

Daily Log



GUIDANCE NOTES

The Daily Log gives details of the general beach information, individuals on duty, operational equipment, environmental conditions and an hourly log of events. It also provides details of inspections carried out by relevant individuals.

This form should be completed on a daily basis and signed off at the end of the day by the senior person responsible for operations at the location

Logged On This is a "check" tick box, to ensure that the unit has been logged on/declared with HMCG or central point of contact.

Radio Check Tick box on completion of radio check.

Weather @ 1000hrs Please indicate the weather conditions at the start of the day, using the table below to assist the recording of wave height:

Wave Size (ft)	Height compared to a Surfer	Wave Size (ft)	Height compared to a Surfer
Flat	Flat	4-5ft	Chest to Head Height
1-2ft	Flat to Waist Height	5-6ft	Head Height or Over
3-4ft	Chest Height	6ft+	Over Head Height

Equipment Checks To be completed at the start of each daily patrol.

Inspection Section To be completed by the senior person responsible for location operations ONLY.

Log Notes All normal duties and general lifeguard activities including patrols, significant public address announcements, change in weather conditions and unusual occurrences should be recorded in the log notes against the approximate time bracket. Details of exact time and place should be included for events, which the Senior Lifeguard deems appropriate.

The Log Notes should also include IRB/RWC launches, patrol times etc

Launch Authority The Senior Lifeguard is responsible for authorising the launch of IRB/RWC.

Preventative Actions This should be an hourly record of all preventative actions taken by the the team, to include:

Tannoy / PA Announcements	Hazard Management
Face-to-face Advice	Flags / Signs
Patrols	Educational Talks

Weather Conditions Indicate any changes to the weather conditions on an hourly basis.

Visitor Population The visitor population should be estimated every hour for people on the beach and in the water either swimming/paddling or surfing/using water craft/competing.

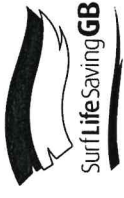
Senior Officer Signature The Senior Officer in charge must check and sign off the Daily Log every day .

COPY DISTRIBUTION

1. Blue copy to be sent to SLSGB Headquarters
2. Remain at Facility

TO ENSURE MULTIPLE COPIES PLEASE COMPLETE IN PEN AND ON A HARD SURFACE

Daily log



Start of Day	
Area:	Start:
Location:	Time: __: __: __
Day:	Date: / /
Patrol Finish	
Logged On <input type="checkbox"/>	Radio Check <input type="checkbox"/>

Senior Officer	Time on Duty
Team members on duty	Time on Duty

Equipment Checks Completed			
Equipment Checks	QTY	Time of Check	Checked by
IRB/RWC/ATV/4WD			
Rescue Boards/Tubes			
Resuscitation Kit/AED			
First Aid Kit			
Other			
Other			

Tide Times / Heights & Weather @ start time			
	Ht __ m	Wind	
1st High Tide	__ : __ hrs	Ht __ m	Force:
High Tide	-- : -- hrs	Ht __ m	Direction:
Low Tide	-- : -- hrs	Ht __ m	
2nd High Tide	-- : -- hrs	Ht __ m	
High Tide	-- : -- hrs	Ht __ m	Wave Height
Low Tide	-- : -- hrs	Ht __ m	1-2ft <input type="checkbox"/>
Sun <input type="checkbox"/>	Part Cloudy <input type="checkbox"/>		3-4ft <input type="checkbox"/>
Overcast <input type="checkbox"/>	Rain <input type="checkbox"/>		5-6ft <input type="checkbox"/>
Sea Fog/Mist <input type="checkbox"/>			6ft+ <input type="checkbox"/>

Manager/Supervisors Inspection	Comments
Facility Condition / Admin	
Equipment Checks / Condition	
Team Presentation	
Set-up Information	
Time:	Signed:

Log Notes - (including launch times and reason i.e. Training/Patrol)	Launch Authority	Preventative Action	Weather Conditions	Estimated Visitor Population		
				Beach Users	Swimming/Paddling	Surf/Cra
Pre - 08:00						
08:00 - 10:00						
10:00 - 11:00						
11:00 - 12:00						
12:00 - 13:00						
13:00 - 14:00						
14:00 - 15:00						
15:00 - 16:00						
16:00 - 17:00						
17:00 - 18:00						
18:00 - 19:00						
Post - 19:00						

SENIOR OFFICER SIGNATURE: