



Mundesley Surf Lifesaving Club

Normal Operating Procedures & Emergency Action Plan

**Date agreed: April 2023
Date for review: April 2024**

Introduction

Health and safety is important to all clubs and organisations. MSLSC has a legal obligation towards the health and safety of its members and volunteers.

As a start, the club will demonstrate its commitment to the protection of its members and volunteers against the risk of harm or injury by producing a Health and Safety Policy. It is important to write the policy in consultation with the club committee and the club members so that as many people as possible understand the policy and therefore are more likely to put it in to practice and adhere to the regulations.

To protect the club, and to ensure that you monitor and learn from all accidents and injuries, you should keep an Incident Log (see Resources Example) to record all such events affecting club members and visitors, whether on or off the premises

This is not a standalone document and should be read in conjunction with MSLSC policies and procedures.

Duty of Care

The duty of care is a general legal duty on all individuals, surf lifesaving clubs and governing bodies to avoid carelessly causing injury to persons. The system has developed over many years and it is relevant to all, regardless of the size of the Club, its income or whether we have paid staff.

A duty of care can arise in many ways, such as:

-  Beach, training sessions
-  Pool training sessions
-  Attending joint training with other clubs
-  Attending competitions
-  Loaning equipment to others
-  Fund-raising walks, events and sponsored runs
-  Hosting tournaments and competitions

Frequency of Review

The document will be reviewed and amended as appropriate (a) annually and (b) in the event of a serious incident. Following the first publication and any amendment of the document will be agreed by the governing body before being adopted as part of MSLSC policy

Responsibilities at MSLSC

The following people have a responsibility for overall running and delivery of training at MSLSC

-  Trustees – Responsible for the management, finance, safeguarding, and health and safety
-  Management committee – Responsible for assisting the trustees and lead coach planning the club activities
-  Lead Coach – Responsible for overseeing the delivery of the training plans
-  Level 2 Coach – Each training session will have a level 2 coach responsible for the safe delivery of the training session
-  Level 1 coach – Responsible for leading training activities in the presence of a Level 2 Coach
-  Volunteer leaders – Responsible for assisting in the deliverance of training activities
-  Safeguarding officer –safeguarding young people is the responsibility of every volunteer at MSLSC, however the safeguarding officer is responsible is for ensuring MSLSC safeguarding policy is adhered to at all times.
-  Club members – All club members of MSLSC are responsible for following the code of conduct to ensure the enjoyment, development and safety of all other members.

HEALTH AND SAFETY POLICY

Mundesley Surf Lifesaving Club are committed to providing a safe environment for all members, volunteers (all levels) and coaches. It will promote standards of health, safety and welfare within surf lifesaving and will ensure compliance with all relevant statutory provisions. The Club will ensure that suitable and sufficient risk assessments are carried out, that procedures and safe systems are implemented in accordance with all current statutory provisions and that all reasonable and practical measures are taken to avoid risk. Safe practices will be adopted and continuous improvement will be sought through regular audits and reviews.

Appropriate instruction and training will be provided together with adequate resources to ensure that the successful management of health and safety is carried out within the Club and that this policy is collectively implemented. This policy together with arrangements and procedures, will be reviewed regularly and revised and updated as necessary.

Mundesley Surf Lifesaving Club Health & safety policy:

-  To support our Health & Safety policy statement we are committed to the following duties:
-  Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club
-  Create a safe environment by putting health & safety measures in place as identified by the assessment
-  Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependent on age, maturity and development
-  Ensure that all members are aware of, understand and follow the club's health & safety policy
-  Appoint a competent club member to assist with health and safety responsibilities
-  Ensure that normal operating procedures and emergency operating procedures are in place and known by all members
-  Provide access to adequate first aid facilities, telephone and qualified first aider at all times
-  Report any injuries or accidents sustained during any club activity or whilst on the club premises
-  Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

As a club member you have a duty to:

-  Take reasonable care for your own health & safety and that of others who may be affected by what you do or not do
-  Co-operate with the club on health & safety issues
-  Correctly use all equipment provided by the club
-  Not interfere with or misuse anything provided for your health, safety or welfare.

