



SURF LIFE SAVING
NEW ZEALAND



In it for life

Rookie Lifeguard Programme **Club Coordinator Manual**

Updated October 2020

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Background Information

The majority of Surf Life Saving Clubs in New Zealand operate a Junior Surf division catering for seven to thirteen year olds. At fourteen, they are eligible to become active Surf Lifeguards or Patrol Support members and at times some clubs have difficulty in keeping these members during the transition period from junior to senior ranks.

In order to help with this transition the Rookie Lifeguard Program was introduced into Surf Life Saving. It was designed to assist with the education and retention of these young Surf Lifeguards through a structured development program. The Rookie Lifeguard Program is aimed at developing young Surf Lifeguards in the areas of lifesaving education, beach management, patrol experience, and through participation and social development. It is hoped that by targeting and then preparing these young members in advance, that this retention problem will be overcome.

The Rookie Lifeguard Program has been developed to incorporate junior members into the patrolling environment.

Aims of the Rookie Lifeguard Program

- Promote "practical lifesaving" to the younger members
- Increase and develop the skills of young members
- Describe the career pathway in surf lifesaving
- Provide a smooth transition and ready flow of active members from Junior Surf ranks by providing a programme of practical lifesaving development for them. Target group is 13yr olds, or those turning 13 during the season
- Involve and encourage respective parents to become involved in both active service and administration at club level
- Develop strong ties between senior and junior members as a result of involvement
- Patrol efficiency, effectiveness and improvement through development of members

Anticipated Outcomes

- Retention rates for younger members are increased
- Increase membership of Surf Life Saving clubs
- Participants learn new skills
- Smooth transition from Junior Surf to senior lifesaving
- Mentoring/Buddy systems will encourage interaction between all sections of lifesaving

Rookie Lifeguard Program Recognition

- Positive, safe, fun, healthy and educational for participants
- Participants are outfitted in appropriate uniform (No red and yellow patrol uniforms)
- Participants will be rewarded appropriately – as determined by Clubs E.g. Certificate of completion, Rookie Lifeguard assessments and challenges

The Mechanics

Junior members (aged 13 years) are invited to become members of surf lifesaving patrols as a Rookie Lifeguard. The programme is recommended to commence approximately October/November/December each year.

Rookie Lifeguards are asked to do patrols alongside a chosen mentor, attending four patrols throughout the season, accumulating a **minimum** of 12 hours per season.

To become a Rookie Lifeguard candidates must:

- Be a financial member of a Surf Life Saving Club
- Be 13 years of age
- Be able to swim 200 meters in a pool in under **4:30mins** - *Time to be signed off by a lifeguard from the Club.*

Parents should be encouraged to be involved in the program, obtain their Surf Lifeguard Award, Patrol Support Award or become active in the club environment.

Safety concerns are addressed and a mentor system with a senior lifeguard (i.e. "Buddy") is a primary requirement and the key to the success of this programme. Rookie Lifeguards will be allocated to a willing patrol mentor who is responsible for the Rookie during the program and making their time on patrol as safe and enjoyable as possible.

A Club Rookie Co-ordinator will be appointed to run the program and supervise the development of each participant and the selection and training of Rookie mentors. Support for Rookie Co-ordinators may be provided by Surf Life Saving.

Rookie Lifeguards will have workbooks which their mentor and Patrol Captain must sign off. These workbooks set out topics to be covered during their experience. Together, mentors and Co-ordinators should regularly monitor the progress of the junior members during their Rookie Lifeguard experience.

To graduate from the Rookie Lifeguard Program all participants are required to undertake the various components of the program. The program will take approximately 25 hours to complete during the season with most components running concurrent with existing club activities.

To be awarded the Rookie Lifeguard Certificate participants must:
Participate in four patrols (no less than 12 hours in total)
Complete all Rookie Surf Lifeguard Log Book Modules

Rookie Lifeguard Time Line:

1. Parent, Mentor and Rookie Induction Session	1 hour	Recommended
2. Surf Club Induction	2 hours	Recommended
3. Beach Patrols and Log Book	12 hours	Compulsory
4. Surf Activities	5 hours	Compulsory
5. Rookie Activity Sessions	5hours	Recommended
Total	25 hours	Recommended

Administration Requirements

The Rookie Lifeguard Program will require administration from the Surf Club and Regional Office. Regular communication between everyone involved is extremely important. Any communications between the Club and the Regional Office should be directed through the SLS Club Development Officer (CDO) for that area.

Club Rookie Lifeguard Co-ordinator

- Works with club to identify, select and nominate Rookie Lifeguard candidates.
- Conduct parent, Patrol Captain, and Rookie Lifeguard Induction Session.
- Completion of paper work at the conclusion of the program i.e. recognition schemes, end of season reports and recommendations.

Rookie Co-ordinator, Mentor, Rookie Lifeguard and parents

- Ensure club membership has been completed – membership number needed when registering.
- Assessment and sign off of workbook.
- Ensure workbook requirements completed and signed off appropriately.

Parent, Mentor and Rookie Surf Lifeguard Information Session

The aim of the Parent, Mentor and Rookie Information Session is to outline requirements of the Rookie Lifeguard Program. This will ensure that participants and their parents have a clear understanding of what it is to be part of the program.

This is anticipated to take approximately one hour and may be followed by a BBQ to give everybody an opportunity to get to know each other and ask additional questions.

