



Aquatic Safety Management Services:

Water Safety Coordinator: Roles & Responsibilities

The Water Safety Coordinator will be a member of the Surf Life Saving Club engaged to deliver the Services. They are responsible for preparing a quote for the Services and providing it to the Event Manager. They are the key liaison between the Club and the Event Manager, and will oversee the provision of the Services on the day of the event. The specific responsibilities of the Water Safety Coordinator at an event are outlined below:

1. Pre-event safety communications to lifeguards

- a. A register of all lifeguards present on the day of the event should be taken.
- b. The Water Safety Coordinator should:
 - Run through all the safety and race instructions being given to the participants and other medical staff
 - Run through the risk assessment for the event
 - Run through the role of the lifeguard – support, rescue and handover to first aid personal
 - Run through the communication plan
 - Outline what will happen in a rescue and/or emergency
- c. The Water Safety Coordinator must ensure all lifeguards working at the event are aware of and compliant with all of these arrangements.

2. Lifeguard Wellbeing and Personal Safety

The Water Safety Coordinator should also ensure that all lifeguards have the right equipment and are wearing the right uniform. Lifeguards should be wearing appropriate clothing for the conditions, including a hat and sunscreen to protect from the sun.

Lifeguards should be adequately hydrated and fed for the duration of the event - provisions may need to be made to allow time for the lifeguards to re-apply sunscreen, and have food and water.

The Water Safety Coordinator should also maintain a register of all lifeguards working at the event, and ensure a Patrol Captain's Report Form is completed at the conclusion of the event.

3. Rescues or first aid incidents during an event

The Lifeguards should respond to all incidents in accordance with Surf Life Saving New Zealand's standard policies and practices, and in line with any specific arrangements made for the event.

The Water Safety Coordinator must record all incidents during the course of an event. This information needs to be obtained from the lifeguards who have performed the rescue/first aid. Standard SLSNZ incident forms can be used for recording all the relevant information.

If a major event occurs, such as a:

- Death / Drowning
- Resuscitation – successful or unsuccessful
- Injury to a Patrol Member
- Rescued patient with extensive injuries
- Strong media involvement and interest

The Water Safety Coordinator should immediately call the local Club Development Officer or other SLSNZ Regional staff member to advise them of the incident, so that additional support can be provided.

4. Post-event debrief

The purpose of the post-event debrief is to run through all aspects of the event for the purpose of assessing the effectiveness of the planning for this event and areas where improvements could be made, should this or similar events be held in the future. There should be at least two levels of event debrief:

The Water Safety Coordinator should meet with all lifeguards immediately following the event. The debrief should include an assessment of the risk factors, whether there was adequate lifeguard presence at the event, and areas where improvement could be made. This is also an opportune time for the Water Safety Coordinator to ensure that the lifeguards are all okay (physically and mentally) and thanked appropriately.

The Water Safety Coordinator should also attend a post-event debrief with the Event Manager, SLSNZ Event Safety Coordinator, and any other relevant personnel (e.g. Medical Coordinator, Harbour Master, Police etc.). This should be done within three (3) days of the event.