



Procedures • Event Standard Operating Procedures • Event Standard Operating Procedures

SLSGB Event Standard Operating Procedures

Overview

These guidelines are intended for use in SLSGB 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-SLSGB members or those without understanding and experience of organising events at beaches. Please note that Local Operating Procedures are established by each SLSC 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 SLSGB Rule Books and Safety information. 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 at

.....
for the year

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

Name	Signature	Date

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

Contents

SIGNATURE SHEET	4
SURF LIFE SAVING GB PURPOSE AND ACTIVITIES	6
DEFINITIONS	9
HEALTH & SAFETY	13
ADMINISTRATION	25
PRESENTATION AND PREVENTION	31
QUALIFICATIONS AND TRAINING	35
EVENT EQUIPMENT	45
OPERATIONS	49
VEHICLES AND CRAFT	57

Surf Life Saving GB Purpose and Activities

Surf Life Saving GB is the charity (Registered Charity Number: 1015668) of volunteer beach lifesavers building healthier, safer communities. Our 5,000 members, aged 7-70+, come together and give their time freely, in our 75, 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, tests 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 where as 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+)
-  Elite Team

In the following competitions:

-  Interclub
-  Nationals
-  International

In 'nipper' competitions the events are largely modified to cater for the athletes 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 Masters 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 GB's Elite Team consistently performs well and has produced several European and World Champions.

DEFINITIONS

DEFINITIONS

BLG	Beach Lifeguard
SLG	Surf Lifeguard (for surf beaches)
EAP	Emergency Action Plan
FA	First Aid
IRB	Inshore Rescue Boat
RWC	Rescue Water Craft
LOP	Local Operating Procedure
SLSC	Surf Life Saving Club
SLSGB	Surf Life Saving Great Britain
Event	Sport events governed by a set of rules

HEALTH AND SAFETY

HEALTH AND SAFETY

Health and Safety

SLSGB events should maintain standards for health and safety and in particular 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 plays 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 SLSGB head office for collation of data.

Insurance

All events are covered by SLSGB Liability Cover under the terms below:

- 🚩 Everyone taking part are all SLSGB members (this can be day membership)
- 🚩 Everyone has signed Self Certification and Indemnity Form (Long Distance Events Only)
- 🚩 All Safety Crews are all 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 and Helmets are recommended as per the SLSGB IRB and RWC manuals and should be provided by the Event Safety Officer.

A central supply of water proof 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/RWC crews and coxwains. Electrical appliances should be certified by a qualified electrician.

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.

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 are able to 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 particular 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 to 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.

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.

TABLE .1 EQUIPMENT WHICH PRESENTS 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, sand bags)	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	1 person lift and carry 2 person 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
RWC	Up to 320kg	Awkward shape, some sharp fixings evident on gunwales, very heavy	High	5 person team push (short distance <5m) 4WD/ATV to tow

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:

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

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 hyponaetremia 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.

ADMINISTRATION

ADMINISTRATION

Administration

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

Daily Logs and Forms

A daily event checklist must be undertaken to record daily safety checks and signed as a true record by the Safety Officer.

All incident and first aid forms must be completed and reported the relevant agencies.

An equipment checks log should also be utilised and any sub standard equipment should be decommissioned until repaired or replaced.

See the appendix in this document for [Incident Form](#), [Daily Log Form](#), [Missing Persons Form](#), [Minor First Aid Form](#) and [Major First Aid Form](#). Each has their own standard procedure for completion.

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 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 can be found in Emergency Services, Agencies, Authorities and Organisation Contacts.

Licences

Licence 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 or not 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 to 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.

SLSGB Event Accreditation Form

An SLSGB Event Accreditation Form need to be completed and be approved by SLSGB before the event starts. If the event is over 99 people or attracting a significant footfall/spectators etc, there needs to do more than purely the event accreditation form, risk assessment and method statement.

Policies

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

All event team members should be familiar with the risk assessments, procedures and plans. 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

PRESENTATION AND PREVENTION

Presentation and Prevention

All SLSGB 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 appear smart and presentable at all times.

Materials should be promoted displaying the SLSGB logo as per the SLSGB 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 SLSGB and Objectives

A standard set of literature should be displayed and promoted to the public in education. Please contact SLSGB office 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 general public informed.

Education to Beach Users

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

QUALIFICATIONS AND TRAINING

QUALIFICATIONS AND TRAINING

Qualifications and Training

Roles and Responsibilities

SLSGB 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 may be 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.

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.