SAMPLE AGENDA

Venue: Surf Club

Duration: 1 hour

Welcome from Club Executive Member (ideally the President and/or Club Captain)

Introduction

- Club Rookie Lifeguard Co-ordinator
- Rookie Lifeguards
- Surf Lifeguard Mentors (if possible)

Overview of Rookie Lifeguard Program (answer questions as they arise)

- Rookie Lifeguard requirements
- Club Rookie Co-ordinator requirements
- Any Regional requirements
- Issue of Rookie Lifeguard Program information package

Set date and time for Rookie Lifeguard Program Club Induction

BBQ/Social time

Club Induction Session

The Club Induction is aimed at providing the Rookie Lifeguards with an insight into operations of their surf club.

SAMPLE AGENDA

Venue: Surf Club

Duration: 2 hours

Clubhouse (facilities) tour

- All amenities
- Equipment storage
- Patrol, First Aid and Radio Rooms

Information

- Notice Boards (and their uses)
- Club activities (seasons program, social events)

Club Structure

- How things work
- Officer Duties (who does what)
- Basic history

Patrol Requirements

- What to do (arrival, during patrol, afterwards)
- Where to go
- Procedures (who to talk to, lifeguard roles)
- Issue of Rookie Patrol Requirements

Equipment Usage

- Lifesaving
- Training/Competition
- General

Beach Patrols

Rookie Surf Lifeguards will attend beach patrols as an active observer. This is a compulsory component of the program. This will allow participants to experience beach patrols first hand and also work through the practical aspects of the Rookie Lifeguard Program Workbook.

Key Points of Beach Patrols

- Participants complete at least four (4), three (3) hour beach patrols as a Rookie Surf Lifeguard (active observer) under the guidance of "mentor" club patrol members
- During the beach patrols the Rookie Lifeguards complete a range of life saving experiences, as identified by the Rookie Surf Lifeguard Workbook.
- Rookie Lifeguards are to wear their full Rookie Surf Lifeguard uniform (no red and yellow).
- Roster Rookie Lifeguards in a minimum of 3 for beach patrols (where possible)
- Keep beach patrols meaningful and fun
- Additional activities can be included in beach patrols if appropriate
- Ensure that Rookie Surf Lifeguards are given a Rookie Surf Lifeguard Patrol Roster.
- Be emphatic to the needs of the Rookie Surf Lifeguard in terms of other commitments, family requirements and their stage of physical/personal development
- Rookies who are 12 years old are not allowed to attend patrols until after their 13th birthday
- While attending patrols the Rookie Lifeguards are not to be involved in any serious rescue or first aid situations. Due to their age if an event like this occurs all Rookie Lifeguards need to be immediately removed from the situation
- Rookie Lifeguards are not qualified lifeguards and should only attend an incident under the direct supervision of a SLA qualified lifeguard

Rookie Surf Lifeguard Workbook

- The Rookie Lifeguard Workbook is to be completed as it is a vital component of the program. The skills can be assessed by the Club Rookie Co-ordinator, Patrol Captain, Rookie Mentor or an appropriately nominated club person
- When assessing the Rookie Surf Lifeguards, remember that there are different abilities and development stages for the participants. Every effort must be made to ensure the safety of the Rookie Surf Lifeguard. The emphasis is on participation and learning new lifesaving skills, not becoming an elite competitor
- Rookies are expected to have completed requirements signed off in their workbook.
- At the end of the Rookie Surf Lifeguard Program the completed workbooks will be the record of participation for the end of program rewards.
- Workbook activities will be completed during the beach patrols.

Log Book Content

- Module 1 Health, Sun Smart & Conservation
- Module 2 Surf & Swimming Skills
- Module 3 Role of a Surf Lifeguard and Patrolling
- Module 4 Signals, Flags & Radio Operations
- Module 5 Rescue, Releases & Tube Rescue
- Module 6 First Aid & Emergency Care
- Module 7 Primary Survey & CPR
- Module 8 Practical Surf Skills: Safety Check Surf Swim with Fins Rescue Board
- Module 9 Patrol Equipment and Clubhouse
- Module 10 Surf Lifesaving Club Structure and Culture

Rookie Lifeguard Activity Sessions

To assist with the education and development of the Rookie Lifeguards, additional activities are included in the Rookie Lifeguard Program. The Rookie activities may be an extension of lifesaving functions, social events, field visits or whatever the Club Rookie Co-ordinator deems appropriate. When selecting activities it should be remembered that the Rookie Lifeguard program is aimed at participation and developing patrolling lifeguards not creating elite competitors.

Some examples include:

Field Visits

- Coastal experiences (greater area of local beach)
- Neighbouring Surf Clubs
- Conservation activities like dune planting and/or collecting rubbish on your local beach

Lifesaving events

- Patients for Surf Lifeguard Award exams, first aid and patrol assessments
- Competition events
- Assist at local carnivals

Fun Activities

- Novelty surf carnivals
- Visits to recreational facilities
- Movie nights
- Ten pin bowling competitions
- Social water polo teams

Community Events

- Charity collections
- Lifesaving displays

Club Activities

- Fundraisers
- Carnivals
- Teaching surf education to nippers
- Assisting with nipper water safety
- Sleep over
- Education training weekends

Rookie Championships

- Some regions run a Rookie Championship at the end of each season
- This is a fun event aimed at showcasing the skills the Rookie Lifeguards have learnt during the season
- The Rookie Championships will be organised by the local Regional Office and all Rookie Lifeguards will be invited to attend
- For further information please contact your area's Club' Development Officer

Club Rookie Lifeguard Co-ordinator – Job Description

Club Rookie Lifeguard Co-ordinators will require the co-operation of all sections of their surf club to assist with the Rookie Lifeguard Program including the Club Captain, Chief Instructor, Power Craft Officer, Junior Surf Co-ordinator and Patrol Captains. If the club has a high number of Rookie Lifeguards it is suggested that an Assistant Co-ordinator is appointed.

