

1. GENERAL

THE SLSA OF GB/ STA/ ILAM LIFEGUARD PROGRAMME

The **National Rescue Standard for Beach Lifeguards (NaRS - BL)** is a qualification for those people who have responsibility for lifeguarding and managing beaches. It has been designed to give underpinning knowledge that will assist in the gaining of relevant S/NVQ modules relating to beach lifeguarding. Every effort has been made to ensure that the award scheme recognises appropriate prior learning from all other NaRS awards and that common modules are available and transferable between awards.

The qualification: -

The NaRS-BL is specifically for providing a test of;

- Fitness
- Practical lifeguard skills and knowledge
- Lifeguards – roles and responsibilities
- Rescue
- Life Support
- First Aid

In addition, The NaRS (BL) award is recognised by International Life Saving (ILS), successful candidates may also apply for the International Beach / Surf Lifeguard Certificate.

It is strongly recommended that professional beach lifeguards and volunteer beach lifeguards who have sole responsibility for the safety of beaches complete additional training in the following areas:-

- Supervisory requirements
- Legal requirements
- Operating and emergency procedures

AIMS AND OBJECTIVES

Candidates who pass the National Rescue Standard for Lifeguards on Beaches (NaRS - BL) assessment will be qualified to act as a beach lifeguard.

A lifeguard is someone who is acting in the role of a lifeguard whether they are being paid or not. To patrol on an independent basis you need a lifeguard qualification. To provide a back up service to a Local Authority paid service you need a lifesaving qualification. Clubs who mount patrols as the '**sole provider of a lifeguard service**' must ensure that the club members carrying out the patrols are qualified to Lifeguard standard. If Clubs have a contract with a Local Authority to provide a patrol, they should also be aware of their responsibility to provide adequate training to this standard.

Whilst this manual is aimed at the lifeguard much of it's content is valid for the lifesaver. The manual can therefore be used as a general club training and reference manual.

LENGTH OF COURSE

Whilst it is highly recommended that all candidates for the NaRS (BL) attend a course of instruction it is not a requirement. The full course is designed to be run over a minimum of 40 hours; the candidate is required to complete the worksheets in non - course time, normally over a period of 10 additional hours.

COSTS OF QUALIFYING

The Surf Life Saving Association of Great Britain requires all Beach Lifeguard candidates to attend a course, run by an approved Instructor, which has been registered in advance with the SLSA of GB. This registration will result in manuals being issued for all candidates. Payment for the award must be made in accordance with the current rules and regulations.

The SLSA of GB does levy an award charge, paid in accordance with current rules and regulations. This covers the administration required, the cost of the manual and certificate for successful candidates.

In addition to the charges levied by the SLSA of GB, the course organiser may levy a charge to cover the cost of the course and the assessment. The SLSA of GB does not recommend a set fee for the training of lifeguards.

In some cases the SLSA of GB or one of it's regional bodies may levy a charge for assessment. SLSA of GB recognises the need for this and issues guidelines on the amount and the procedure for charging for assessments.

EVIDENCE OF COMPETENCE

To be successful in the National Rescue Standard for Beach Lifeguards Assessment, the candidate will need to satisfy the following criteria: -

PRE REQUISITE

- The candidate must be 16 years of age or over.

ASSESSMENT

- Complete the syllabus for assessment
- The assessment may be completed in sections providing that ALL sections are completed within three calendar months.
- Candidates MUST complete Section 1 (Fitness & Releases) before completing Section 2 (Lifeguard Skills, Knowledge & Rescue).
- Section 3 & 4 can be contested as a separate award (NaRS Emergency Aid II).
- Should the assessment be completed over a 3 month period. The 36 month validity will commence from the date on which the first section was completed.

RE - VALIDATION

The NaRS (BL) is valid for 36 months from date of completion and it is only valid for lifeguarding on Beaches. Regular ongoing training and practice is essential; the NaRS Record Sheets provide the opportunity for recording ongoing training by the lifeguard on a regular basis, providing evidence of underpinning knowledge and skills practised.

When the award is renewed, the candidate may complete the Assessment one month prior to the expiration date of the old award. In this case the 36 month period will start on the expiration date of the old award.

MEMBERSHIP OF THE SLSA OF GB

If not already a member, all candidates will be eligible to join the SLSA of GB as a Club or an Individual Member. This membership confers on the member: -

- The right to attend and vote at general meetings of the association
- Discounted award charges.
- Personal Liability Insurance whilst carrying out duties within their qualification.
- Eligibility for entry into Lifesaving Sport Events.
- The prestige and support of a truly professional organisation.

In addition a member can purchase insurance to cover the following:-

- Personal Accident insurance, in respect of injury incurred whilst carrying out duties within their qualification.
- Loss of Income insurance, in respect of injury incurred whilst carrying out duties within their qualification.

SYLLABUS

Section 1: Fitness Test & Releases

- Complete a timed swim of 400 metres over a measured course, in a pool not less than 25 metres in length using a front stroke. A time of 7:30 minutes is accepted as the maximum time permitted for the swim.
- Complete a timed run of 200 metres over a measured course, on a beach. A time of 40 seconds is accepted as the maximum time permitted for the run.

Section 2: Lifeguard Skills, Knowledge & Rescue

Whilst in a Pool:-

- Demonstrate two releases selected by the Assessor.

