

## INTRODUCTION

The following procedure is for the provision of water safety for SLS Junior activities; member training (lifesaving and sport) and special events conducted by Anglesea SLSC. These procedures have been developed using risk management principles, WHS legislation and regulation and many years of experience with the provision of water safety for aquatic activities.

## SUMMARY

This table provides a summary of the complete water safety requirements for Anglesea SLSC member aquatic activities. For more information please refer to the full procedure later in the document or the relevant.

ANGLESEA SLSC ACTIVITY	ACTIVITY PARTICIPANTS WHO <u>DO NOT</u> HOLD A SRC OR ABOVE	ACTIVITY PARTICIPANTS WHO DO HOLD A SRC OR ABOVE
<b>Junior Activities (Nippers)</b>	1:5 (WSP: participants)	Buddy procedure
	1:10 (WSP: participants) Low-risk conditions Determined after a pre-activity risk assessment	
<b>Member Training (Lifesaving and Sport)</b>	1:5 (WSP: participants)	Buddy procedure
	1:10 (WSP: participants) Low-risk conditions Determined after a pre-activity risk assessment	
<b>Pool Activities</b>	Where applicable, refer to local pool management requirements If no requirements 1:10 (WSP: participants) determined after a pre-activity risk assessment	
<b>Surf Sport Competition</b>	Refer to SLSC Surf Sport Manual	
<b>Sanctioned/Special Events</b>	Refer to 'Guidelines for Safer Surf Clubs'	
<b>Lifesaving Patrols</b>	Refer to relevant State/Territory 'Standard Operating Procedures'	

**NOTE:** 'Surf Rescue Certificate (SRC) or above' - includes SRC, Bronze Medallion/Certificate II in Public Safety (Aquatic Rescue), Silver Medallion Aquatic Rescue or Gold Medallion.

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## DEFINITIONS

**Activity Participant:** An activity participant may be a member of the public or a Surf Life Saving (SLS) member.

**Aquatic rescue qualification:** Surf Rescue Certificate (SRC), Bronze Medallion (BM) /Certificate II in Public Safety (Aquatic Rescue), Silver Medallion Aquatic Rescue (SMAR) or Gold Medallion (GM).

**Low-risk conditions:** following a pre-activity risk assessment indicating they are operating in an acceptably low-risk environment\*.

*\*A nominal wave height of 1m is considered the maximum wave height threshold when the 1:10 ratio may be implemented. Wave height is only one consideration in assessing surf zone hazards (examples of others could include: a heavy shore break, wave period, wind strength and direction) therefore the Water Safety Supervisor will be required to complete a risk assessment in determining any decision to increase the ratio from 1 WSP : 5 activity participants to 1:10*

**Personal training:** Personal training is considered a personal or leisure aquatic activity that is not supervised or endorsed by an SLS organisation. This activity may occur individually or in a group. All responsibility for such activity is taken on by the individual/s.

**Qualified:** is an activity participant who holds a proficient aquatic rescue qualification.

**Risk:** Standards Australia defines risk as the effect of uncertainty on objects (AS/NZS 31000:2009 Risk management - Principles and guidelines).

**Risk assessment:** Standards Australia defines a risk assessment as the overall process of risk identification, risk analysis and risk evaluation (AS/NZS 31000:2009).

**Risk management:** Standards Australia defines risk management as coordinated activities to direct and control an organisation with regard to risk (AS/NZS 31000:2009 Risk management - Principles and guidelines).

**Anglesea SLSC Member:** For the purpose of these procedures, Anglesea SLSC separates members into two different categories:

- An activity participant who **does not hold** an aquatic rescue qualification - Surf Rescue Certificate (SRC) or above e.g. Activity participants in training for the SRC or BM and junior members under the age of 13.
- An activity participant who **does hold** a proficient aquatic rescue qualification.

**Surf Sports Competition:** Two (2) or more clubs/entities hold an event consisting of activities defined within the SLSA Surf Sport Manual.