POSITION DESCRIPTION

Responsible to: Club Management Committee

Reports to: Club Management Committee

Functional Relationships:

- Club Members and parents
- Patrol Captains and patrolling members
- Junior Surf co-ordinator
- Secretary/Club Administrator
- Club Captain

Responsibilities:

- Co-ordinate the Rookie Programme for eligible members
- Create effective communication between Junior Surf and senior members
- Selecting and placement of a buddy/mentor to each Rookie Surf Lifeguard

Desirable Attributes:

- Well organised
- Able to manage people
- Excellent communication skills
- Planning Skills

Statement of Duties:

- Ensure that all Rookie Lifeguards have achieved the correct pre requisites before beginning the program i.e. Club membership completed, swim signed off
- Oversee the running of the club Rookie Lifeguard Programme
- Promote the establishment of the Rookie Lifeguard Programme into the club culture
- Establish what exactly is required from the Rookie Lifeguard and the mentor/buddy to be accepted into this programme
- Create a smooth transitional period from Junior Surf into senior club ranks
- Actively recruit Rookie Lifeguard members and mentors/buddies
- Placement of Rookie Lifeguards into Patrols (in consultation with Patrol Officer and Patrol Captains)
- Allocation and implementation of the mentor/buddy system
- Documenting the progress of each Rookie Surf Lifeguard candidate
- Liaise with Junior Surf members and parents
- Help develop club plans to develop and retain youth members
- Help organise forum for youth consultation
- Organise pathway for Rookie Surf Lifeguard to sit Surf Lifeguard Award through district exam

Rookie Lifeguard Mentor – Job Description

Rookie Surf Lifeguard mentors are individuals responsible for Rookie Lifeguards during beach patrols. Mentors must sign the Rookie Lifeguard Workbook and will hopefully be the senior club member to assist with the transition from nippers to seniors and successful program completion.

Rookie Lifeguard mentors may have one or more Rookie Lifeguards. The person may not necessarily be a Patrol Captain but needs to be a reliable and competent patrolling member.

POSITION DESCRIPTION

Responsible to: Club Rookie Co-ordinator

Reports to: Club Rookie Co-ordinator

Functional Relationships:

- Patrol Captains
- Patrolling members
- Rookie Lifeguard and their parents

Responsibilities:

- Mentor for assigned Rookie Surf Lifeguard

Desirable Attributes:

- Experience as a surf lifeguard
- Role model to youth
- Commitment to the programme
- Accessible to Rookie Lifeguards
- Good communication skills
- Ability to complete tasks with Rookie Lifeguard for Rookie Lifeguard Workbook

Statement of Duties:

- Communicate with Rookie Lifeguard regularly for general discussion
- Ensure Rookie Lifeguard is aware of the next patrol date
- When on patrol:
 - Introduce Rookie Lifeguard to other patrol members
 - Ensure Rookie Lifeguard is properly supervised and actively learning whilst on patrol
 - Present relevant training module to Rookie Surf Lifeguard
 - Mentor for assigned Rookie Lifeguards
 - Work through Rookie Lifeguard workbook with the candidates
 - Sign Rookie Lifeguard training sheet in workbook
- Discuss Rookie Lifeguard progress on a regular basis with club co-ordinator
- Note comments regarding development in Rookie Lifeguard files
- Provide club newsletter editor with news of Rookie Lifeguards progress (if able)
- Encourage Rookie Lifeguard to recruit friends and parents as club members
- Assist the Rookie Lifeguard to assimilate into senior lifesaving
- Be a friend to the Rookie Lifeguard – provide support, guidance, and knowledge
- Share surf lifesaving experiences with Rookie Lifeguards to create a sense of belonging

Rookie Lifeguard Mentor - Contact Info

Mentor Name	Email Address	Mobile Number	Assigned Rookie Name

Rookie Lifeguard Uniform – Example

Surf Lifesaving New Zealand do not currently supply the Rookie Lifeguard Uniform. There are no set guidelines to what Rookies can wear other than they cannot wear anything red & yellow like current Surf Lifeguards. Rookies should be easily identifiable as "Rookies". Below is an example of a uniform which is used at some clubs.

Clubs can have their club logo or sponsor on the back of the shirt along with wording such as "Rookie" in order to identify to members of the public that they are part of the patrol team but only as a Rookie.

NZ Uniforms is one of SLSNZ's partners and does do Rookie Uniform Orders for Clubs.

Shaun.Crockford@nzuniforms.com

Blue Cap



White long sleeved T-Shirt



Blue Shorts



Surf Life Saving New Zealand Code of Conduct

(Excerpt from the SLSNZ Code of Conduct)

The following Code of Conduct applies to all SLSNZ Members and all persons participating in Surf Life Saving and any associated programmes or events.