In Open Water, demonstrate effectively the ability to carry out the following:-

- A thorough knowledge and understanding of all signals
- Run 50 metres with a rescue tube, swim 100 metres (fins optional) to an unconscious, non-breathing patient. Demonstrate deep water EAV during which time the patient shall be deemed to have become conscious. Bring the patient to shore and demonstrate appropriate aftercare. The exercise must be carried out under simulated rescue conditions with an appropriate attempt to perform the rescue 'as quickly as possible'.
- Rescue an unconscious, non-breathing patient 150 metres from the shore using either a rescue board or rescue ski. Demonstrate deep water supported EAV and return with the patient to the shore.
- Swim at least 50m and perform a simulated rescue on a conscious casualty without any rescue aids. Return patient to shore.
- Demonstrate the ability to surface dive to a depth of approximately 2m. This may be completed during entry into the water for the tube rescue.
- Acting as a Lifeguard, as team leader and as part of a team, initiate the appropriate procedures at an incident and provide aftercare for 1 or 2 patients from a previously unknown simulated emergency situation. At the completion of the test, complete an Incident Report form.
- As part of a team, rescue a prone patient with a suspected spinal injury and remove to safety. Demonstrate appropriate action and aftercare
- Answer 5 questions from the work sheets (Beach Environment section) without referring to any notes. A mark of at least 4 is accepted as the minimum score permitted.
- Answer 10 questions from the work sheets (Lifeguard Techniques section) without referring to any notes. A mark of at least 8 is accepted as the minimum score permitted.
- Answer 5 questions from the work sheets (Communication section) without referring to any notes. A mark of at least 4 is accepted as the minimum score permitted.

Section 3: Life Support

- Using a live simulated unconscious patient (not a manikin) demonstrate:
 - ~Scene safety and assessment
 - ~Turning a patient from prone to supine
 - ~Checking the airway, signs of breathing and of circulation
 - ~The action for vomiting and blockages
 - ~The recovery position and aftercare
 - ~Obtaining an airway on a suspected spinal injury patient using jaw thrust
- Using a suitable adult manikin, demonstrate Expired Air Ventilation (a face shield or mask may be used)
- Using a suitable adult manikin, demonstrate Expired Air Ventilation using supplementary oxygen via an approved method (may be continuous with above)
- Using a suitable adult manikin, demonstrate 1 and 2 person Cardio Pulmonary Resuscitation
- Demonstrate EAV/ CPR on a
 - ~Child manikin
 - ~Baby manikin

Section 4: First Aid

- Acting individually, initiate the appropriate procedures at an incident and provide the aftercare 1 patient from a previously unknown simulated first aid situation.
- Answer 10 questions from the work sheets (First Aid and Resuscitation section) without referring to any notes. A mark of at least 8 is accepted as the minimum score permitted.

THE SURF LIFE SAVING ASSOCIATION OF G.B.

The Surf Life Saving Association of Great Britain (SLSA of GB) was formed in 1955, its motto is "Vigilance and Service". It is a charitable company limited by guarantee not having a share capital whose objects are;

- a) To save lives
- b) To promote, improve and control the work of life saving, resuscitation and first aid on all beaches in Great Britain
- c) To provide facilities for young people to participate in organised life saving as a voluntary, vital public service and in beach and water sports for enjoyment and recreation and also to encourage the high standards of teamwork and responsibility in both activities
- d) To promote and improve national and international standards of water safety
- e) To develop and improve beach life saving methods and equipment
- f) To establish and monitor nationally and internationally recognised qualifications in beach life saving, resuscitation and first aid
- g) To co-operate with all organisations with similar aims

The SLSA of GB is a founder member of International Life Saving (ILS) whose members throughout the world teach lifesaving to the same high standards. The Association, is in the main, a club based organisation with upward of 80 clubs currently affiliated and over 4500 members. The clubs are geographically grouped into regions for administrative purposes, namely; Cornwall, Devon, Scotland, Wessex and Wales. The regions have a key historical significance within the Association and form a vital link in the structure of the Association. Clubs outside of these Regions are supported directly from SLSA of GB Head Office.

The Lifesaving, Sport, and Powercraft interests of the Association are catered for by National Commissions with representation from each region. Along with the President, Chairman, Vice-Chairman, Finance Director, and Regional Directors, the Directors of these Commissions form the Council of Management and sit as elected trustees of the charitable company. A salaried Executive Officer and five members of the Council of Management meet on a regular basis as a Management Committee to run the day to day affairs of the Association.

All members are covered either by the Association's Insurance or Individual Club Insurance in respect of Public Liability, up to £5 million and optional Personal Accident and Loss of Income on a personal basis. These insurances cover incidents that occur whilst the member is involved in any aspect of life saving and is acting within his / her qualification.

All Clubs and Individual members of the Association are eligible for an additional member's discount when operating the SLSA of GB Award Scheme. The Association's Award Scheme, is of the highest standard.

The Surf Life Saving Association of Great Britain has earned the enviable reputation for professionalism and the teaching excellence of the awards and services they provide. The Association is determined to maintain these quality standards to provide sound foundations for the future success of the Association and continued security for its members and employees. The Association is committed to developing the organisation to become the nationally recognised governing body for Surf / Beach Lifeguards and Surf Life Saving Sport.

TRAINING COURSES

Courses are offered through the association's award scheme, mainly at its 'Lifeguard Training Centre', but can be arranged at various venues if the need arises.

NATIONAL ACHIEVEMENT AWARDS

A series of awards which develop a wide range of skills and knowledge in Surf and Coastal Awareness, Rescue Breathing and an introduction to first aid.

NATIONAL AQUATIC RESCUE STANDARD – BEACH LIFEGUARD

A course to provide a qualification for Beach Lifeguards, it is valid for 36 months and recognised by the International Life Saving Federation.

SURF LIFE SAVING AWARD

An award for the general club member or a member of the community with an interest in beach/ocean safety. Technically identical to the NaRS Beach Lifeguard but with lower fitness requirements.

NATIONAL AQUATIC RESCUE STANDARD – SURFING COACH LIFE SAVER AWARD

A version of the Surf Life Saving award specifically tailored to the needs of those wishing to become surfing coaches. Technically identical to the NaRS Beach Lifeguard but with lower fitness requirements.

NATIONAL AQUATIC RESCUE STANDARD – RESUSCITATION AWARDS

A three level award programme initially aimed at the aquatic environment but may be undertaken by any member of the community, at its highest level involves the use of oxygen and bag/valve/mask life support, all follow the current guidelines of the European Resuscitation Council.

NATIONAL AQUATIC RESCUE STANDARD – INSHORE RESCUE BOAT

Promotes the safe and effective use of power craft in the surf environment and surf line rescue and its primary role in Surf Patrol use, covers all SLSA class of IRB's.