CLUB HEALTH & SAFETY OFFICER: Eleanor Jones

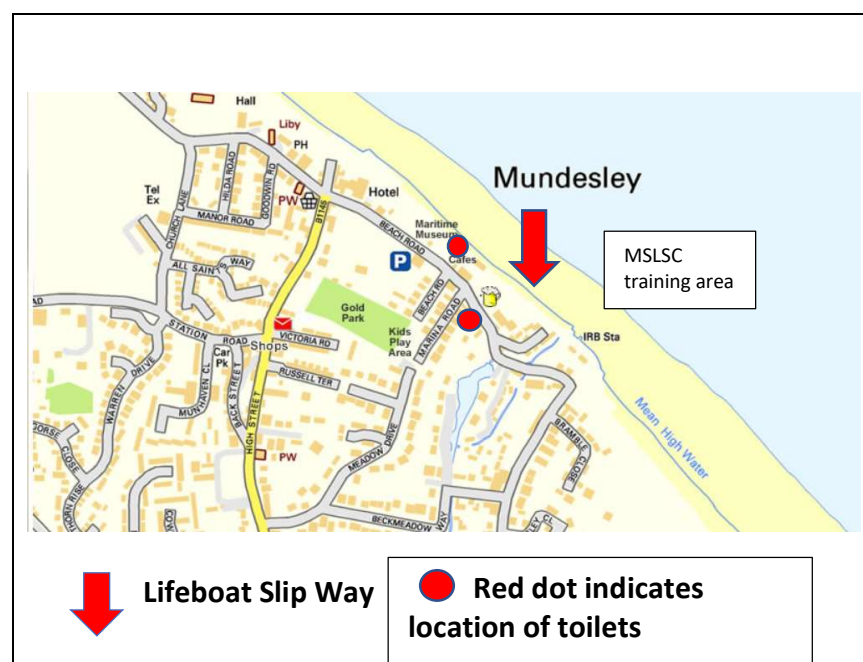
FIRST AID: On beach in vicinity of activity and at the ISO container base. Nearest defib – coast-watch lookout at top of main slipway

QUALIFIED FIRST AIDERS: Lifeguards; Julie Coleman, Jamie Coleman, Joe Coleman, Evie Coleman, Ryan Callaby, Mark Claxton, Sandra Claxton, Andy Dibb, Paul Robson, Katy Stoker, Elli Tupper, Beth Ground, Charlie Payne, Harry Ling,

In addition: Ian Fredericks (1st aid at work), Eleanor Jones

The equipment containers are currently stored either side of the lifeboat station. Nippers the eastern (Bacton) side. Youth and Seniors the western Beach café side. You can follow the link to zoom in and out of the map below

Toilets – There are public toilets in 2 locations within a 3-5 minute walk from the activity area, one of which is on the main beach promenade by the beach café and the other opposite the Ship inn just at the top on Beach Road.



Structured training sessions (Nippers and Youth)- Set up

The equipment is stored at the beach in ISO containers.

- 🏊 Visual check of the meeting area and beach area to be used removing any harmful objects, sharp flints, metal, animal faeces. If the area cannot be made safe the training area is to be moved to a more suitable area of the beach.
- 🏊 Immediately before every session an analytical risk assessment is to be carried out, assessing the beach, sea and weather conditions. The session is only to go ahead if the conditions are suitable
- 🏊 Equipment is to be checked for damage as unloaded from trailer.
- 🏊 Safety equipment (rescue boards and tubes) are to be placed shoreline
- 🏊 Volunteers are to receive session brief to include activities taking place, to be made aware of their specific responsibilities.
- 🏊 At the start of each session there will be a safety brief, to the participants, where we recap signals, whistles and discuss the conditions
- 🏊 The outside of the water activity area will be clearly marked with orange/red buoys
- 🏊 Children may be asked to carry equipment on to the beach. Leaders will supervise the equipment is carried safely in a way the is safe and unlikely to damage the equipment.
- 🏊 Sessions will take place under the ratios set out by SLSGB of 8:1 participant to leaders. If these ratios cannot be met training will be cancelled, even if it means disappointed children

Registration

- 🏊 Children are to sign in upon their arrival at the beach
- 🏊 Children under 14 must have a responsible adult who remains on the beach. This may be another members parent but is an arrangement made outside of club.
- 🏊 Children only become the responsibility of MSLSC at the commencement of the safety brief when a register from the sign in sheet will be taken
- 🏊 Children must will put on rash vests and club hats (if coach requests) at this point

Session close

- 🏊 Every session will formally finish and only at this point may children remove hats and bibs.
- 🏊 If they wish to reenter the water it is under the decision and supervision of their responsible adult. The water will not be lifeguarded at his point as senior training may be taking place or leaders packing away equipment.
- 🏊 Should an incident occur after the close of the session every lifeguard has a responsibility to react and deal with it.
- 🏊 Volunteers to help remove equipment from the beach and pack down is always appreciated.
- 🏊

Late Arrival

- ☑ Should a child arrive late to training, they must sign in and report to the level 2 coach running the session

Coaches preparation

- ☑ All coaches and volunteer leaders will have read and be familiar with the risk assessment relating to the activities and ensure the activities are run with due diligence and with regard to safety
- ☑ Coaches must be prepared for every session prior to its commencement
- ☑ Where possible equipment should be set up and areas marked out for the activities to take place
- ☑ Equipment must be checked prior to use and any damaged equipment removed for repair
- ☑ Coaches must have a session plan either written which meets the requirements of the children and their level of ability.

