of emergency actions in or on the water
- Pre-event safety checks of weather, water quality, course, and water conditions

- Liaise with landowner to ensure adequate launching and recovery areas are identified Pre event competitor briefings
- Maintaining the Event Log.
- Issuing and recording return of radio communications equipment
- Make a go / no go / postponement recommendation to the event manager
- Oversee the development of written risk assessments for all areas of responsibility Pre event inspection of rescue equipment and rescue craft.
- The direct control of and communications with water safety staff during the event Pre event staff briefing
- Design and selection of water safety team and rescue / patrol equipment
- Oversee the development of written risk assessments for all areas of responsibility

Desirable experience and qualifications:

- Experience in a water safety role as a qualified lifeguard
- SLSA WALES Lifeguard Award

Other roles specific to the competition element of the event are:

Referee	The Chief Referee is responsible for the total conduct of the Event. The Chief Referee shall be responsible for all aspects of the Championships for the duration of the competition including Official Briefing, Team Manager Meetings, compilation of the Point score and the announcement of the results. The Chief Referee shall be qualified and must have the authority to intervene at all moments of the competition to ensure that the ILSE or relevant rules are respected, and he/she has the right to stop the competition. The Chief Referee is not permitted to take up another function. The Chief Referee is responsible for all matters relating to the actual conduct of the competition and matters of which the final settlement is not covered by the rules. He/she may make any alteration in the programme that he may deem necessary considering weather and water conditions. He/she accepts complaints which may occur during the competition and considers and adjudicates upon protests and reports relating to impersonation, unauthorised competitors, and breaches of competition rules. He/she arbitrates on any complaint or protest against an Area Referee's decision. He/she controls the implementation of the rules during the competition. He shall appoint officials who are who are also suitable qualified for the task assigned.
----------------	--

	He/she will disqualify any competitor for any violation of the rules that he personally observes as well as any that are reported to him/her by other authorised officials. The Chief Referee or his Deputy can check the identity of any competitor whose name appears on the participation list.
Marshall	Assemble competitors in the marshalling area in the order as drawn. See that all competitors under his control are dressed in regulation caps/costumes. Have the power to prevent a competitor from starting if wearing inappropriate dress or arriving late for an event or using unauthorised or hazardous craft. <u>The Marshall shall notify the Referee of any such action.</u> Where competitors are numbered, i.e., with indelible marker, and the number is missing, or defaced, then the Marshal shall refuse entry to that competitor.
Starter	Have sole jurisdiction over the competitors for the start of each event. Have the power to recall competitors by whistle signal or other means if in his/her opinion the start is unfair. Have the power to disqualify or eliminate any competitor for false starting more than the permitted number of times in an event, or for wilfully disobeying his/her orders, delaying the start intentionally, or causing an obstruction at the start. Notify the Referee of all infringements and disqualifications. Refer all questions about the course or the conduct of the event to the Referee. If deployed as a "Check Starter", assist the Starter in observing starting infringements.
Course/Boat/Lane Judges	Check the alignment of all course marker buoys before the start of each event. Observe and report any infringements of the rules to the Area Referee. Be particularly observant when competitors approach and turn around course marker buoys, for wilful jostling or obstruction by one competitor of another. Position themselves in a suitable station to enable them to have a constant view of the course and the competitors as they turn around the course marker buoys, or as a Lane Judge in a swimming pool, ensure that they have a constant view of each lane for which they are responsible for judging.
Finish Judges	Determine the order of finishing for competitors. Report any infringement of competition rules to the Area Referee.

	Be positioned on either side of the finishing line approx. 5 - 10m away from the finishing poles with an uninterrupted view of the finishing line and where possible - an elevated stand. Give place tags to competitors - to be taken to the Recorder. Be able to refer to judging aids (e.g., videos) if necessary, to determine the finish. Have the power to disqualify any competitor who leaves the area before placings are determined. Generally, assist with the setting up of courses for events
Recorders	Act under the direction of the Referee. Record the order in which each placed competitor or team finishes in each event. Refer any queries regarding the placement of a competitor or team to the Referee. Be responsible to the Area Referees for producing draws for Semi-Finals and Finals where necessary. Be responsible for sending results to the Event Admin Administrator as soon as possible.