NATIONAL AQUATIC RESCUE STANDARD– SPINAL MANAGEMENT

Covers the wide range of skills and knowledge required to carry out effective management of suspected spinal injuries both in the aquatic setting and the surrounding areas. This module covers the skills for both Pool and Beach Lifeguards and uses all types of specialist equipment. A joint award with the Swimming Teachers' Association.

NATIONAL AQUATIC RESCUE STANDARD – RADIO OPERATOR

This module covers the correct use of radio equipment for use in Surf Patrol and associated areas.

NATIONAL AQUATIC RESCUE STANDARD – INSTRUCTOR & ASSESSOR

The Surf Life Saving Association of Great Britain offers a training program for those wishing to become Instructors. Once this is complete they can then train to become Assessors. Instructors and Assessors must attend an update every 2 years

For more information on all awards please contact the Surf Life Saving Association of Great Britain Head Office or your local Regional Life Saving Officer.

CODE OF CONDUCT

SAFETY

The paramount consideration of the Instructor / Assessor is, **AT ALL TIMES**, the safety of the candidate. In particular, the Instructor / Assessor must ensure that there is:

- A sufficient number of qualified lifeguards and adequate safety cover at all times.
- Adequate equipment available in case of an emergency.
- A proper look out kept.
- Correct ratio of Instructors / Assessor to candidates.
- Conditions are suitable for the purpose of training / assessment.

CHILD ABUSE

Child Abuse is a criminal offence and the Association will suspend any member against whom a complaint is made pending investigation. A member found guilty will be excluded from membership of the Association. Members of the Association should be aware of the possibility of unfounded accusations being made against them; they should follow the GUIDELINES. Members of the Association should be fully aware of the procedures to adopt should they suspect, or are informed, that there may be an incident within their area of control or influence.

GENERAL

- Members of the Association should respect the rights, dignity and worth of every person and treat everyone accordingly during training sessions.
- Members of the Association should abide by the Equal Opportunities Policy of the Association.
- Members of the Association should place the well being and safety of the candidates within the class above the development of class performance. They should follow all guidelines laid down by the governing bodies, Leisure Centres, Local Authorities or such other bodies who control pool and beach usage, and must hold the appropriate insurance cover.
- Members of the Association should develop an appropriate working relationship with their candidates, based on mutual trust and respect. Instructors must not exert undue influence to obtain personal benefit or reward.
- Members of the Association should encourage and guide their candidates throughout each lesson.
- Members of the Association, who teach life saving, should hold a recognised SLISA of GB Instructing qualification.
- Members of the Association should ensure that the activities they direct are appropriate for the age, maturity, experience and ability of the candidate.
- Members of the Association should at the outset, clarify with candidates (and where appropriate with their guardians), exactly what format the lessons will take and what is expected of the candidate.
- Members of the Association should at the outset, clarify with candidates (and where appropriate with their guardians), what if any, medical condition the candidate suffers from that could impinge their activities during the course or prove a risk to other candidates.
- Members of the Association should co-operate fully with others involved in the lessons (e.g. Beach Management, other Instructors) in the best interests of the candidate.
- Members of the Association, when instructing should display the highest standards of behaviour and appearance.

THE SLSA OF GB AWARD SCHEME

The SLSA of GB has two award schemes:

NATIONAL ACHIEVEMENT AWARD SCHEME

- Dolphin - Surf Skills I, II, III, IV
- Marlin - Life Saving & Surf Rescue I, II, III
- Starfish - Surf and Coastal Awareness I, II, III
- Seahorse - Rescue Breathing I, II, III
- Sea Otter - First Aid I, II, III
- Orca - Open Water Distance Awards - 25, 50, 100, 200, 400, 800, 1000, 1500m
- Key Stage One & Two National Curriculum (Surf and Coastal)
- National Surf and Coastal Award Scheme - Teacher / Assessor

NATIONAL QUALIFYING AWARD SCHEME

LIFEGUARD

- NaRS Beach Lifeguards
- NaRS Emergency Aid I, II
- NaRS Advanced Resuscitation
- NaRS Emergency Responder (with STA)
- NaRS Spinal Injuries Management (with STA)
- Advanced Casualty Care
- NaRS IRB Crewman
- NaRS IRB Driver

LIFE SAVING

- Surf Life Saving Award
- NaRS Surfing Coach Life Saver Award

COMPETITION PRE-REQUISITES

- Run - Swim - Run (Nipper)
- Surf Competence
- Competition Board Proficiency
- Competition Ski Proficiency
- Surf Life Saving Award (part A)
- Surf Boat Competence

In addition the SLSA of GB provide a series of Competition Official, Coaching and Judge Accreditation Schemes as part of it's National Surf Life Saving Sport programme.

All the in-house awards of the SLSA of GB are open to non-members of the Association although members gain a discount on the award scheme.

Competing in SLSA of GB approved events is restricted to members of affiliated lifesaving and lifeguard clubs in addition to invited guest teams. The SLSA of GB provides courses to train instructors and assessors for all its awards. Within the regions training seminars are regularly held on topics of interest to Life Saving Instructors and other related Teachers of aquatic disciplines.

INSTITUTE OF LEISURE AND AMENITY MANAGEMENT

INTRODUCTION

The Institute of Leisure and Amenity Management (ILAM) is the professional body for leisure professionals. ILAM represents every aspect of leisure, cultural and recreation management and is committed to the improvement of management standards.

The growing importance of leisure pursuits to the quality of life demands that financial, human, physical and other resources be managed in the most effective, productive and beneficial way. ILAM, the major body involved in the pursuit of these objectives, plays a key role in the development of leisure management, through education, research, information, debate and discussion with Government and national agencies.

The Institute is now the major voice and key player in the profession of leisure management and operates a voluntary regional network throughout the UK. The Institute is a registered charity and is directed by a democratically elected President and National Council drawn from the membership. Day to day management and administration is devolved to officers employed by the Institute under the lead of a Director.

Since 1988 and with the aid of funds from the Irish Government, the Institute maintains an office in Dublin. Its staff plays a key role in promoting the objectives of ILAM throughout Ireland.