As an SLSNZ member you should meet the following requirements in regard to your conduct during any SLSNZ sanctioned activity.

- Respect the rights, dignity and worth of others
- Be fair, considerate and honest in all dealings with others
- Be professional in, and accept responsibility for your actions
- Make a commitment to providing quality service
- Be aware of, and maintain an uncompromising adherence to, standards, rules, regulations and policies
- Operate within the Constitution, Regulations, Policies and Procedures of SLSNZ
- Understand your responsibility if you breach, or are aware of any breaches of, the Code of Conduct
- Refrain from any form of abuse and harassment towards others
- Provide a safe environment for the conduct of the activity in accordance with relevant policy
- Show concern and caution towards others who may be sick or injured
- Be a positive role model

Surf Life Saving New Zealand expects all members, supporters, advisors, staff and associates of SLSNZ to abide by a Code of Conduct that upholds the principles and values of the organisation and the SLSNZ Member Protection Policy. Members should recognise that at all times they have a responsibility to a duty of care to all SLSNZ members.

Never act in any way that may bring disrepute or disgrace to SLSNZ members, its stakeholders and sponsors.

Any breach of the Code of Conduct, or any part of it, will result in disciplinary action under the SLSNZ Constitution, Regulations.

Rookie Lifeguard Safety

- One person (i.e. the Rookie Lifeguard mentor) must ultimately be responsible for each Rookie Lifeguard during the hours of patrol
- It should be encouraged for not only the Rookie Lifeguard mentor, but the whole patrol to take responsibility for the safety of the Rookie Lifeguard
- On the patrol roster the name of the Rookie Lifeguards must be followed with the letter R for Rookie Lifeguard E.g. Larry Guard ®
- Under no circumstances is a Rookie Lifeguard is to participate or to be placed in a patrolling activity or situation without the guidance of their allocated mentor/buddy
- Rookie Lifeguards must not participate in patrolling activities if the patrol does not meet the standards listed in the club Patrol Operations Manual
- Under no circumstances should a Rookie Lifeguard be placed in a situation which may place the Rookie Surf Lifeguard in danger
- The Patrol Captain has overriding charge of any Rookie Lifeguards on the beach. If the Patrol Captain feels that the safety of the Rookie Lifeguards on patrol may be compromised he/she can withdraw the Rookie Lifeguard from patrolling duty for that day, or until a safer environment is achieved
- Challenge by choice – If the Rookie Lifeguard does not feel completing a task or the conditions prove too difficult for the Rookie Lifeguard they have the choice to not proceed until they feel comfortable with the situation

Risk Management

Risk Management in Action

Well trained and experienced lifeguards demonstrate effective risk management and risk assessment procedures every day while on patrol. These eight steps are implemented repeatedly throughout patrols across the country and can be summarised in the following way.

STEP ONE

Identify the activity, duty or work to be undertaken. Example - Lifeguards plan to set up and operate a safe flag zone for use by the public, which identifies the work or duty to be undertaken.

STEP TWO

Identify the people likely to be affected by the work. *Example - Lifeguards, identify the people likely to use the flagged zone and the surrounding beach, which includes the Lifeguards. This may include competent swimmers, boogie boarders, surfers, poor swimmers, children, families, first time beach users, all of whom may be affected in different ways by the work of the patrol and their use of the water and beach environment.*

STEP THREE

Identify hazards including environmental, human and objects/equipment. *Example - Lifeguards identify hazards including environmental hazards such as rips, currents, and wave height and type, along with potential human hazards such as surfers near the proposed flag zone, or first time beach users, as well as potential 'man made' (objects) and equipment hazards such as jet skis on the water, or vehicles on the beach, or the remains of an old disused wharf or jetty.*

STEP FOUR

Identify and assess the risks associated with the hazards, which may result in harm to people if preventative actions (controls) are not applied. *Example - potential injury to swimmers due to the proximity of surfers, potential drowning of swimmers entering the water fully clothed, or the location and strength of rips. Lifeguards then identify and assess the risks before considering what preventative actions may be applied to manage the risks*

STEP FIVE

Apply preventative actions (controls) to help prevent harm to people. *Example - Having assessed the risks, lifeguards make informed decisions about where to locate the flags, i.e. away from surfers and rips, and may also place signs to warn beach users of dangerous currents, and may talk to first time beach users about the safety of swimming between the flags. These are all preventative actions or controls which help prevent harm to those using the beach.*

STEP SIX

Continue to monitor and assess the hazards, risks and control measures for effectiveness. *Example - Lifeguards monitor and review steps 1-5 and amend as necessary to prevent harm to people.*

STEP SEVEN

Maintain records of the above. *Example – Some of the above information may be recorded on the Patrol Captains Form. However SLSNZ is moving towards using SLSNZ's Operational Risk Assessment Forms while also investigating*