Event Safety

Safety cover and emergency response services will be provided throughout the period of the event. This plan provides a guide to the procedures and protocols that will be in place to help ensure the safe and efficient management of the event.

Safety

The ultimate accountability for safety at the venue lies with the beach owner. They provide a Lifeguard service to ensure the safety of beach and water users on the beach. For the purposes of this event, the beach and water safety management of this event is vested with the event organiser.

The management of safety at the event is the responsibility of the Event Safety Officer. They will have the full support of the Event Manager/Organising Committee, led by the event Referee, who has the overall responsibility for the running of the event. The Safety of back of beach set up is the responsibility of the Safety officer, without input from the referee.

A safety team briefing will take place each morning prior to each day of competition involving the Safety Team, Championship Referee, Area Referees and Senior Lifeguard to discuss the conditions of the day and any other safety matters.

Aim

To assist in the provision and maintenance of a safe environment for competitors, officials, and spectators by ensuring a co-ordinated response to any emergency situations.

Objectives

- To provide an initial response to emergency situations in the event area.
- To provide advice to the event management team on matters relating to safety.
- To provide liaison and communications between SLSA Wales, Beach Lifeguard services, and the statutory emergency services.

Safety cover comprises both a proactive and reactive component.

Pro-active:

- Undertaking a risk assessment of the venue and proposed event
- Provision of information to the Event team and competitors
- Directing competitors in the water
- Advising the Event Manager on course layout and site suitability
- Conducting a pre-event survey
- Removal of objects from a course
- Steering competitors away from hazards
- Provision of method statements and an SOP and EAP to the Event Manager
- Liaison with emergency services

Reactive:

- Support of exhausted competitors
- Extraction
- Medical emergency management
- Emergency evacuation
- Lost person protocol.

Key Agencies

Contact has been made with all the key agencies to ensure the smooth running of the event planning. Regular relevant feedback will be made to the key agencies throughout the project.

Central Base

The central base should be visible from all areas of the competition arena or suitable communication chains should be put in place and tested prior to the event to allow relay of messages.

The central base shall have suitable and sufficient of first-aid equipment for the nature and size of the event. Where possible a public announcement system should be available. Communications with the facility will be achieved via Lifeguard VHF Marine Radio systems and UHF for event Referees and Officials.

Apart from patients seeking treatment, no person is permitted to the first aid area unless they are part of the Lifeguards safety management team or are authorised by the Safety Officer.

Central base shall be setup and operational prior to the first event commencing and throughout the championships. Access will not be permitted outside these hours unless

authorised by the Safety Officer. First Aid will be administered at / deployed from the Central Base.

Functions

High levels of concentration and vigilance are always required whilst on duty. This should be considered when operating the duty periods specific for that day. Sufficient regular breaks in the duty rota will enable this level of concentration to be maintained. Safety cover will start from the time of the first person turning up and be maintained until the close. Safety Patrols will commence at the start of the races and only finish after all participants are safely ashore.

IRB's and other safety equipment

IRB's and other safety equipment will have the primary responsibility for water safety in the event area. Any request for rescue support or water safety activities will take priority over any other function. The Water Safety Officer will be responsible for rescue and work craft activity in the event area.

Radio Communications

The following call signs are standard call signs to be used for the duration of an event, unless specified as different in the LOP:

Position/Service	Callsign
Championship Referee	Referee
Safety Officer	Safety 1
Announcer	Announcer
Medical Officer (if appointed)	Medic 1
Duty Lifeguard	Lifeguard
Safety Boat 1	IRB 1
Safety Boat 2	IRB 2
Judge Boat	Boat Judge
Safety Vehicle	Safety Control
Patrol Vehicle	Patrol Vehicle
Central Base	Base

If an emergency develops the use of the pro word "IMMEDIATE" will signal the cessation of general communications.