OBJECTIVES

- The improvement of management standards in the leisure industry.
- Promotion of the benefits of leisure and healthy lifestyles.
- The enhancement of the quality of experience of those participating in leisure activities.
- The representation, development and advocacy of professional standards.
- The provision of a Continuing Professional Development Programme (CPD).
- Dissemination of information.

MEMBERSHIP PROFILE

Members are drawn from the Public, Private, Commercial and Voluntary sectors in the UK, the Republic of Ireland and internationally and work at all levels in:

- Arts, Culture, Museums and Heritage
- Children's Play
- Constancy
- Contracting
- Education and Training
- Entertainment's
- Health and fitness
- Hotels and Catering
- Leisure Administration
- Library and Information Services
- Parks, Landscape Management and Countryside
- Sport and Recreation in the Armed Forces
- Sports and Leisure Centres
- Sports Development
- Tourism, Marketing and Theme Parks
- Water Based Recreation

ACTIVITIES AND SERVICES TO MEMBERS

The Institute is active on three levels;

- Provision of professional services
- Regional and national provision of events and meetings
- Representation of the leisure profession at a national level

Members receive a range of services designed to advance their professional knowledge, expertise and awareness, including;

- Access to an Information Centre and Bookshop
- Seminars, Conferences and Exhibitions
- Residential National Conferences
- Education and Training including a Professional Qualification Scheme
- Continuing Professional Development (CPD) Programmes
- Weekly Mailing Service
- An Appointment Service
- An ILAM Journal (The Leisure Manager) and Bulletins
- A Fact Sheet series and other ILAM publications

ILAM enjoys international recognition and has dialogue with leisure based organisations throughout the world. It acts as the Secretariat for The European Leisure and Recreation Association (ELRA) and for the International Federation of Parks and Recreation Administration (IFPRA).

I.L.A.M. SERVICES LTD (ISL)

ISL is the focus for the Institute's trading activities and is a wholly owned subsidiary company of the Institute. Its core business is the management of awareness events, conferences and seminars. It also undertakes consultancy projects and customer service audits for the managers of leisure facilities.

THE SWIMMING TEACHERS' ASSOCIATION

The Swimming Teachers' Association (STA) was formed in 1932; it is a company Limited by guarantee with each member holding one share. The STA is a registered charity whose objects are "the preservation of human life by the teaching of swimming, lifesaving and survival techniques".

The STA is a founder member of the International Federation of Swimming Teachers Associations (I.F.S.T.A.) whose members throughout the world teach swimming to the same high standards. The STA is represented on all major UK committees concerned with promoting water safety and swimming.

The Association is managed by a Board of Elected Trustees and a number of Regional Organisers from the 13 UK regions.

Membership of the STA confers a number of benefits including:

- Public Liability insurance subject to a maximum claim of £10 million.
- Loss of Income insurance in accordance with a defined scale.
- "Swim and Save" magazine
- Discount when operating the STA Award Scheme

TRAINING COURSES

The STA provides the following qualifications:

There are four Swimming Teachers Qualifications awarded by the STA all of which are supported by this manual. They are:

STA level 2 Certificate in Teaching Swimming – Beginners [STC(B)]

STA Level2 Certificate in Teaching Swimming – Full [STC(F)]

STA Level2 Certificate in Teaching Swimming – Primary School Teacher [STC(PT)]

STA Level2 Certificate in Teaching Swimming – Secondary School Teacher [STC(ST)]

STA Level 2 Certificate in Aquatic Teaching - Baby & Pre-school

A stand-alone course to train swimming teachers in the special skills required when introducing babies and very young children to aquatic activities.

STA Level 2 Certificate in Aquatic Teaching - Aquacise

A stand-alone course for training in general water fitness exercise. It is designed to train teachers to take aquatic exercise sessions of most ability ranges and all fitness levels from the beginner to the athlete. The programme uses the resistance of water and other available aqua exercise equipment.

There are two Aquatic Teaching Qualifications for training teachers, and assistant teachers, to deliver aquatic skills with the correct approach and assistance for those with more severe disabilities for special needs pupils:

STA Level 2 Certificate in Aquatic Teaching – Special Needs Teacher

STA Level 1 Certificate in Aquatic Teaching – Special Needs Assistant Teacher

All of the above qualifications, and many of the other STA qualifications, are, or will be, on the National Qualification Framework; further information is available on www.qca.org.uk.

NaRS POOL RESCUE QUALIFICATIONS:

The **STA Level 2 Certificate - NaRS Pool Lifeguard** (also known as **NaRS – PL**), Lifeguarding skills for the professional pool lifeguard, complying with the requirements of paragraphs 140-164 of 'Managing Health and Safety in Swimming Pools.'

The **STA Level 2 Certificate - NaRS Pool Attendant** (also known as **NaRS – PA**), Lifeguarding skills for the smaller pool with minimal staff and restricted usage, complying

with the requirements of paragraph 193 of 'Managing Health and Safety in Swimming Pools.'

The **STA Level 2 Certificate - NaRS Poolside Helper** (also known as **NaRS – PH**), Rescue skills, CPR and relevant pool safety knowledge for the swimming teacher/coach or poolside helper, complying with the requirements of paragraph 165 of 'Managing Health and Safety in Swimming Pools.'

NaRS- FIRST AID QUALIFICATIONS:

In addition to the 3 Pool Rescue Qualifications set out above the STA offers a range of First Aid qualifications including:

- **First Aid at Work and Appointed Persons Certificate** both of which comply with HSE requirements. An extension element to First Aid at Work covers support in pregnancy, childbirth, febrile convulsions, paediatric resuscitation and use of specialised first aid equipment.
- **Emergency Responder**, training those experienced in primary life support to act as emergency responders including the use of oxygen and automated external defibrillators.
- **Additional Spinal Module**, this covers spinal rescues on the beach and in land based situations.
- **Two-Person Spinal Injury Management Module**, enabling two qualified rescuers to stabilise a casualty, apply a cervical collar and use a spinal board to extricate the casualty onto poolside.
- **Adult Resuscitation Certificate**, a short course (minimum 2 hours) covering Basic Life Support and choking for an adult casualty.
- **Infant and Child Resuscitation Certificate**, a short course (minimum 2 hours) covering Basic Life Support and choking for babies and children.