**Stillwater activity:** For the purposes of these procedures, Anglesea SLSC considers a stillwater activity to be one conducted in a man-made aquatic environment e.g. pool. Rivers and lakes are not considered a stillwater environment.

**Water safety:** The use of human resources and rescue equipment in an aquatic environment to provide a level of supervision to activity participants.

**Water safety personnel (WSP):** Qualified and proficient lifesavers (holding a SRC or above) who provide water safety. WSP act under the leadership of the WSS.

**Water safety supervisor (WSS):** The team leader for a group of water safety personnel. The WSS must be qualified and proficient in the SLSA BM /Certificate II in Public Safety (Aquatic Rescue) AND it is strongly recommended they also hold the Silver Medallion Basic Beach Management certificate.

## GENERAL WATER SAFETY PROCEDURES

The following procedures should be considered together with the activity specific water safety procedures outlined in section three (3).

### 2.1 GENERAL

#### LIFESAVING PATROLS

Water safety procedures for lifesaving patrols are covered by the relevant State/Territory Standard Operating Procedures.

Members of 'on-duty' lifesaving patrols can only be reallocated as WSP when the minimum patrol requirements are met and at the discretion of the Patrol Captain.

The on duty lifesaving Patrol Captain/Lifeguard must not act in the position of WSS. The lifesaving Patrol Captain/Lifeguard's primary duty is public beach safety.

#### SUPERVISION

Where water safety supervision ratios are implemented, 75% of water safety personnel must be in the water during the activity and using SLSA approved rescue equipment.

For activities where there is a mix of activity participants, the water safety ratio for 'activity participants **who do not hold** a SRC or above' should be applied.

### 2.2 RISK ASSESSMENT, RISK CHECK AND RISK MANAGEMENT TOOLS

Sections are encouraged to complete a pre-season/annual training plan together with a risk management plan for all aquatic activities.

This plan should be completed by either the Director of Member Development/Director of Surf Sport/Director of Youth Development/Director of Rescue Services, together with their appointed leaders, coaches and trainers

This risk management plan should be completed using the 'Guidelines for Safer Surf Clubs' and address at a minimum: regular training plans (time/day/duration), location/s, number of participants, qualification of those participants, possible risks and how they will be managed should they arise.

In addition, for **all** aquatic activities, a review of the weather/tides (BOM), a pre-activity risk check, (Aquatic Activity Risk Assessment Form) should be conducted by the WSS in conjunction with the Patrol Captain or Lifeguard (if available), outline any risks managed and where applicable, be lodged (via email – [info@angleseasslsc.org.au](mailto:info@angleseasslsc.org.au)) with the club administration officer. Risk assessments and risk checks should be retained for a minimum of 5 years.

Suitable risk assessment, risk check and risk management tools includes:

- SLS water safety risk mobile app (also available in paper form)
- SLS event risk mobile apps (**Anglesea SLSC preference**)
- Guidelines for Safer Surf Clubs (available on the SLS Members Portal)

**NOTE:** if there has been no change to the risks identified in the risk management plan, the pre activity risk check can be a notation that a risk check has been conducted, there is no change to previously identified risks, and the risk mitigation strategies identified previously still stand.

## 2.3 UNIFORM

### UNIFORM SUMMARY - ACTIVITY PARTICIPANTS

***Anglesea SLSC surf sport competition and sanctioned/special events:***

All aquatic activity participants in Anglesea SLSC surf sport competition and sanctioned/special events **must** be clearly identified with a standardised high-visibility vest or swimming cap (ocean swims only) for easy identification above the water surface. (See policy 009)

***All junior activities and member training:***

For junior activities and member training, it is **recommended** that aquatic activity participants be clearly identified with a standardised high-visibility Lycra vest or shirt for easy identification above the water surface.