Example - "Safety 1 this is IRB1 ...Immediate"

The Safety Officer will also have a Beach Lifeguard Radio for a direct link with the Beach Lifeguards. If it is felt that there is a need for their assistance or advice contact the Safety Officer who will make the request.

All radios are to be charged each night to allow full use the following day.

Managing Crowds Safely and Security

As the event takes place at a time when there is likely to be high numbers of public on the beach and there is likely to be a lot of interest in what is happening then appropriate segregation and marshalling will be employed.

The risk assessment highlighted the potential hazards of collisions with competitors both in the ocean as well as on the beach. To mitigate this in the ocean our water safety team will work with the local lifeguards to ensure that the competition area is kept clear of public whilst the races are conducted. On the beach the competition areas will be fenced off to restrict access to the competition area to competitors and officials. Common sense will be used to ensure that only the amount of area necessary will be closed off to keep inconvenience to a minimum. All officials will have a responsibility to keep the competition area clear and announcements will be used to reinforce this.

Overall responsibility for crowd safety connected to the event will lie with the Safety Officer however a close working relationship with the local lifeguards will also be required.

In any licensed areas there should be door security to maintain order in the area.

Overnight and other times when the event is not taking place security will be employed to manage the site, to mitigate against vandalism/theft and to ensure safety.

Safety Team

Medical/First Aid

The Medical/First Aid group shall consist of:

- First Aider – Located at Central Base.
- Trained Water Safety Personnel that have undergone First Aid Training.

Tasks

To provide emergency care to competitors, officials, and spectators in the event area through:

- Initial first aid treatment on-site.
- The co-ordination of further medical treatment as required.
- Sourcing personnel and physical resources to assist appropriate authorities with incidents beyond the capabilities of response teams.

Deployment

The Medical Lead will be provided with a radio and may also be available on mobile phone throughout. The Medical Lead is only present for medical emergencies and advice on appropriate referral not for general treatment or minor first aid. The Medical Lead shall be located at Central Base.

Water Safety Team

The water safety team requires a range of abilities. They include:

- Knowledge of the sport they are providing a service for
- Knowledge and understanding of the environment in which the event is taking place
- Ability to undertake risk assessments including an understanding of relevant

- standards for the hazards associated with a sports event
- Basic understanding of duties and responsibilities under the Health and Safety at Work Act and relevant regulations
- An ability to undertake a planning and logistic role

Water safety team members roles and qualifications:

Role	Qualification
Observer / Spotters	Evidence of Induction and appropriate communication skills, good visual acuity, and casualty recognition
Swimmer rescuer	NVBLQ, SLSA Wales Level 2 Award
Paddleboard operator	NVBLQ, SLSA Wales Level 2 Award
IRB operator	SLSA Wales IRB Crew, SLSA Wales IRB Driver
First Aider	SLSA Wales Level 1 or above

They require abilities proportionate with the role they are performing, and these can vary widely from merely the ability to recognise someone in difficulties and to call for assistance to the ability to intervene and perform a rescue.

All require:

- Knowledge of the sport for which they are providing a service.
- Knowledge, understanding and experience of the environment in which the event is taking place. The ability to recognise potential problems and act proactively
- The ability to cope with the physical challenge of the role they have been tasked to undertake. Sufficient skill and ability to operate their equipment.

Rescue personnel require:

- First aid skills.
- Ability to perform appropriate rescue techniques.

Safety boat personnel require:

- Demonstrable competence in operating a craft in the relevant conditions and environment.
- Demonstrable competence in operating a craft in a rescue role

It is not sufficient however, for staff to hold a minimal qualification - water safety team members need to be experienced and practiced in both the skills they require and the environment in which they are to operate.