QUALITY POLICY STATEMENT

The Swimming Teachers' Association has earned the enviable reputation for the professionalism and teaching excellence of the services they provide.

The Association is determined to maintain these quality standards to provide sound foundations for the future success of the Association and continued security for its members and employees.

The Association is committed to developing its organisation and workforce.

The quality systems have been structured, in accordance with the requirements of ISO 9001, to encourage 'ongoing improvements' in every area of the Association's activities, from initial development through to supply of the services concerned.

In order to ensure that continuous improvement of both the Quality System and the overall Association performance is maintained a planned and rigorous analysis by means of Internal Audits and Management Reviews is carried out. This Policy Manual describes, in broad terms, how this is to be achieved.

Everyone who is employed by, or provides goods or services to the Swimming Teachers' Association must recognise the requirements defined in this manual as mandatory working practices.

REQUIREMENTS FOR AN EFFECTIVE LIFEGUARD SERVICE

Where constant supervision is required, lifeguards should be sufficient in number, adequately trained and effectively organised and supervised.

The Lifeguard's duties on the beach are to:

1. Maintain concentrated observation of the beach and beach users in order to anticipate problems (e.g. rowdy behaviour, or someone swimming into a dangerous area) and to identify any emergency quickly.
2. Supervise the use of other beach equipment when allocated to these duties;
3. Carry out rescues and initiate other emergency action, as and when necessary;
4. Give immediate first aid, in the event of injury to a bather, or other emergency;
5. Communicate with bathers (and with any other lifeguards or life savers on duty) to fulfil the above tasks.

Lifeguards must not only be physically fit (including good vision and hearing) but also mentally alert, sensible and self disciplined. Effective leadership and example can foster the necessary commitment by management and supervisors. Lifeguards can also be encouraged to take a broad view of their duties; for example, by undertaking ancillary duties such as checking and maintaining safety and rescue equipment and reporting incidents which may require improved safety arrangements.

LIFEGUARD TRAINING

Knowledge and skills required depend on the circumstances of the particular beach, notably:

1. The 'normal' prevailing sea conditions (i.e. heavy surf / calm water)
2. The 'normal' tidal, drift and current conditions
3. The 'normal' level of technical knowledge for the equipment provided

All lifeguards need a thorough knowledge of the beach normal operating and emergency action procedures and potential risk factors. All lifeguards need skills to:

1. Work effectively as a member of the lifeguard team
2. Observe the water and effect a prompt rescue. This requires an ability to use any emergency equipment provided for this purpose, enter the water safely, swim, dive, recover and land a bather in difficulty
3. Give effective resuscitation by Expired Air Ventilation (EAV) and by Cardio Pulmonary Resuscitation (CPR). If any resuscitation equipment is provided, the lifeguard should have the additional skills needed for its use
4. Give emergency first aid specific to the aquatic environment.
5. Use any other equipment normally provided by the beach operator

It is strongly recommended that a lifeguard should hold a current qualification or qualifications from appropriate training organisations. Some courses may not meet all requirements at any given beach and would require supplementary training. The SLISA of GB provides an award scheme, which provides a range of modules at progressive levels to suit the specific needs of the beach operator and / or lifeguard.

THE LEGISLATIVE BACKGROUND

Both common law and statute law cover the Beach Operators' responsibilities and both require consideration. There is currently no single legislative directive that governs how a beach or foreshore should be managed or operated. The legislative world is both complex and ever changing and the following regulations are thought to be relevant.

HEALTH AND SAFETY AT WORK ACT 1974

Employers have a general duty to ensure, so far as is reasonably practicable, the health and safety at work of their employees. This duty includes, in particular, the provision of safe plant and equipment, safe systems of work, a safe work place and the information, instruction; training and supervision needed to ensure safety;

Employers also have a general duty to ensure, so far as is reasonably practicable, the health and safety of persons other than employees who may be affected by the way in which the undertaking is conducted. This duty includes protecting the public using the beaches.

Meaning of 'reasonably practicable': - The qualification 'so far as is reasonably practicable' means that the addition to safety which any particular measure will produce, needs to be balanced against its cost. Where the difficulty and cost are high and a careful assessment of the risk shows it not to be significant, it may not be necessary to take action. In some cases however, there will be things that must be done at all costs. No allowance is made for the size of profitability of the undertaking.

OCCUPIES LIABILITY ACT 1957

This Act imposes upon the occupier of premises a duty of care to any visitor using the premises for the purposes for which he is permitted or invited. The term 'premises' could well be interpreted to mean beach or foreshore. Although the operator of a natural beach will not automatically be exposed to liability unless they place an attraction such as diving platform. However, an operator deriving income from the provision of services for visitors may well incur liability unless reasonable precautions are taken.

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1992.

These regulations require employers to:

- Perform a risk assessment and make arrangements to reduce those risks.
- Establish procedures to deal with serious or imminent danger.
- Provide training and installation on possible hazards including equipment.
- Provide information on occupational qualifications and skills.
- Review the risk assessment if circumstances change.

PUBLIC HEALTH ACT 1936 AND 1961 & CIVIC GOVERNMENT (SCOTLAND) ACT 1967

These acts allow local authorities the power to regulate water users.

Section 231 of the Public Health Act 1936 states:

'a local authority may make bylaws with respect to public bathing and by such bylaws;

- Regulate the areas in which, and the hours during which, public bathing shall be permitted
- Regulate, so far as decency requires the costumes to be worn by bathers
- Require persons providing accommodation for bathing to provide and maintain lifesaving appliances or other means of protecting bathers from danger

- Regulate for preventing danger to bathers, the navigation of vessels used for pleasure purposes within any area allotted for public bathing during the hours allotted for bathing'

Section 234 of the Civic Government (Scotland) Act 1967 states:

'A local authority may provide lifesaving appliances at such places, whether the place is used for bathing or not, as they think fit'

Section 76 of the Public Health Act 1961 states:

- a. For the prevention of danger, obstruction or annoyance to persons bathing in the sea or using the seashore, a local authority may make bylaws;
 - Regulating the speed of pleasure boats
 - Regulating the use of pleasure boats so as to prevent their navigation in a dangerous manner or without due care and attention or without reasonable consideration for other persons
- b. Any bylaw may have effect... ' within a distance seaward of a thousand yards from low water mark of ordinary spring tides'
- c. The Secretary of State shall be the confirming authority

THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 1994 AND AMENDMENTS REGULATIONS 1996 (COSHH)

These regulations require employers to:

- Perform a risk assessment, and make arrangements to reduce those risks.
- Control the risk of exposure of employees to substances hazardous to health.
- Provide suitable protective equipment and clothing.
- Provide information, instruction and training for employees exposed to such substances.