Equipment

- ☑ Coaches must ensure that the equipment used for the activity has been checked prior to use.
- ☑ Coaches must ensure that equipment is only used for the activity it is designed for.
- ☑ Coaches must ensure that they have prepared enough equipment for their activity

Clothing

- ☑ Children should arrive in wetsuits ready for activities as there are not any changing facilities
- ☑ MSLSC insist wetsuits are worn during all water activities
- ☑ MSLSC recommend a long arm and leg suit as it offers greater warmth, sun protection, and sand/stone abrasion protection.
- ☑ It is also recommended children bring swimming goggles with them.

Food and drink

- ☑ MSLSC will not be providing food or drink. Your child should bring a drink with them in a suitable reusable plastic bottle.
- ☑ Children will be encouraged to take their bottle to the beach with them so they can have a drink when they need.
- ☑ We will provide a bucket to keep bottle in whilst not being used.

Toilet

- There are not any toilet facilities within the immediate vicinity of the training area
- Should a child under 12 require the toilet they must be handed to their responsible adult during the session to be taken the short walk along the beach to the public toilets.
- Children should be encouraged to use the toilet before arriving at training

Behaviour

- Every child will sign the SLSGB code of conduct
- If a child has received repeated warnings from their coach a final warning may be given by the lead coach
- If a child's behaviour poses danger to themselves or others, follow the Emergency Action Plan Guidelines of stopping the activity and encouraging all children to a place of safety. A discussion must take place between the lead coach the child and the parents/cares should this occur

Safeguarding

- MSLSC has adopted the policies of both SLSGB and Norfolk Safeguarding Children Board and will adhere to them at all times.
- Coaches and volunteers must immediately report any concerns to The Safeguarding Officer, the lead coach, or any of the trustees.
- If a safeguarding concern is reported to you, it must be shared as documented in the safeguarding policy.
- MSLSC Safeguarding officers are
Ryan Callaby – 07974 261537 and Sue Brockhouse – 07904 458267

Emergency Action Plan

**Fishermans Platform (East Promenade)
Mundesley Lifeboat Station
Paston Road
Mundesley
NR11 8BN**

Coordinates: 52° 52' 34.6" N, 1° 26' 28.9" E

**Nearest Defib: Maritime Museum
Beach Road
Mundesley
NR11 8BG**

**First aid Kits Located – 1. On beach in tub near training base
2. At equipment trailer on fishermans platform**

Training Officer - Julie Coleman – 07919382916

Health and Safety Officer – Eleanor Jones – 07769 973623

**Safeguarding Officer – Ryan Callaby – 07974 261537
Sue Brockhouse – 07904 458267**

**Trustees
Julie Coleman – chair
Ian fredericks treasurer
Ryan Callaby
Eleanor Jones
Mark Gray
Sue Brockhouse
Sarah Hunter**

Mundesley Surf lifesaving Club Lifeguard Volunteers –

In the event of an incident which requires emergency action The lead coach and the nominated lead lifeguard for the session will coordinate the coaches and water safety

team. Ensuring individuals with the relevant qualifications deal with the incident whilst all other team members will care for other club members, either terminating the session or continuing if appropriate and ratios are not compromised.

The key role of the lifeguards and coaches is to remove or substantially reduce the chances of members getting into difficulty whilst in the water. This requires the lifeguards and leaders to use their training and experience to avoid and incident happening by early intervention in any given situation.

Action to be taken in the event of a water user getting in to difficulty.

-  If a person is spotted to be in difficulty assisting them quickly and efficiently is essential. If the spotter is the shoreline observer, they must immediately sound 2 sharp whistle blasts, to draw the attention to the casualty in the water using appropriate arm signals, lifeguard to rescue as per their training.
-  It may be the shore line lifeguard is in the best position with the necessary equipment to hand to carry out the rescue, in this scenario 3 sharp whistle blasts must be given.
-  The lifeguards must carry out First Aid procedures until a more qualified first aider arrives and assess whether emergency services are required
-  If an ambulance is required it will be requested by the lifeguard leading the first aid
-  A delegate will be nominated to meet the ambulance at the top of the lifeboat slope
-  In the event of an incident which requires emergency action the lead coach and the nominated session lifeguards will deal with the incident whilst all other lifeguards/leaders will care for other club members, either terminating the session or continuing if appropriate and ratios are not compromised.
-  As soon as incident is over, complete appropriate report forms and take to senior management immediately.

In the event of the air ambulance being called it will be the responsibility of the lifeguards not immediately involved in the first aid to clear the landing area for the ambulance.