Recommend Water Safety Group Composition

The minimum Water Safety group for a sporting event should consist of:

- 2 x NVBLQ Lifeguards

- Patrol Vehicle (if possible/available/practicable)
- 2 x Inflatable Rescue Boat/Rescue Watercraft

The Water Safety group will have practice scenarios before the event begins.

Task

The two primary functions of the water safety crew members are to:

- Prevent incidents
- Provide rescue and emergency care in response to an incident

Key Functions

The key functions of the safety crew are:

- Maintain concentrated observation of the competition arena and competitors in order to anticipate problems.
- In the event of a possible problem identify a course of action and then act as required to prevent or manage the emergency quickly.
- Carry out rescues, initiate emergency action as and when necessary, with the use of appropriate rescue equipment.
- Give immediate first aid in the event of an injury or trauma.
- Communicate with competitors, Safety Manager / Officer, and other lifeguards to fulfil the above tasks.

Deployment

Water Safety group response cover will, under the direction of the Water Safety Officer, Referee, or Event Officials, provide assistance for water safety and/or crowd control in the event area. A safety team briefing will take place each morning prior to each day of competition involving the whole event team to discuss the conditions of the day and any other safety matters. Safety craft should enter the water before the start of any race to undertake checks of course layout and distances, then remain in the event area until called in by the Water Safety officer.

Logistics

SLSA Wales events should maintain standards for all areas of site logistics including the movement of Vehicles and Craft.

Vehicles

All vehicles used should be suitable and safe for the beach location. Beach vehicles will only commence locomotion with visual and audio indicators turned on and visual checks to all angles of the vehicle. The route to be driven should be checked as safe to proceed before commencing locomotion. Vehicles will not exceed a 10 mile an hour limit, or limits imposed at the event location. Vehicles used should be roadworthy and hold a current MOT, insurance, and tax certificate. Water Based Craft/vehicles will adhere to local restrictions and respective SLSA Wales qualification guidance

Emergency Vehicle Access

The beach area should specify the emergency entrance and egress points for the safety team and or the emergency services. A path through the beach to allow emergency access for the event vehicle or other services as appropriate will be marked out, to avoid congestion of the emergency access by members of the public on busy days.

For a serious incident that may involve the air ambulance, SLSA Wales Lifeguard manual procedures should be adhered to.

Security

Resources and equipment will remain out of use for the public and will be securely stowed when not in use; however, rescue equipment will inherently be required to remain easily accessible for safety team members to enable swift action during the event.

Event Equipment

SLSA WALES events should maintain standards for Equipment. All equipment used at any event should be safe and fit for purpose. All marker buoys should be clearly coloured and of suitable size for the purpose they are intended to be used for. Where possible there should be no crossover of competitor. All safety equipment should be kept in good working order complementing the safety team's ability to communicate, perform rescues and undertake first aid for the specific location. Therefore, on certain occasions the criteria may be adjusted to allow practice that is as safe as reasonably practicable for the location.

The following list provides typically event equipment requirements. Each event is different the resources used at any event should be suitable and sufficient for the event needs and should be specified in the LOP.

Safety Team:

- Rescue Board
- Rescue Tube
- Rescue fins
- Throw lines - may only be necessary where lifeguard support is not provided, and individuals are not qualified to undertake rescues in the water
- 1x telephone with land/and or mobile phone signal
- Handheld VHF radio
- Waterproof pouches for handheld radios - as appropriate for amount of people exposed to wet conditions at any one time.
- Whistles
- First Aid kit - fully stocked, in date and meeting or exceeding HSE guidance
- Defibrillator - functioning and accessible defibrillator with satisfactory checks or details of nearest defibrillator
- General facilities - availability of shelter, hot and cold water, disinfectant.
- First aid facilities - allocated area for first aid, warmth, shelter. Toilet and washing facilities and a blanket

Event Team:

- Buoys, Anchors & sinking ropes
- Beach Flags/poles/ arena flags
- Lane ropes
- PA system

- Race equipment
- Radios UHF
- Banners, flags, and bunting
- Signs
- Podiums
- Tents/marquees
- Fencing
- Admin and Recording Equipment

Risk Assessments

The following risk assessments are the general risk assessments that cover the main risks from competitive lifesaving activities. These should be used as a guide to adequately prepare water safety cover and other risk reduction procedures. Prior to the start of any activities on an event day an on the day conditions risk assessment must also be undertaken. This may also need to be undertaken if conditions change throughout the day.