REPORTING OF INJURIES, DISEASE AND DANGEROUS OCCURRENCE REGULATIONS 1995 (RIDDOR)

These regulations require;

- Any serious work related or public accident to be reported within seven days.
- The report to be sent to the nearest Health and Safety Inspector or Department of Environment.
- A report to be made if an accident results in being off work for more than three consecutive working days.
- Records of reported incidents to be kept.

Serious Work-Related Accidents that need to be reported;

- Death
- Serious Injury
- Loss of consciousness from lack of oxygen.
- Poisoning requiring medical treatment.
- Hospitalisation for over 24 hours.

BEACH OPERATING PROCEDURES

NORMAL OPERATING PLAN (N.O.P.)

Details of the beach, including, for example, permanent structures that cause currents to form and a plan of the beach layout;

- a) Potential risk factors;
- b) Dealing with the public (safety education; controlling access; etc)
- c) Zoning and the uses;
- d) First aid supplies and training;
- e) Details of alarm systems and any emergency equipment together with maintenance arrangements;
- f) Communication, back-up systems
- g) Call out procedure for other emergency services
- h) Incident reporting procedures
- i) The lifeguard's duties as well as any special supervision requirements for equipment etc;
- j) Systems of work, including:
 - i) Lines of supervision
 - ii) Call out procedures
 - iii) Work rotation (if applicable);
 - iv) Maximum observation and scanning working times;
- k) Lifeguard training;
- l) Numbers of lifeguards for particular activities.

EMERGENCY ACTION PLAN (E.A.P.)

Action to be taken in the event of a foreseeable emergency, for example:

- Discovery of a patient in the water
- First Aid scenario
- Overcrowding / Incorrect usage of zoned areas
- Disorderly behaviour
- Lost person

A model N.O.P. / E.A.P. is available from SLSA of GB HQ.

The procedure should be explicit, and if it is necessary to clear the water or to evacuate the patient, how this should be done.

BEACH USERS' SAFETY CODE

SPOT THE DANGERS

Take care, beaches can be hazardous. The sea will always present a risk of drowning and injuries can occur from diving into the sea or into waves and hitting the bottom, or from misuse of equipment.

TAKE CARE WHEN SWIMMING

Never swim after a heavy meal or after alcohol. Be especially careful if you have a medical condition such as epilepsy, asthma, diabetes or a heart condition. Never swim alone. Never swim on unpatrolled beaches.

CHECK NEW PLACES

Every beach is different, so always make sure you know how far the tide moves in and out and what time high tide is due to avoid being cut off if on a beach with small coves. Check for other hazards such as rip currents, lateral currents and steep slopes into deeper water etc.

TAKE SAFETY ADVICE

Follow advice provided for your behaviour and other's safety. Always do as the lifeguards say and remember that a moment of foolish behaviour can cost a life.

LOOK OUT FOR YOURSELF AND OTHER SWIMMERS

It is safer to swim with a companion. Keep an eye open for others, particularly young children and non-swimmers. Always keep an eye on the shore and, if you can, line up something near the waters edge with something at the back of the beach or on the cliffs. Keeping these two in line will ensure you do not drift too far in any current.

LEARN HOW TO HELP

If you see somebody in difficulty, get help immediately. In an emergency, keep calm and do exactly as you are told. Never panic. Raise one arm and wait until the lifeguards see you.

HEALTH, FITNESS AND SAFETY

WHY DO PEOPLE RESCUE?

Surf Life Saving from its outset has been action-based and practical in meeting safety needs. As such the people involved tend to focus on the casualty. This could become hazardous, as the intent is to do the best thing for people in difficulty. Lifeguards, even experienced ones, can forget about themselves. Multiple drownings are characterised by this and each year typical situations repeat themselves. Experienced lifeguards will recognise these examples:

1. A family member, forgetting that he / she cannot swim, will jump into the water to assist a struggling child.
2. People in bathing areas near patients taken by currents; enter the current to attempt rescues.
3. Nearest emergency service personnel enter the water without equipment before waiting for backup.
4. Rescuers, trained in one type of water rescue, attempt to rescue persons in a water environment they are unfamiliar with.

“A rescuer must have as much concern for himself and colleagues as for the patient.” i.e. the focus should be on the situation rather than exclusively on the patient.

Should be aware that they may not have had exposure to all types of water rescue. Beach lifeguards are for example not trained for Cliff Rescue.

‘If you haven’t trained for it - don’t do it’

BODY STRESS

- Internal - Chemical or behaviour; personal out-looks, bias or perception
- External - Sun, wind, heat, cold, noise and vibration.

Body stress plays its part in reducing decision-making or reaction time. Lifeguards outdoors should be protected from the environment and take breaks. They should not be expected to be in peak condition at the end of the day’s duty. Supervisors and fellow lifeguards should be aware of the environment, particularly when busy and when paying attention to bathers.

Rescuers are affected by water in three ways:

- The cold
- The unpredictability of water movement
- The force of water movement

The colder the rescuer becomes the:

- Less clearly they think
- Less quickly or adequately they can respond to changes in currents
- Less strength they have to deal with the force of water

PHYSICAL CONDITIONING & SURF LIFE SAVING SPORT

Lifeguarding can be the most physically demanding of all the emergency services. At any moment called upon to rescue and retrieve over long distances, in challenging conditions. It is vitally important that all lifesavers attain, and then maintain a high level of physical fitness. Despite equipment, swimming skill, physical strength, and endurance still make the difference between life and death. The maintenance of top physical conditioning is an integral part of being a responsible lifeguard. All lifeguards, as members of SLSA of GB, have access to competition and are encouraged to participate in the frequent events as personal motivation toward maintaining fitness and improving rescue skills.