### WATER SAFETY SUPERVISORS AND PERSONNEL

For Anglesea SLSC junior activities, surf sport competition, member training and sanctioned/special events, water safety supervisors and personnel **must** be wearing a clearly identified uniform.

WSP uniform may consist of a cap (secured under the chin) and rash shirt. This maybe either:

*Surf Rescue* uniform

- SLS red and yellow quartered patrol cap secured under the chin;
- SLS *SURF RESCUE* shirt;

Or

High visibility (water safety) uniform:

- A high-visibility (fluorescent) orange rash shirt branded with 'WATER SAFETY' on the front and back of the shirt and an optional;
- High-visibility (fluorescent) orange cap secured under the chin;

### *HIGH-VISIBILITY GARMENTS*

There are five high-visibility fluorescent colours endorsed by SLSA that SLS affiliated organisations can choose to use:

- Fluorescent Pink (PMS #16-2130 TN 'Knockout Pink')
- Fluorescent Yellow (PMS #13-0630 TN 'Safety Yellow')
- Fluorescent Green (PMS#13-0340 TN 'Green Gecko')
- Fluorescent Orange (PMS# 15-1360-TN 'Shocking orange')
- Fluorescent Red (PMS#485C)

The exact fluorescent colour will vary depending on the material used (e.g. nylon, Lycra/spandex, polyester). As a guide only, the above PMS (Pantone Matching System) codes should be provided to your vest/cap manufacturer.

Example of high-visibility fluorescent garments:



**NOTE:** that fluorescent colours degenerate with prolonged exposure to water and **light**. Garments **should be** maintained as per the manufacturer care and cleaning procedure and monitored to ensure continued colour brightness.

## 2.4 RESCUE EQUIPMENT

Rescue equipment used for the purposes of water safety must be SLSA approved and can include:

- Lifesaving rescue equipment listed in the SLSA approved lifesaving gear and equipment manual
- SLSA approved competition boards

It is highly recommended that an IRB be used for water safety (where safe and applicable).

**NOTE:** Where WSP are using rescue equipment that requires a specific competency and award e.g. powercraft, the operator **must** be qualified and proficient in the appropriate awards.

During the activity, rescue equipment **must** be on the water and in close proximity to the activity participants.

## 2.5 ROLES AND RESPONSIBILITIES

**WATER SAFETY SUPERVISOR (WSS) - TEAM LEADER** Must be qualified and proficient in the SLSA BM /Certificate II in Public Safety (Aquatic Rescue) AND is preferable to hold the Silver Medallion Basic Beach Management;

- Remain on the beach, except when required in an emergency;
- Be responsible for water safety and ensure it meets the prescribed and assessed; requirements. E.g. the minimum supervision ratios OR that the buddy procedure;
- Conduct risk assessment using one of the tools available:
  - If the activity is to be conducted on the beach during patrol hours, the WSS must consult with the lifesaving Patrol Captain/Lifeguard on the most appropriate area of the beach to be used for the activity.
  - If the activity is to be conducted on the beach outside of patrol hours (or in unpatrolled locations), the WSS is to decide the most appropriate area of the beach to be used for the activity

**NOTE:** that the lifesaving Patrol Captain/Lifeguard is the ultimate authority on the beach

- Be aware at all times of the safety and welfare of those involved in the activity and act immediately if they have safety concerns;
- Supervise WSP;
  - Ensure WSP are qualified and proficient.
  - Ensure that the most suitable rescue equipment is available.
  - Brief both WSP and activity participants on the conditions likely to be encountered during the activity.
  - Request that WSP advise the WSS of their competency levels in relation to the activity and conditions AND if they have any pre-existing ailments that may impact on their participation. Any identified risks should be managed.