Date of risk assessment	08/03/2023	Carried out by	S.Perry		
<u>How this form works:</u>					
Key Hazards are identified along with the users who could be affected. Existing control measures are described and then the risk rated.					
Likelihood (L) is given a rating of 1 (Low), 2 (medium), 3 (High).					
Severity (S) is given a rating of 1 (slight), 2 (Serious), 3 (Major).					
The overall Risk Level (RL) is then calculated from Likelihood x Severity.					
Any activities over 4 require additional measures to deem the risk safe.					
<u>Summary Assessment of Anticipated Risk</u>					
Overall risk level with existing controls		Low	✓	Medium	High
Overall risk level after all actions completed		Low	✓	Medium	High
Is this acceptable?	✓	Yes		No	
Date assessment due to be reviewed	08/03/2024				

All Open Water Activities have potential hazards and risks to Members, Helpers and other beach users, therefore the control measures identified should be sufficient to reduce the risk to acceptable levels. If the control measures aren't sufficient the activity must not proceed.

The control measures identified on this form are the written evidence that key areas have been considered.

Professional judgements and decisions regarding safety will need to be made during the activity. If the control measures aren't sufficient, the activity must not proceed.

Hazard	Risk	Existing Controls	Risk level (RL)			Any further action necessary	Is risk adequately controlled
			L	S	RL		
ENVIROMENTAL RISKS							
Wave/swell	Missing person at sea. Loss of life at sea	Pre-event notification to coaches/managers/parents of potential loss of life and advice that it is the coaches/managers and parents’ responsibility to determine whether individual athletes are competent to race in the conditions present on any given day. If an athlete is not yet competent to compete in the prevailing conditions, coaches/managers and parents must not let them compete. Coaches/managers/parents must not force athletes to compete to compete against their wishes. No exceptions. Apply the Daily Hazard Identification Assessment to determine continuation, postponement or cancellation of event	1	3	3		Yes
Wave/swell	Potential damage to equipment and injury to people	Brief team managers to ensure crews/competitors are competent to race in the conditions to ensure safety, of people and equip. Reinforce message throughout events as needed. Ensure water safety crews are competent/capable to operate in the conditions and safely affect rescues/recovers as required. Apply the Daily Hazard Identification Assessment to determine continuation, postponement or cancellation of event.					Yes
Unclean/polluted water	Poor water quality	Reasonable steps are taken to check the cleanliness of the water (clarity, signs of litter / sewage/pollution) before allowing swimming to take place. Unless the water is tested and known to be clean, swimmers are	1	2	2		Yes

Hazard	Risk	Existing Controls	Risk level (RL)			Any further action necessary	Is risk adequately controlled
			L	S	RL		
		advised to keep their heads above water and not to drink/swallow water if possible. Beaches that have a blue flag award (indicating good water quality and management) are used wherever possible. Swimmers will cover cuts and wounds with waterproof plasters					
Sudden or prolonged immersion in cold water	Hypothermia	The water and air temperatures are suitable and safe for swimming, time in the water is limited (according to the group and water temp) and session will finish if individuals start to show signs of cold or fatigue. Lead Coach and Water Safety Team members are made aware of the potential dangers of sudden and rapid immersion in cold water. Hot drinks, spare warm clothes, and adequate shelter are available	2	2	4	Swimmers to wear wetsuits if water temperature or air temperature deemed too low.	Yes
Involuntary immersion	Hypothermia	Swimmers to be briefed regarding safety rules and expected behaviour i.e. conditions about running, jumping or diving and it will be made clear that pushing, dragging or ducking others when rounding the buoys is unsafe and unacceptable	2	2	4		Yes
Seaweed	Slips, trips, collisions when entering the water	Group are warned of slipping on seaweed or wet (dark coloured), slippery rocks at water's edge, submerged rocks, uneven sand, potholes. Swimmers are briefed regarding dangers from other water users (e.g. surfers) and to avoid designated areas for water craft	2	2	4		Yes