STEP EIGHT

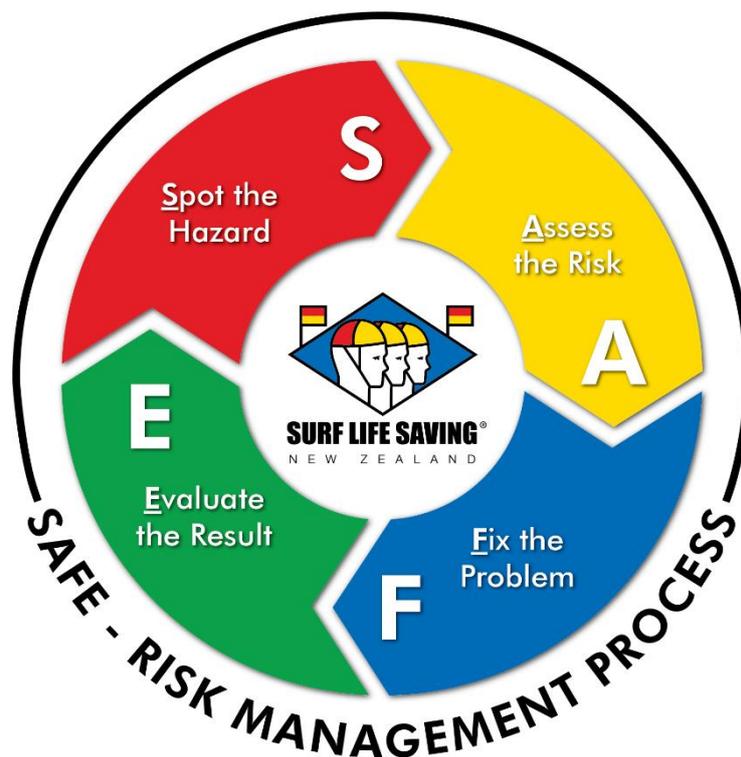
Implement emergency responses where required. Emergency responses are applied where preventative actions have failed, or where hazards and or risks have changed and/or have not been adequately identified and/or assessed. *Example – Lifeguards rescue swimmers from a flash rip that suddenly appears adjacent to the flags.*

These eight steps are implemented repeatedly throughout the operation of all surf lifesaving patrols across the country and can be summarised in the following way.

1. Identify the work.
2. Identify the people likely to be affected by the work.
3. Identify the hazards including environmental, human and objects.
4. Identify and assess the risks that may result in harm to people.
5. Apply preventative actions (controls) to help prevent harm to people.
6. Monitor and review regularly.
7. Maintain records of assessment, controls and responses.
8. Implement emergency response if required.

These eight steps are the essence of all that we do as life guards and must be applied to all our duties, not just our duties between the flags. When effective risk management procedures are practiced, particularly effective risk assessment procedures, the health, safety and welfare needs of Surf Lifeguards and others will be met. Make sure that you consider and apply these eight steps to all your duties as a Surf Lifeguard.

More information on risk management and risk assessment can be found on the website <https://www.surflifesaving.org.nz/club-management/health-safety/our-approach>, in National Standard Operating Procedures (NSOPs), Club/Service Operating Procedures (CSOPs), and Health and Safety Manuals.



Risk Assessment Matrix

The risk assessment matrix below is used to define the overall level of risk. Risk can only be calculated by multiplying the likelihood and consequence ratings.

Consequence (C)	5	Fatality	5	10	15	20	25
	4	Serious harm	4	8	12	16	20
	3	Significant harm	3	6	9	12	15
	2	Minor harm	2	4	6	8	10
	1	Insignificant harm	1	2	3	4	5
			Rare	Unlikely	Possible	Likely	Almost certain
			1	2	3	4	5
Likelihood (L)							

Risk Magnitude

SLS has identified 4 risk magnitude levels. Risk magnitude refers to the level in which a risk falls, and is only able to be identified by calculating your risk score (likelihood x consequence). Each risk magnitude contains SLS expectations on how to manage risk in within each level.

	SCORE	ACTIONS TO BE TAKEN
Low	1-4	Risk which is acceptable. Monitoring is required to ensure that the existing control measures are maintained and working as expected.
Moderate	5-12	Where reasonably practicable, additional control measures <u>should</u> be considered and applied to reduce the risk, particularly at higher scores within this category. The level of risk is acceptable, provided all reasonably practicable control measures have been applied. Monitoring is required to ensure that all control measures are maintained and working as expected.
High	15-16	Where reasonably practicable, additional control measures <u>must</u> be considered and applied to reduce the risk. The level of risk is acceptable, provided all reasonably practicable control measures have been applied. Consideration of additional controls measures is required, including applying additional resources, as part of the continual improvement process. Monitoring is required to ensure that all control measures are maintained and working as expected.
Unacceptable	20-25	If it is not possible to reduce the risk, even with unlimited resources, the risk cannot be justified on any grounds. The work must stop immediately or not be carried out if the work has not started.