### **WATER SAFETY PERSONNEL (WSP)**

Reports to Water Safety Supervisor

- must be qualified and proficient in a SLSA aquatic rescue qualification;
- Carry out their duties under the leadership of the WSS;
- Be positioned on the beach and/or in the water as directed by the WSS;
- Be responsible for water safety in the appointed area;
- At all times be aware of the safety and welfare of those involved in the activity and immediately report any concerns to the WSS;
- Advise the WSS of any pre-existing ailments that may impact on their participation or if their competency does not meet the activity requirements or conditions.



### 3.1 MINIMUM SUPERVISION RATIOS

Supervision ratios apply to Junior Activities and member training where participants do not hold a SRC or above. These ratios also apply to groups with a mix of aquatic rescue qualification holders and non-award holder.

For junior preliminary evaluations (JPE) a maximum supervision ratio of 1:5 (Water Safety Personnel: Activity Participants) applies.

For Junior Activities and member training where participants do not hold an SRC or above, the maximum supervision ratio is 1:5 (Water Safety Personnel: Activity Participants).

For still water/pool activities or low-risk conditions (ascertained after a formal risk assessment) the ratio may be expanded to 1:10 (Water Safety Personnel: Activity Participants). Risk assessments should be conducted using one of the tools provided.

### 3.2 BUDDY PROCEDURE

The buddy procedure is where qualified activity participants of similar experience and ability participate together in the same aquatic activity. They continuously monitor each other throughout the activity, and able to offer immediate assistance to their “buddy” if required.

The Buddy procedure for water safety can be applied to Anglesea SLSC member training of 2 or more activity participants.

All activity participants must hold a proficient aquatic rescue qualification. In larger groups, the training plan and measures in an emergency may be the same for all participants. Participants should still however identify a buddy.

Prior to the commencement of the activity or training session, qualified members should identify a ‘buddy’. In a group situation where there is an uneven number, a buddy group of three can be formed.

The WSS or buddy pair should form an agreed training plan. This plan includes:

- Specific activities to be completed
- Duration of the activity (start and finish time)
- Location (and destination if applicable)
- Outline measures in case of an emergency. For example: carrying a mobile phone, notifying family/a friend of your training intentions.

During the activity, each buddy pair should be in a position to:

- Be able to offer immediate assistance to each other if required
- Maintain communication – advise each other should training plans or conditions change
- If you lose sight of or contact with your buddy, alert the WSS and/or other participants and commence searching immediately
- In the case of emergency, assist their buddy to remove him/her from danger (where it is safe to do so)

### **3.3 SURF SPORT**

Water safety procedures for surf sport competition (excluding surf sports training), as defined by the SLSA Surf Sports Manual, are to be conducted as per the SLSA Surf Sports Manual.

The water safety for club swims and club championships should be conducted as per 3.1 junior activities and member training.

Please refer to the SLSA website to download a copy of the current SLSA Surf Sports Manual.

### **3.4 STILL WATER/POOL ACTIVITIES**

For those activities conducted in a public pool, the safety procedures as laid down by the local pool management must be adhered to. These safety procedures may be applied under the pool or SLS management.

Aquatic activities conducted in rivers and lakes are not considered a still water activity in which case the above water safety procedure (as described in section 2 and 3) should apply for the relevant activity.

### **3.5 PERSONAL TRAINING**

Where a group or individual undertakes 'personal training', all responsibility is taken on by the individual/s and/or their parents/guardians. Please be aware of the possible insurance and litigation issues resulting from an incident.

It is recommended that individuals undertake their own risk management process, including considering the increased risk of training alone, prior to any personal training being conducted.

### **3.6 SANCTIONED/SPECIAL EVENTS**

Any aquatic activity conducted by Anglesea SLSC outside the SLS framework of lifesaving, sport or junior activities must receive LSV approval. These activities may include (but are not limited to) ocean swims and triathlon/aquathon events.

The specific water safety procedures for these activities are covered by the 'Guidelines for Safer Surf Clubs'.

Please refer to the SLS Members Portal to download a copy of the current *Guidelines for Safer Surf Clubs*.