Hazard	Risk	Existing Controls	Risk level (RL)			Any further action necessary	Is risk adequately controlled
			L	S	RL		
Weather extremes	Physical harm, exhaustion	Weather forecast checked beforehand. Protective clothing etc. according to time of year and weather forecast. The potential novelty of swimming in extremes of weather, e.g. heavy rain or strong winds, where visibility may be obscured is to be resisted.	2	2	4	A Dynamic Risk Assessment should be undertaken	Yes
Radiant heat energy	Sunburn	Promote slip, slop, slap etc.	2	2	4		Yes
Holes	Potential injury to people	Fill in holes on beach, awareness of hazard, first aid resources.	1	2	2		Yes
Radiant heat energy	Attack or sting from marine life	Pre-check of course for marine life from event guards. Warning to participants at briefing that marine life may be present. Recommendation beach stays closed a minimum of 60 minutes after last sighting of shark	1	3	3		
<u>EQUIPMENT</u>							
Buoys not properly secured / anchored	Buoys coming loose and conflicting with boats	Event Logistics Officer to ensure that suitable buoys, cordage & anchors are used.	1	2	2		Yes
Safety equipment not maintained	Gear may not be as responsive	Check with Water Safety Officer to ensure water safety equipment is in safe operating condition. Substandard equipment must not be used.	1	3	3		

[illegible]

[illegible]

Emergency Action Plans

Missing Competitor At Sea	
Reflex Tasks	
Arena Referee / Officials	• Arena Referees (AR) instruct officials to immediately clear the water arena of competitors and craft. • Immediately close all arenas via radios to officials, continuous sounding of air horns & whistles, and waving of flags to competitors. • Deploy spotters with radios or runners to high points.
Water Safety Officer / IRB Teams	• Water Safety Officer uses nearest capable IRB to pick up LKP buoy from beach and drop of buoy at LKP. • IRB to place pink buoy or another identifiable object that will remain in place at Last Known Point (LKP) then sit behind surf break parallel to buoy & await instructions from the Water Safety Officer (WSO). • WSO then liaise with IRBs under to begin parallel grid search.
Competitors	• Competitors to exit the water immediately upon continuous sounding of the air horn, whistles, or waving of flags before reporting firstly to their team manager at a pre designated point.
Supporters	• Supporters to immediately clear competitors equipment from the affected arena/s, then keep out of affected arena/s.
Team Managers	• Team managers MUST complete a role call for their competitors • Identify who is missing and what identifies them (e.g. clothing, size, clothing colour, M/F)
Event Safety Officer	• ESO to assume position of Incident Controller until relieved by appropriate authority. • ESO immediately appoints a scribe to record relevant details of times, decisions and communications. • ESO appoint person to dial 999 and liaise with emergency services.