Evaluating Risk

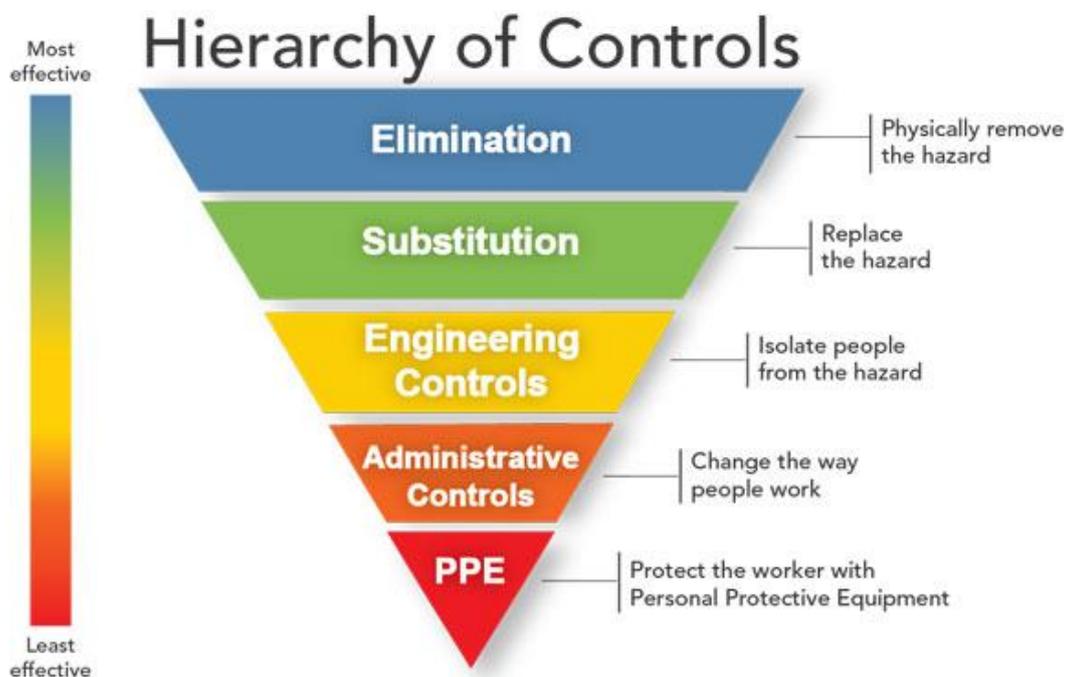
In this step you are deciding whether a risk is acceptable? Clearly risks with a magnitude of 11 or higher are not acceptable and controls must be applied.

Your evaluation will take into account the following:

- The importance of the activity you are risk managing and its outcomes
- The degree of control you have over the risk
- The potential and actual losses which may arise from the risk

How do I Control Risk?

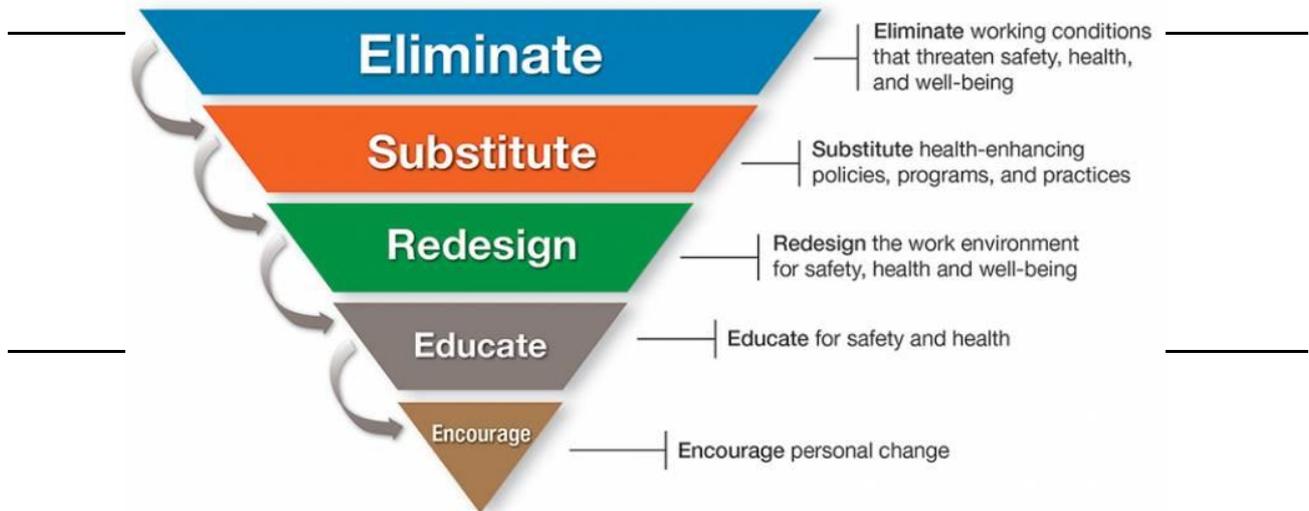
The following Hierarchy of Controls is a common sequential approach to treating risk. Due to the dynamic natural environments in which we operate, elimination, and substitution controls are not generally an option nor practicable in our patrol/work contexts.



- Make a decision about the level of risk
 - Do I need to do something to reduce the identified risks?
 - Yes, there is a large rip and there are people swimming near by
- Identify and select control options
 - What does the POM say I need to do to treat the risk?
 - How could I treat this risk?
 - POM: Place warning signs out, send roving patrols out to the rip from time to time and inform the public
- Implement control options
 - Put the plans into action
 - Be sure to inform other patrol members about the risks and how they are going to be treated
- Give feedback on the risks and control measures
 - Is the risk treatment plan effective in dealing with the risks?
 - Are there any other risks that need to be added to the plan?

A Member Welfare Approach to Risk Assessment

Because elimination and substitution controls are not viable options in many of our operational contexts, we must consider using alternative approaches which focus on how we chose to interact with the hazards.



Eliminate poor work practices e.g. 1) ban single person over the shoulder IRB motor carries, 2) close beaches if the risks to lifeguards to implement a rescue are too high and not controllable, 3) postpone or cancel a scheduled surf sport event.

Substitute the “she’ll be right” attitude/approach to risk management and health and safety, to a culture where member welfare is paramount, which is supported by effective policies, procedures and practices.