In order 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 take action 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

SLSGB 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.
-  Deputising 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
-  Oversee the development of written risk assessments for all areas of responsibility
-  The implementation and up keep of all road closures and 'stops' to schedule.
-  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

Security Officer (SO) (only on used on large events)

Responsible to the Event Manager for:

- 🚩 Implementation of pass system for people and vehicles.
- 🚩 Maintaining controlled contractor/employee construction/working areas.
- 🚩 Maintaining security and access to the working areas and competitor areas.
- 🚩 Oversee the development of written risk assessments for all areas of responsibility

Desirable experience and qualifications:

Experience working as a security officer

SIA license

Water Safety Officer (WSO)

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 land owner 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

SLSGB Lifeguard Award

The Role of the Safety Team

Water 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
-  Emergency evacuation
-  Lost person protocol

Qualifications and Skills

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
-  Sufficient knowledge and ability to design an appropriate safety team together with equipment, staff and ratios
-  An understanding of appropriate equipment, its strengths and weakness in the environment in which the event takes place.
-  An understanding of the skills and abilities required of the safety team

There is no formal qualification for the role, however an event organiser should ensure that their Event Water Safety Officer can demonstrate suitable ability and experience.

Water safety team members can be required to perform a range of roles and qualifications

They include:

Role	Qualification
Observer / Spotters	Evidence of Induction and appropriate communication skills, good visual acuity and casualty recognition
Swimmer rescuer	SLSGB Beach Lifeguard, SLSGB Surf Life Guard, SLSGB Surf Life Saver,
Paddleboard operator	SLSGB Beach Lifeguard, SLSGB Surf Life Guard, SLSGB Surf Life Saver,
IRB operator	SLSGB IRB Crew, SLSGB IRB Driver, SLSGB ISB Crew, SLSGB ISB Driver,
RWC operator	SLSGB RWC Operator, K38 RWC Operator
First Aider	SLSGB Lifeguard Support

They require abilities commensurate 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:

-  1st aid skills (or above).
-  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.

EVENT EQUIPMENT

EVENT EQUIPMENT

Event Equipment

SLSGB 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 form. 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 life guard support is provided and individuals are not qualified to undertake rescues in the water
- Pair of signal flags
- 1x telephone with land/and or mobile phone signal
- VHF base station
- Hand held VHF radio
- Water proof pouches for hand held 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
- Spinal Board
- Defibrillator - functioning and accessible defibrillator with satisfactory checks or details of nearest defibrillator
- Oxygen - In date, serviced cylinder, with suitable remaining levels of oxygen including adjuncts all contained in a suitable bag.)
- General facilities - availability of shelter, hot and cold water, disinfectant and a washing bowl
- First aid facilities - allocated area for first aid, warmth, shelter. Toilet and washing facilities and a blanket

Event Team:

- Buoys
- Anchors
- Beach Flags/poles/ arena flags
- Lane ropes
- Starting device
- Timing
- PA system
- Race equipment
- Radios UHF
- Banners, flags and bunting
- Signs
- Podiums
- Tents/marquees
- Fencing
- Admin and Recording Equipment

OPERATIONS

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.

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 SLSGB, Beach Lifeguard services, and the statutory emergency services.

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.

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 required at all times whilst on duty. This should be taken into account 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.

Safety Crews

Primary Functions

The two primary functions of 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.

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

Water Safety Group

The Water Safety group shall consist of:-

- 🚒 2 Lifeguards (minimum)
- 🚒 Patrol Vehicle (if possible/available/practicable)
- 🚒 Inflatable Rescue Boat/Rescue Water Craft (minimum)

Tasks

The Water Safety group will be the primary response unit to all aquatic related emergencies. The Water Safety group will have practice scenarios before the event begins. They will provide aquatic safety services through: -

- 🚒 Surveillance & Response within the event area
- 🚒 The provision of IRB's / safety equipment in a water safety capacity within the event area.
- 🚒 The provision of personnel and physical resources to assist appropriate authorities with incidents beyond the capabilities of response teams.

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. Deployment of the water safety team will be defined in the LOP.

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 situation 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. In order 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 so as 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 so as 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.

Personal Protective Equipment

Any personal protective equipment that is deemed necessary for event staff/volunteers will be provided. However, it is expected that officials will supply their own wetsuits if they are in the water. During the day an adequate supply of water will be available.

Fire

The areas with the highest risk of fire within the event are the back of beach and fuel storage/refuelling area. Every contractor coming on site will have their insurance and relevant certificates logged with SLSGB prior to them trading.

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/RWC crews.

Signage – Infrastructure / 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.

VEHICLES AND CRAFT

VEHICLES AND CRAFT

Vehicles and Craft

SLSGB events should maintain standards for Vehicles and Craft, in particular should show evidence that they complete the following elements in this section.

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 SLSGB 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, SLSGB 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.

Founded 1955, Chief Patron: H.R.H. The Duke of Edinburgh K.G., K.T. A Company Limited by Guarantee not having a Share Capital.
Company Reg No. 2678080. Registered in England and Scotland. Registered Office: 19 Southernhay West, Exeter EX1 1PJ.
Charity No: 1015668. Scottish Charity No: SC042339. VAT Reg No 142 2439 93. © Surf Life Saving GB All Rights Reserved 2012.