Initial Action	
Ascertain Details:	Location, problem, number of patients, mechanism of injury (trauma), prior medical history (medical)
Complete Incident Log:	Record time, date, informant details, arrival of additional support, any treatment provided, patient information
Notify:	Notify event safety service / medical team, call 111 and ask for ambulance, Team Manager of the Club involved
Consider:	Is there a risk/hazard posed for other people? Does racing need to stop temporarily to allocate safety resources to the incident(s). Is there an appropriate environment to treat the victim(s)?
On Scene	
Actions:	• DRSABCD is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem and provide appropriate care. • If need be, refer to Lifesaving First Aid Manual for specific patient management protocols for medical or trauma incidents. • Consider the on-going treatment of the patient and whether they need to be moved into a more appropriate environment (i.e. out of direct sun, wind, water etc.)
At Completion	
Debrief:	• In serious / critical incident trauma and medical cases, the Event Safety Officer should lead a hot debrief of the incident to assess and ensure all persons involved are okay (emotionally and physically) and that the response process is reflected on with any learning's being recorded. • The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what did happen (facts) from each person's perspective and to identify any person(s) that require additional support. • In a critical incident such as a death or severe (life threatening) trauma, SLSAW Welfare Advisor and/or SLSAW Board should be notified to initiate Support Services
Reporting:	• Ensure an Incident Report Form is completed for any incident and forward for processing. • Feel free to attach additional information as required as it is better to keep a more detailed account of the incident in the event of a formal investigation as a result of the incident.

MAJOR MEDICAL / MAJOR FIRST AID TRAUMA

Initial Action	
Ascertain Details:	Location, problem, number of patients, mechanism of injury (trauma), prior medical history (medical)
Complete Incident Log:	Record time, date, informant details, arrival of additional support, any treatment provided, patient information
Notify:	Notify event safety service / medical team, call 111 and ask for ambulance, Team Manager of the Club involved
Consider:	Is there a risk/hazard posed for other people? Does racing need to stop temporarily to allocate safety resources to the incident(s). Is there an appropriate environment to treat the victim(s)?
On Scene	
Actions:	• DRSABCD is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem and provide appropriate care. • If need be, refer to Lifesaving First Aid Manual for specific patient management protocols for medical or trauma incidents. • Consider the on-going treatment of the patient and whether they need to be moved into a more appropriate environment (i.e. out of direct sun, wind, water etc.)
At Completion	
Debrief:	• In serious / critical incident trauma and medical cases, the Event Safety Officer should lead a hot debrief of the incident to assess and ensure all persons involved are okay (emotionally and physically) and that the response process is reflected on with any learning's being recorded. • The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what did happen (facts) from each person's perspective and to identify any person(s) that require additional support. • In a critical incident such as a death or severe (life threatening) trauma, SLSAW Welfare Advisor and/or SLSAW Board should be notified to initiate Support Services
Reporting:	• Ensure an Incident Report Form is completed for any incident and forward for processing. • Feel free to attach additional information as required as it is better to keep a more detailed account of the incident in the event of a formal investigation as a result of the incident.

FIRE

FIRE	
Initial Action	
Ascertain Details:	Location, problem, number of patients, likely source of fuel, level of threat to people and/or property
Complete Incident Log:	Record time, date, informant details, arrival of additional support, any treatment provided, patient information
Notify:	Notify event safety service / medical team, call 999 and ask for Fire Service, if aware if injured people - also request an ambulance response. Inform team managers if event is impacted.
Consider:	Is there a risk/hazard posed for people or property? Does racing needs to stop temporarily to allocate resources to the incident to put out / control a fire, protect people, move to safeguard property etc.
On Scene	
Actions:	• All involved are reminded that self-preservation is a priority in any response. • People are a priority over property in the case of a fire. Ensure the protection of people initially before considering protection of property. • Assess the availability of resources to mitigate the fire (i.e. water, hoses, buckets, capable people etc.) • For any people affected: DRSABC is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem and provide appropriate care. • If need be, refer to Lifesaving First Aid Manual for specific patient management protocols for medical or trauma incidents (i.e. burns).
At Completion	
Debrief:	• In serious / critical incident trauma and medical cases, the Event Safety Officer should lead a hot debrief of the incident to assess and ensure all persons involved are okay (emotionally and physically) and that the response process is reflected on with any learning's being recorded. • The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what did happen (facts) from each person's perspective and to identify any person(s) that require additional support. • In a critical incident such as a death or severe (life threatening) trauma, SLSAW Welfare Advisor and/or SLSAW Board should be notified to initiate Support Services
Reporting:	• Ensure an Incident Report Form is completed for any incident and forward for processing. • Feel free to attach additional information as required as it is better to keep a more detailed account of the incident in the event of a formal investigation as a result of the incident.