Redesign the equipment and practices we use and how we use them e.g. 1) IRB foot strap research and design project, 2) use of RWCs in some contexts, 3) proactively manage expectations of member’s behaviour e.g. sexism/bullying will not be tolerated, and ensure that these expectations are reflected in policies and procedures so that members can be held responsible for their actions.

Educate our members to take a member welfare approach to risk assessment, e.g. 1) poor driver behaviour (speed) is the single greatest contributing factor to crew person injuries – educate members to slow down, 2) plan to support those attending serious events where emotional and psychological harm are likely outcomes.

Encourage members to interact and participate to the level that they feel safe e.g. 1) encourage, enable and support surf sport athletes to say “no” to competing in conditions that they alone feel uncomfortable or unsafe competing in, 2) allow surf lifeguards to limit their participation to their level of comfort/competency.

Operational Risk Assessment Form – Part A

Daily Hazard and Risk Assessment Form													
Event		Date	/	/	Time	:	Name			Signature			
PREVAILING WEATHER CONDITIONS (CIRCLE)										Impact	Risk Level	Accept?	
Wind Strength	Still	Light	Moderate	Strong									
Wind Direction	Northerly	Nor'Easterly	Easterly	Sou'Easterly	Southerly	Sou'Westerly	Westerly	Nor'Westerly	Nil				
Weather	Clear	Scattered Cloud	Overcast	Showers	Heavy Rain	Storm							
Wave Height	<0.5	-1	-1.5	-2	-2.5	-3	-3.5	-4					
Surf Conditions	Glassy	Slight Chop	Choppy	Rough	Very Rough								

Hazards (e.g)	Risk Description	Risk Assessment				Control Measures	Risk Assessment				Alternative Control Measures	Decisions		
		Consequences	Probability	Risk Level	Acceptable Risk?		Consequences	Probability	Risk Level	Acceptable Risk?		Residual Risk	Acceptable Risk?	Priority
ENVIRONMENT														
Weather Conditions					Y/ N					Y/ N			Y / N	
Wave Conditions					Y/ N					Y/ N			Y / N	
Rips / Current					Y/ N					Y/ N			Y / N	
Natural Debris					Y/ N					Y/ N			Y / N	
Rubbish					Y/ N					Y/ N			Y / N	
Pollution					Y/ N					Y/ N			Y / N	
Stingers					Y/ N					Y/ N			Y / N	
Holes					Y/ N					Y/ N			Y / N	
Structures					Y/ N					Y/ N			Y / N	

Hazards	Risk Description	Risk Assessment				Control Measures	Risk Assessment				Alternative Control Measures	Decisions		
		Consequences	Probability	Risk Level	Acceptable Risk?		Consequences	Probability	Risk Level	Acceptable Risk?		Residual Risk Level	Acceptable Risk?	Priority
PEOPLE														
Officials					Y/ N					Y/ N			Y / N	
Water Safety					Y/ N					Y/ N			Y / N	
Support Crew/s					Y/ N					Y/ N			Y / N	
Competitors					Y/ N					Y/ N			Y / N	
Supporters					Y/ N					Y/ N			Y / N	
Spectators					Y/ N					Y/ N			Y / N	
Public					Y/ N					Y/ N			Y / N	
					Y/ N					Y/ N			Y / N	
					Y/ N					Y/ N			Y / N	

Hazards (e.g)	Risk Description	Risk Assessment				Control Measures	Risk Assessment				Alternative Control Measures	Decisions		
		Consequences	Probability	Risk Level	Acceptable Risk?		Consequences	Probability	Risk Level	Acceptable Risk?		Residual Risk	Acceptable Risk?	Priority

EQUIPMENT														
IRBs					Y/ N					Y/ N				Y / N
Boat / Canoe					Y/ N					Y/ N				Y / N
Skis					Y/ N					Y/ N				Y / N
Boards					Y/ N					Y/ N				Y / N
Vehicles – Beach					Y/ N					Y/ N				Y / N
Vehicles – Road					Y/ N					Y/ N				Y / N
					Y/ N					Y/ N				Y / N
					Y/ N					Y/ N				Y / N
					Y/ N					Y/ N				Y / N

Hazards (e.g)	Risk Description	Risk Assessment				Control Measures	Risk Assessment				Alternative Control Measures	Decisions		
		Consequences	Probability	Risk Level	Acceptable Risk?		Consequences	Probability	Risk Level	Acceptable Risk?		Residual Risk	Acceptable Risk?	Priority

Reputation															
					Y/ N					Y/ N				Y / N	
					Y/ N					Y/ N				Y / N	
					Y/ N					Y/ N				Y / N	

Emergency/Incident Management

This section provides an overview of the steps required to safely and effectively manage serious incidents.

Pre-planned responses and training for potential incidents are likely to reduce risks and improve the safety and other outcomes for all those involved e.g. 'missing competitor at sea' during a surf sport event – refer pg. 36 of the [Competition Safety Manual V3](#). Clubs are encouraged to consider the likely emergency responses that they may encounter and develop effective emergency response plans and training to optimise their response.

Sep 1. Identify and assess the incident

- Promptly gather relevant incident information, e.g. position problem, people.
- Consider the potential response/s.
- Assess the potential responses for risk, resources and logistics e.g. communication.
- Inform and seek out support from other agencies/personnel as required e.g. Emergency Callout Squad (ECOS), Police, Ambulance etc.