TRAINING AIMS

- **REGULAR** - between three to five activity sessions per week. It is important to maintain year - round fitness. Lifesavers who do little or no exercise during the winter are placing themselves at great risk during the early part of the season. The open sea is no place to begin a 'get fit' programme
- **STRETCHING** - all major muscle groups in the body before using them. Stretch slowly and without jerking movements. Immediate response may be required at start of patrols. It is advisable to warm up and stretch each morning prior to going to the beach
- **SWIMMING** - regularly in conditions likely to be needed in rescues will give in-water conditioning. Dry land training only, will not maintain fitness for water rescue
- **SWIMMING RESCUES** - practice including running, entry, approach, swimming skills
- **RESCUE EQUIPMENT** - workouts using rescue equipment such as tubes, fins and rescue boards. Fitness and skill building is then combined. Surf Life Saving Clubs are the best place to get regular instruction and coaching on techniques
- **INTENSITY** - needs to be increased progressively to meet goal. This is best accomplished by increasing;
 - Total work (swim further)
 - Work rate (swim faster).
 - Increases should be done gradually as progressing too quickly can lead to overuse injuries. Again Surf Life Saving Clubs are the best means to this end, with competition training nights / days, in addition to technical sessions
- **SPEED & STAMINA** - are required for lifeguard work. Sprint type workouts should be combined with those designed for endurance. i.e. Surf Life Saving 'beach flags' or beach sprint events.
- **AEROBIC** - type training with emphasis on exercising the cardiovascular system. Individuals who have a low level of fitness are recommended to have sessions of 15 to 60 minutes of steady activity for the development of endurance type fitness, at least 3 times per week.

Exercise sessions can be wasted if the activity is not at an intensity high enough to stimulate the heart and provide a training effect. A rule for the active person is that the

desirable upper level of effort is reached when it becomes difficult to maintain a conversation whilst exercising.

Target heart rate ranges for different age groups

Age	Target Heart Rate (bpm)
15	150 -180
20	150 –180
30	140 -160
40	130 –150
50	120 -130
60	110 -120

DIET

A lot has been written about diet that is confusing. Long term advice is simple - don't be fat for your age group. If overweight it is because of eating and drinking too much combined with not maintaining an exercise programme.

Food provides us with a wide variety of essential nutrients that are required for activity or keeping warm. Water is essential in the diet since all the body's tissues contain water. It is continually being lost from the body in urine, perspiration and through breathing.

ALCOHOL AND SWIMMING

With alcohol, judgement is impaired and more risks are taken. A swimmer who has been drinking alcohol tires more easily and his body temperature drops more quickly. Severe cramps may follow. Lifesavers should not drink alcohol the night before patrol or other duties, as blood alcohol levels remain high for 12 to 20 hours after the last drink.

A raised blood alcohol level impairs judgement and places both the rescuer and the patient at grave risk because it causes blood vessels to open or close at the wrong times. Thus the skin loses more heat from conduction, evaporation and radiation. If a swimmer gets into difficulties, he is more likely to vomit and inhale stomach contents into the lungs.

CIGARETTE SMOKING

Nicotine from tobacco causes blood vessels at the extremities to contract and affect circulation. This affects lifeguard-handling ability and increases stress on the heart.

Smoking also affects breathing, resulting in reduced lung capacity hence less oxygen intake. In an incident this is very important, as the rescuer has to deal with his emotions (adrenaline) and increased heart rate and breathing.

Smoking is the health disaster of our present society. Its contribution to disease in the heart, lungs and blood vessels is enormous.

EAR PROTECTION

Earwax has an antimicrobe water-repellent coating. Removal of this earwax by the action of sand and salt can cause 'swimmers ear'. The addition of cold water can cause bony growths (exotoses) that further trap debris. Symptoms: pain, inflammation, itching later hearing loss and discharge. The Lifeguard can prevent this by;

- Waterproof; use silicon earplugs to prevent water entry
- Warmth; wear wetsuit hood / swim caps
- Clear; gentle outer ear drying and head tilting is helpful. Avoid reaching into ear.

INFECTION CONTROL

Lifeguard exposure is most likely through mouth to mouth or bleeding wounds. The most effective way of avoiding contact is through use of bag and mask (NaRS Emergency Response III). Such equipment is not always available at point of collapse or recovery from sea. A mask / face shield is an alternative as it can be attached to a belt, rescue tube, or rescue board. It is only of use if kept available at all times by the lifeguard.

RECOMMENDATIONS ON EXPOSURE TO BLOOD DURING RESCUE

- Avoid skin contact with patient if possible; wetsuit / gloves
- Avoid contact with bleeding areas when moving patient from water
- Wash off any blood as soon as possible
- During deep water EAV, wash any blood or body fluids away from patient's mouth before contact. Lifeguard's mouth to be washed out after contact
- If possible, move patient to dry sand to prevent further in-water exposure

RECOMMENDATIONS ON EXPOSURE TO BLOOD DURING MEDICAL TREATMENT ASHORE

- Assume all blood and bodily fluid is infected and treat as such
- Use Bag and Mask if qualified (Ambulance / Medical / NaRS Emergency Response III)
- Use re-usable resuscitation masks with a system that prevents body fluids from passing through mask and thoroughly wash and sterilise after use
- Wear gloves for handling any patient who is / has been bleeding or any other body fluids that may be present.
- If patient is bleeding profusely e.g. from artery, also ensure eyes are protected (shades) and you are wearing something on chest. Keep your mouth closed.
- Wash hands with soap and water after contacting blood / body fluids, even if gloves are worn
- Wear gloves. Clean up blood and body fluids on equipment with a germicide containing bleach then air dry.

