



Crawley Town & Horsham
Life Saving Clubs
Southwater Country Park
Beach Safety Operating
Procedures 2016



Venue: Southwater Country Park, Cripplegate Lane, Southwater, RH13 7UN.

Just off the A24 main Horsham to Worthing Road.

Contact Numbers:

- Warden (Upstairs) Telephone No: 01403 731218
- Café 01403 734607
- Emergency Telephone No: Office Hours if Warden not on site
(HDC Park Services) 01403 215285 or 01403 315100 (Main HDC No)
- Or Council Out of Office Hours No 07801 900491 (available 24 Hours)
- Emergency Telephone No 999 or 112

Plan of the Country Park below

This indicates the extent of the lake and shows locations of Car Parks, Café, Beach and Cafeteria and training area. Toilets and showers are within the Café building.

Only the Main Lake is to be used, not the top fishing lake or the lake the other side of Station Road.



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2 NORMAL OPERATING PROCEDURES (NOP)

2.1 TRAINING AND ASSESSMENTS

These take place on certain evenings during the Summer Months from 18.30 to 21.00 hours. On some occasions training and assessments will take place at weekends and nominated days.

These will take place from one of the following areas:

Off the Grass Bank on the West Side of the Lake with a timber edging)

Off the Floating Pontoon) *By arrangement*

Off the Fixed Platform Stagings) *By arrangement*

Off the Artificial Beach: *No paddle boards or skis to be used*

2.2 CHANGING AND TOILET FACILITIES

These are at the rear of the Cafeteria and the leaders have keys for these. Access to the Showers is via a digital lock, the Supervisors have this code number. When not in use they are to be kept locked. The risk assessment is to be upheld when using these.

No personal belongings are to be left in this building but are to be taken to the lakeside or locked in vehicles. The club does not accept responsibility for any lost property.

All members who have entered the water are strongly recommended to wash/shower afterwards. Do not eat without washing hands first.

2.3 OPERATING PROCEDURES

All members are to be made aware of these which include the NOP (Normal Operating Procedures), EAP (Emergency Operating Procedures) and Risk Assessments.

2.4 ACTIVITY SUPERVISORS, LIFESAVERS, SWIMMERS

No members are to enter the water until authorised to do so by the Club Leader.

Sufficient numbers of Qualified Lifeguards and/or Activity Supervisors are to be present.

The Activity Supervisor must ensure the following:

- Activity Supervisors are to wear a Dark Red Polo shirt with the word Supervisor printed in white on the rear of the shirt and have a current CRB certificate if working with minors.
- The water temperature has been achieved (54 Deg F, 12 Deg C). Wet suits must be used if the Activity Supervisor approves these.
- Sufficient qualified personnel and suitable rescue equipment is available.
- They have a whistle with them.
- A working mobile telephone is available.

- First aid kit is available and to include waterproof plasters, Thermal blankets will also be available.
- All members entering the water are to wear a brightly coloured hat and any protective clothing necessary for the conditions. They are to keep within 20m from the shore and keep to the shore side of an imaginary line between the two reflective posts that are at each end of the lake.
- It is advised that protective footwear should be worn.
- Suitable other protective clothing is available.
- The water quality is acceptable and there are no signs of blue green algae or weils disease present.
- Hot drinks to be made available: If the Café is closed, hot drinks in flasks are to be provided.
- Suitable manned Rescue Craft is to be on the water if swimmers are in the Lake and to wear appropriate PFD with Rescue Tube where applicable. The ratio of swimmers to craft is to be no more than 4.1 for endurance/distance.
- Swimmers are not to enter the water with any uncovered open wounds and it is recommended that Medical Advice is sought.
- If using the floating pontoon or slipway, please ensure the gates are locked when finished.

2.5 SAFEGUARDING

All members are to be aware of this and are to comply with the RLSS UK and Club procedures and a minimum of 2 DBS checked members are to be present at each session

2.6 EQUIPMENT/CRAFT

Some of this is stored on site and some taken to the venue from member's homes.

All equipment is to be thoroughly checked before use, operated correctly and cleaned before taking back into store.

Any storage area is to be locked at the end of each session.

The following equipment/craft is normally available to use: Cobra Rescue Ski's, Racing Rescue Ski, Paddle Board, Rescue Tubes, Throwing Ropes and Poles.

2.7 SIGNALS

Whistles and verbal communication are used. The whistle signals are:

One short blast: To gain the attention of a swimmer or a member of the public.

Two short blasts: To gain the attention of another supervisor/leader or lifeguards.

Three short blasts: Indicates that emergency action is being taken.

One long blast: Clear the area involved.

2.8 REGISTER

A register is to be taken on each occasion. This taken at the start of each session and headcounts to be taken at 10 minute intervals whilst members are in the water and at the end of each session.

2.9 WEATHER

Training and assessments must only be carried out when the weather condition is acceptable.

If there is a serious deterioration with the weather or an electrical storm occurs, all swimming activities will be stopped and the session postponed or cancelled.

2.10 LIFEGUARD PATROLLING

All of the above are relevant plus the following.

2.10.1 Qualification

All Lifeguards who carry out patrols are to hold a current NBLQ of The RLSS UK or NARS Award of The SLS GB and have undertaken a site specific induction which will be documented.

Members with a "First Aid at Work Certificate" are permitted to assist with dry land incidents.

2.10.2 Area of Patrol

This will depend upon the event being covered and will be clearly identified to all persons involved. All taking part in activities will be briefed before each session.

2.10.3 Patrolling

Any patrols carried out will be on a voluntary basis either for a specific event or for Club members who venture in the water beyond 20m from the Lakeside. The dates for these are to suit Club members who are qualified.