SUDDEN UNANTICIPATED STORM (EXTREME WINDS)

Initial Action	
Ascertain Details:	• For injured people – refer to action plan under “Major Trauma / Medical”. • The risk of a storm or squall should be monitored throughout any event to ensure that mitigating factors can be applied to reduce the risk of harm to people and property.
Complete Incident Log:	• Record times of key decisions, number of patients involved, arrival of additional support, any treatment provided, patient information as possible
Notify:	• Trauma / Medical Issues – dial 999 and request Ambulance
Consider:	• What equipment (boards, skis, paddles, fences, signage, shade shelters, tools, sound equipment etc.) is sitting on the beach which could become a serious hazard in the event of extreme wind or get damaged, how can it be secured safely? • Are there tents on the beach and, if yes, how well anchored are the tents or do they require dropping and securing?
On Scene	
Actions:	• Monitor the weather forecasts prior to and during a Competition. • Where a risk of high winds is possible, ensure this is communicated to all persons in daily briefings (work party, surf officials, event safety team, team managers etc.). • If a severe storm (to the point where the sea/beach conditions will become unacceptably dangerous) is imminent, discontinue racing and ensure all people are safely removed from water until the conditions are safe to continue. Where a squall is visibly identified approaching the event site, provide warnings and direction to key groups: • Work Party: Check tent/marquee anchor points, drop event signage/fences if not secured, support teams with tents or gear as needed. • Team Managers: Focus on securing club equipment / craft then secure club tents • Event Referee: Surf Officials to support securing of on beach event equipment such as sound systems, lane markers etc.)
At Completion	
Debrief:	• A debrief may not be essential in the case of a response to high winds however consider conducting a debrief in the event of any injuries to people or damage to equipment or if there was an opportunity identified to enhance the response plan in future (i.e. a near miss, any lack of cohesion in the response plan, any confusion identified during response).
Reporting:	• Ensure a Incident Report Form is completed for any incident and forward for processing.

MAJOR POLLUTION DISCOVERY / WATER QUALITY

Initial Action	
Ascertain Details:	• Location, type of pollution involved (i.e. oil vs sewerage vs run-off), Identify source if possible
Complete Incident Log:	• Record times of key decisions (when first aware of quality issue, when discontinued event etc.), number of patients involved if people have got sick, arrival of additional support, any treatment provided, patient information as possible.
Notify:	Notify the local environmental authority (normally the regional council) immediately. If people are becoming ill, either refer to local medical facility or in serious cases dial 999 and seek ambulance.
Consider:	• What risk level might the pollution pose for people? • Are there implications for the public beyond those involved with the event? • Are there alternative sites that may not be affected by the water quality issue that may allow Competition to continue? • Has there been any previous water quality issues at the site and, if so, what may be the time impact for the issue to be resolved?
On Scene	
Actions:	• On being made aware of the water quality issue, discontinue aquatic events immediately until such time the issue is resolved. • Contact the local pollution / water quality authority, inform them of the problem and seek advice regarding the impact the problem may have on people. • If the water quality issue is obviously not going to be resolved quickly (i.e. oil spill or major run-off issue) identify and check alternative racing areas. If suitable, consider moving racing to the new site to continue the event. • *If possible, consider running any beach events while any water quality issues are addressed* • Continue to monitor the situation, seek on going advice from experts / authorities.
At Completion	
Debrief:	• A debrief may not be essential in the case of a response to water quality issues however consider conducting a debrief in the event of any illness to people or if there was an opportunity identified to enhance the response plan in future.
Reporting:	• Ensure an Incident Report Form is completed for any incident and forward for processing.