NEEDLES AND SHARPS

A full description on the safe disposal of sharps is in the appendix of this manual, remember;

- DANGER - Wear gloves when picking up used blades and needles.
- Hepatitis B vaccine is recommended for all those that risk exposure.
- Protect feet where ever possible

AGGRESSION AVOIDANCE

Polite and courteous answers to queries helps public relations and the public's reaction to lifeguards in general. Introduce yourself by first name to the inquirer. The public may seek information from lifeguards at any time; casual conversations detracting from beach management requirements should be avoided.

Every effort should be made to encourage bathers to swim between the patrol flags. Use of a loudhailer, in a polite manner, is to be encouraged. Use diplomacy and tact. However, if they still continue to swim outside of the patrol area they should still be watched.

Most lifeguards for one reason or another will come across people who are unwilling to heed their advice. Some people may not know of their capabilities, endangering themselves and their family while knowing the limited powers of Lifeguards in enforcing bylaws.

Lifeguards getting into arguments rarely prevent determined people from entering the sea, and at worst could result in people becoming violent and the lifeguard getting injured.

Definition of Violence: non-consenting physical assault or any threat of assault or harassment that definitely suggests a future act of aggression.

CYCLE OF AGGRESSION

- Normal behaviour
- A Trigger then changes this
- There is escalation away from normal behaviour. Calming methods can prevent violence here.
- Violence is likely to occur in the *Crisis Phase*, a short term risk.
- *Plateau / Recovery* – further assaults can occur. Methods can be effective BUT re-occurrence of violence can occur.
- Post Crisis – aggressors can regret their actions and become depressed. Self harm can occur here

CAUSES OF VIOLENCE

- Anyone stressed / provoked enough i.e. in incidents
- Alcohol and drug abusers
- Youths with injured friends or family
- Ill people reacting to authority
- Medical states: e.g. Diabetics after surfing and changing sugar levels
- Head injuries, Epilepsy and Lack of Oxygen
- Mental Health Patients
- Moving injured person
- Lifeguards not being sympathetic

HOW TO AVOID CONFRONTATION:

Take **time** to listen and think, hear all that is said. Watch terms used (don't use jargon). Repeat their demands to show understanding. Ask questions if unsure. Let them suggest solutions. Use soft relaxed tone and the same phrases each time. Explain position clearly. Be honest. Don't take sides.

Create **space**. Go back / to the side. Keep a barrier between you and aggressor (e.g. rescue tube) and make sure there is an escape route.

Body Language. Don't stare. Blink. Turn eyes away to shoulder. No crossed arms or hands on hips. Watch reply.

Safety Factors. Always let colleagues know where you are. Be alert. Anger (adrenaline) rushes don't last long. Don't wear jewellery and don't let equipment get into hands of aggressor.

Avoid Confrontation, its not worth it and could lead to legal action against you.

Inform colleagues in non-inflammatory radio code e.g. TSB - Time Space Body to initiate EAP procedure. (Call police!)

Where violence is likely to occur Beach Operators should train staff in Break - Away Techniques. e.g. Beaches near sources of alcohol or where Lifeguards are used to enforce bylaws. There should be a reporting technique and any incident reported to the Health and Safety Executive.

HANDLING AND MOVING

33% of all reported accidents in the UK are due to manual handling. It has been costed at £3 Billion. Beach Operators and Lifeguards are under legal obligation to follow the Manual Handling Operations Regulations 1992 to avoid injury.

PREVENTING MUSCULOSKELETAL INJURY

- Avoid lifting or apply approved moving techniques
- Decide on own individual capability
- Keep fit and exercise (smoking, weight, good posture, rest)
- Avoid consistent standing or sitting in one position - repeated back stress causes injury
- Use warm up exercises whenever possible

The nature of lifeguard work on one of the roughest and inaccessible coastlines in Europe means that there is great risk of back injury, and every effort must be made to avoid the risks.

Any technique taught should bear in mind the principles of good moving. For some operations, such as IRB use, it may not be possible to follow all the principles due to operating conditions. However, known situations such as taking patients from the water can be planned for. (i.e. once 'contact and control' has taken place, the rescuer has time to decide on the most appropriate method of extraction.

The 'Handling of Patients V4' states:

"There are four situations that can be described as emergencies. In these situations the victim must be moved to safety immediately and there is no time to get equipment or plan the move. Risks may have to be taken. These situations are where a person is:-

- *In water in imminent danger of drowning*
- *In an area that is actually on fire or filling with smoke*
- *In danger from bomb or bullet*
- *In danger from a collapsing building or other structure*

These situations are extremely rare even for the emergency services"

Clearly if the patient has buoyancy, is breathing and is in a secure position they are not in imminent danger.

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PRINCIPLES OF HANDLING AND MOVING INCLUDING PATIENTS

STOP

- How else can the load be moved? Is it essential?
- **"TILE O"** Assessment
(Task, Individual capacity, Load, Environment, Other factors)
- Plan
- Prepare
- Position
- Perform
 - Use the minimum of movement and tell patient to keep still
 - Always explain before doing movement
 - Use equipment for the job (longboard, straps) or hold clothing
 - Move carefully to avoid stooping, twisting or bending back

A person's centre of gravity is just in front of the base of the spine. The feet bound an area called the base. When the body moves from the area of the base the body is no longer at balance and will fall. A good base is one shoulder width apart. The base is maintained while moving by keeping the back foot pointing outwards

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PREPARING TO MOVE

- Clear area before starting
- Plan a route that is clear of obstacles
- Explain to patient what you will do! Beware if they are incapable of understanding
- Use the whole hand to hold : fingers are very weak
- When moving as a team the person at the patient's head gives the lift instructions
- The instructions must be clear, authoritative, rhythmical easily understood
i.e. **Not numbers**. Instructions such as “Ready, Steady, Lift” or “Prepare to lift, Lift” are common, check local protocols.

GOOD LIFTING POINTS

- Feet Position closest to weight - Balanced
- Back Straight back without being absolutely rigid, Avoid twisting trunk
- Shoulders Level, avoid reaching forward
- Legs Use leg muscles, bend knees and hips
- Chin Look straight ahead
- Arms Close to body
- Grip Palm of hands, Hands no wider than shoulder width.
- Bodyweight Counter-balance with your own body weight
- Clothing Avoid lifting by clothing that can move.
- Injuries Be careful not to injure patient.