2.10.4 Team Leader

There will be a Team leader appointed for each Patrol. This person is to co- ordinate all the Lifeguards and arrange for a regular rotation of Lifeguards on a 20 minute basis.

2.10.5 Lifeguard Clothing/Uniform

All qualified Lifeguards are to wear distinctive coloured clothing as follows:

Yellow Shirts, Red Shorts, Red/Yellow Hat, and Suitable Footwear. In the case of inclement weather the Lifeguards will wear Red and Yellow protective clothing.

Any Activity Supervisors involved will wear a Dark Red Polo Shirt with the word Supervisor printed in White on the rear of the shirt.

2.10.6 Foot Patrols

Lifeguards will work in groups of 2 on foot patrol and each is to carry a Whistle, Rescue Tube and one of which will preferably carry a working Mobile Telephone in a waterproof case.

2.10.7 Craft Patrols

Lifeguards who are on a craft (Cobra Ski) will carry a whistle and have a rescue tube attached to the craft.

2.10.8 Log Book

All members' names carrying out patrols are to be entered in the patrol log book. This at the beginning of each patrol and signed off when finished.

3 EMERGENCY ACTION PLAN (EAP)

3.1 GENERAL

Should an incident occur the following procedures are to be adopted. These are to be taken into consideration in conjunction with the Normal Operating Procedures

3.2 INCIDENTS

The Lifeguard, Activity Supervisor or other Senior Club member will raise the alarm by blowing their whistle in the following way:

- | | |
|---------------------|---|
| One short blast: | To gain the attention of a swimmer or a member of the public |
| Two short blasts: | To gain the attention of another Lifeguard/Activity Supervisor |
| Three short blasts: | Indicates that emergency action is being taken. |
| One long blast: | To clear the area involved, or all of the water if there are not sufficient numbers of Qualified Lifeguards to cover all areas. |

Three short blasts, indicates that a full response is needed by all the Lifeguards/Activity Supervisors on duty. They will make contact with the Lifeguard, Activity Supervisor or Senior Club members who raised the signal to establish the severity of the incident.

The action depends upon the severity of the incident.

All rescues and first aid are to be carried out in accordance with that recommended in the current editions of The RLSS UK publications.

3.3 FATALITY/MAJOR (WET OR DRY)

Full evacuation of the area to take place, the alarm raised with the Emergency Services by dialling 999 or 112 and the casualty/s to be rescued and treated on the Lakeside for any first aid necessary plus treated for shock.

This also applies to any Dry Land Incidents that may occur.

The casualty/s must then be taken to Hospital by ambulance. A Club member is to be deployed to wait at the entrance gates to meet and direct the ambulance when it arrives.

The Incident Report Form, Accident Book and any necessary RIDDOR documents are then to be completed.

3.4 MINOR (WET OR DRY)

The casualty/s are to be rescued, treated for any first aid required plus shock.

They are then to be sent to Hospital if deemed necessary.

The Incident Report Form and Accident Book are then to be completed.

3.5 MARGINAL

The casualty/s are to be rescued, treated for any first aid required and shock.

The Incident Report Form and Accident Book are then to be completed.

3.6 WITNESSES

Full statements are to be taken from any witnesses present.

3.7 INCIDENT REPORTS

A full report is to be entered in the Incident Report Form and Accident Book plus any RIDDOR forms if necessary.

3.8 LOST/FOUND CHILDREN

Full details are to be taken from the child/ren or Parents/Guardians where possible, this to include name, age, sex, colour, hair colour and clothing worn. Any found children are to be taken to the Wardens Office/Cafeteria for security until the Parents/Guardians are located. Full identification by the Parents/Guardians is required before the child/ren is released.

A full search is to be made for any lost child/ren, the Police are to be informed if the missing person/s is not located within half an hour.

All members must be aware of the Child Protection Policy and must take any lost Child/Children that have been found to the Wardens Office/Café without any undue delay. If the Wardens Office is closed the Police are to be contacted

3.9 EQUIPMENT

Any equipment that is used is to be checked before returning it to storage and any first aid supplies replenished.

3.10 ADVICE

The Team Leader/Lifeguard is to give friendly advice to any person/s and or family/friends of any incident involved. This includes giving any advice relating to exposure to sun, heat and/or cold conditions and the necessity to wear protective clothing or sun protection treatments.

3.11 FIRE OR POWER FAILURE

If there is a fire or power failure and the Toilets/Showers are in darkness all members are to evacuate the premises and meet in the area to the slipway side of the Cafeteria.

3.12 BOMB/TERRORIST ALERT

If this arises, the area is to be evacuated and everyone is to assemble in the Car Park Area where a head count will be undertaken.

3.13 EVALUATION

When the incident details have been entered in the Incident Report Form, Accident Book and RIDDOR forms a full evaluation of the event is to be undertaken and any recommendations passed to the Club for consideration in amending the Operating Procedures.

Attached: Copy of the Risk Assessments

wjs 22.05.07

Revision A 25.07.07

Revision B in Italics 30.04.08 (By DS, RB & WJS)

Revision C in Italics 23.03.09 (By DS & WJS)

Revision D in Bold Italics 22.04.10 (By DS & WJS)

Revision E in Bold Italics 12.05.11 (By DS & WJS)

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Revision G in Bold Red Italics 15.05.13 (By WJS & DS)

Revision H in Bold Red Italics 01.05.14 (By WJS & DS)

Revision I Inspected 13.05.15 (By WJS & RA)

Revision J Inspected 19.05.16 (By WJS & DS)

Distribution: HLSC & CTLSC Committee's plus all 2015 Club Members due to visit Southwater Country Park.

Plus: HDC and Southwater Lake Users Group.