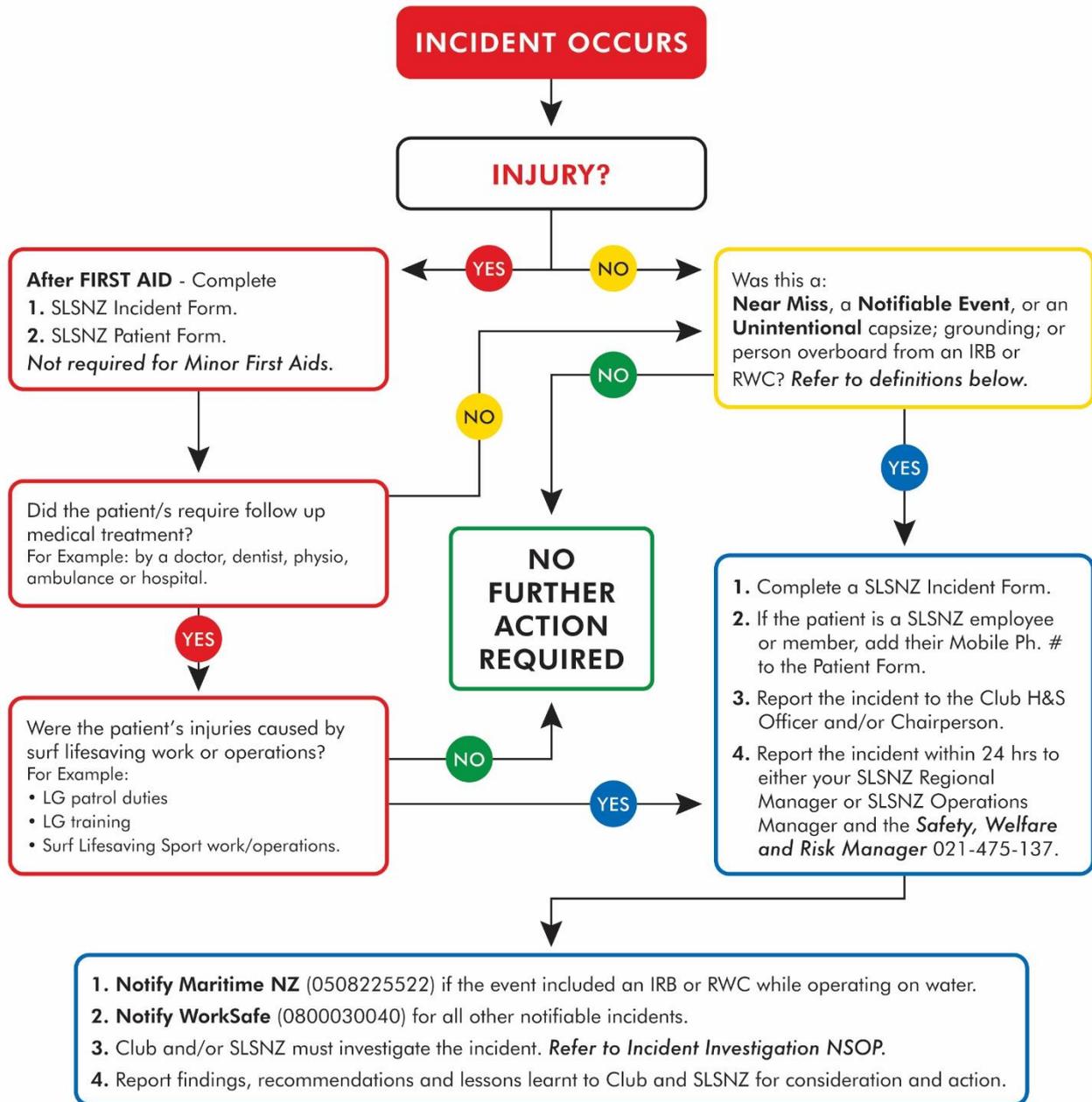
Step 2. Respond to the incident

- Confirm and implement an appropriate response, ensuring compliance to the Club's POM and SLSNZ policies and procedures.
- Allocate tasks appropriate to the skills, qualifications, experience and competency of the available personnel.
- Monitor the response for hazards, risks, and performance and be prepared to adapt, modify or upscale the response if needed and as resources allow.
- Maintain effective communication with all affected personnel.

Step 3. Conclude operation and administer post incident activities

- Clean, repair, store and replenish equipment.
- Undertake an incident debriefing with club or regional support personnel present.
- Prepare and submit post incident reports to the club, SLSNZ and other agencies as required. Refer to the SLSNZ Incident and Injury Notification Flow Chart for more information.
- Welfare of team members is monitored and appropriate action taken.

SLSNZ INCIDENT & INJURY NOTIFICATION FLOW CHART



DEFINITIONS

Near miss - an unplanned or uncontrolled event that does not result in harm, but in slightly different circumstances may have resulted in harm.

Notifiable Events includes:

- **Notifiable Death** – when a person has been killed as a result of work.
- **Notifiable Incident** – when a persons health and safety is seriously threatened or endangered as a result of a work situation, including volunteers, i.e. if someone has been exposed to a serious or immediate risk to their health and safety because of an unplanned or uncontrolled work incident.
- **Notifiable Injury** - an injury that requires medical attention e.g. doctor, dentist, physio, ambulance, hospital, etc.