## 4.0 Pre-Activity Risk Check List:

1. AARA to be completed for each session via app (emailed to [info@angleseaslsc.org.au](mailto:info@angleseaslsc.org.au)) or paper version (to be scanned to [info@angleseaslsc.org.au](mailto:info@angleseaslsc.org.au) within 3 days of session)
2. Review weather forecast (via BOM) and tides.
3. A person be on the beach at all times supervising and where possible be in communication with members (radio, hand/flag signals)
  - a. Exception: Surf Boat training - a surf boat carry a mobile phone in a water proof case and PFD's if not within sight of a manned patrol/lifeguard service and/or if a person on beach is not possible a responsible secondary person not there needs to be contacted prior and advised of the following: Training expected on-water start/finish time; contact phone number; names of crew members; car rego (of towing vehicle; expected on-water route. Then that secondary person needs to be informed when they have returned.
4. To be wearing high vis tops when in water (policy 009 for competition, nippers & training) and for re-qual.
5. Following Marine Safety regulations 2012 (Vic) where surf boat and ski users are required to wear a lifejacket (of either type 1, 2 or 3) at all times unless the following exemptions apply at the time; during LSV endorsed carnivals or championship events or when training in the proximity of a patrolled/**manned** beach.
6. Where relevant be wearing Helmets, where Surf Boat hazard rating warrants it
7. To have on the beach a basic first aid kit
8. To have on the beach (or in the Surf Boat) a mobile phone for emergency calls
9. Signage to be erected for high profile activities (IRB, Surf Boat training & Events) to advise the public.
10. Activities not to occur within 30m of groups (3+) of the public in the water and 100m for IRB training activities. With consideration made to move training activities to middles beach or other quieter locations as a preference. (except events, nippers & patrols)
11. That the WSS has a list of who is in the water at any time and ensure that all return. In addition a list of emergency contact details for each participant is also required.
12. A safety briefing is conducted at the start of the session to ensure all are aware of risks and control measures.
13. That the WSS in charge is aware of any relevant medical issues (where appropriate) and of the person's swimming abilities considering the conditions.

**Definition of Manned:** Shore member (Qualified Lifesaver) contactable by radio and/or mobile phone actively observing at all times who can either perform a self-rescue of training crews or arrange an appropriate response to assist crews in distress.

Intent: That an appropriately qualified, skilled and resourced Lifesaver(s) could Facilitate or Initiate a rescue of training crews.

Application:

- This does not include operating over a distance past visual range (this is unassisted Visual Range only).
- Shore member must be able to actively observe activities at all times.
- A risk assessment prior to any training session should be conducted and include an evaluation of the resources available to ensure a self-rescue or appropriate response is effected that mitigate's against any identified risk.

## 5.0 Emergency Evacuation Plan:

### 1.0 Emergency Action Plan

1.1 All activities should have an emergency action plan that:

- a. Contains the elements outlined below; and
- b. Is in accordance with SLSA life saving principles

### 2.0 Emergency Plan

2.1 This is a situation where the participant needs rescuing, first aid, or may need support or assistance.

2.2 The WSS and/or WSP recognising the problem alerts the other WSP and/or WSS by hand signals and/or verbally

2.3 The WSP closest to the participant will react quickly and move to the participant

2.4 WSP makes contact with the participant and makes initial assessment. Based on this assessment, the decision is made to have the participant exit the water or not. The WSS is informed of the decision. He may agree with this decision or viewing the risk to the participant overrule the decision.

2.5 If the participant needs to exit the water, the WSP must accompany them to shore, at which time the WSS will reassess whether or not the participant can remain on the shore alone, or in the care of a parent, guardian or other who can assume the duty of care.

2.6 In the event of any actual treatment of an injury, the most qualified WSP and/or WSS will administer or supervise the treatment, no matter how minor. The WSS may need to reassess the activity and modify accordingly.

2.7 The incident and all treatments will be recorded in an incident report form