



Overview

- ! First large scale water sports event in Sidmouth run by Sidmouth Surf Lifesaving Club
- ! Provide opportunities for all ages and abilities to participate in a major event
- ! Intergrade water safety and environmental education into a sporting event
- ! Attract significant tourism income through participants and spectators for the event
- ! Raise the profile of Sidmouth as a water sports location
- ! Incorporate volunteering and partnership working.
- ! Aim for this to be an annual and growing event.

Elements of Event

- ! Youth (8-18yr categories) board series event (building on a similar trail event run last year - aim is to get 120 plus entries.
- ! Ocean Surf Racing Ski Event (a three leg 5km team and individual event) – estimated 100 entries
- ! Ocean Stand Up Paddle Board Event (as per above) plus a one leg first time fun event race (to get local board paddlers entering) - estimated 100 entries.
- ! Water safety promotion – water safety talks and information (provided by Surf Lifesaving GB and RNLI)

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Foreword

The procedures set out in this document are established as a guide to assist SLSGB accredited clubs in maintaining a safe environment and should be followed accordingly. This is not a standalone document and is not intended to replace risk assessments and risk management by the club. It is recognised that these guidelines will mainly be utilised by voluntary clubs and event organisers

These procedures must be read in conjunction with respective event manuals and safety information. Additionally, refer to government and local level legislation and any other relevant documentation to aid safety.

Event Team Signature Sheet

Signature sheet for recognition of Local Operating Procedures at:

The Longest Day Ocean Challenge for the year: **2017**

The Event Organiser inserts the event team roles to be fulfilled and the individual names and contact details associated with each.

I have read and understood the following Local Operating Procedures and understand it is my duty to follow the procedures and other relevant documentation provided by my club/organisation, to enable safety to others and myself within my role and/or functions fulfilled:

Role	Name	Contact Details	Signature	Date
Event Director	David Manley	Manley.projects@gmail.com 07714303065		26/02/17
Ski and SUP race director	Mark Ressel	mressel@hotmail.co.uk 07929160146		26/02/17
Board Race Director	Scott Wood			26/02/17
Land Safety Manager	Mike Shillingford	mikeshillingford@yahoo.co.uk 07837690481		26/02/17
Water Safety Manager	David Manley	Manley.projects@gmail.com 07714303065		26/02/17
Volunteer Co-ordinator	Ian Perry	ian.perry52@outlook.com 07851032360		26/02/17

Description of Event location

Event Venue/location Details

The Longest Day Ocean Challenge will be conducted at West End of Sidmouth Beach and Clifton Beach, organised by David Manley. Similar events have been provided at various beaches around the country with the approval of the local authorities or beach users for a number of years. David Manley has 20 years of experience providing safety cover and managing events on beaches and around water.

The event is located at the west end of Sidmouth Sea Front and the beach called Clifton Beach.

Backup Venue/location Details

The event area is located in two areas the board racing course (main beach between most easterly rock island and first rock groyne (see Map 1).

At the rear of the beach there is an access road, an access ramp onto Clifton Beach and a number of hotels. There are public toilets behind the event area (in the Arches) and public showers. There are numerous car parks and coach park within easy walking distance. Competitors will be encouraged to use the Manor Road Car Park.

Overview of Typical Beach and Sea Conditions

The beach is pebbled down to approximately the mid tide mark and hard sand between mid and low tide. The Event has been organised to co-inside with low tide (to provide more space for competitors and the public.

The sea conditions are typically calm at this type of year.

It is recognised that conditions will vary from this, as the beach and sea are open environments that are continuously changing.

Estimated Beach and Water Usage

There will be approximately 300 beach users and 100 water users, maximum, at peak times time. Typically, it will be far less than this, at approximately 200 beach

and 50 water users. A minimum of 10 qualified lifeguards will be provided in designated patrol hours to ensure adequate cover.

Type of Event

The Event is made up of two main elements

1. A long distance Ocean Ski and Stand Up Paddle Board Race (3x5km races)
2. A inshore junior board paddle series of races – a number of sprint races for a range of age groups (9-18yrs)

Event Schedule

As an organisation that has its roots in saving lives on the beaches, safety at our events is paramount. If the event quality cannot be maintained to meet the conditions or beach user number for the given location or day then a select safe area will be provided. Alternatively, the event will be cancelled and signs to indicate the inherent dangers provided, according to health and Safety Standards. We will do all that is reasonable within our service to provide an experienced team to ensure we are best placed to deal with any incident that may occur.

Event dates

The event date will take place on 25th June 2017

Event Start and Finish Times

The Longest Day Ocean Challenge will start at 12.00 noon and run until 4.00pm

Tide Times

Day	Low tide	Height	High Tide	Height
June 25th 2017	08.20am	4.0	14.33am	0.1

Event Timetable

The Longest Day Ocean Challenge			
Time	Events	Age	Sex
13.00 – 14.30	Inshore Board Races	9-18yrs	Both
12.00 – 12.40	Ski and Sup (Race One)	16 yrs. plus	Both
13.30 – 14.15	Ski and Sup (Race Two)	16 yrs. plus	Both
15.00 – 15.40	Ski and Sup (Race Three)	16 yrs. plus	Both

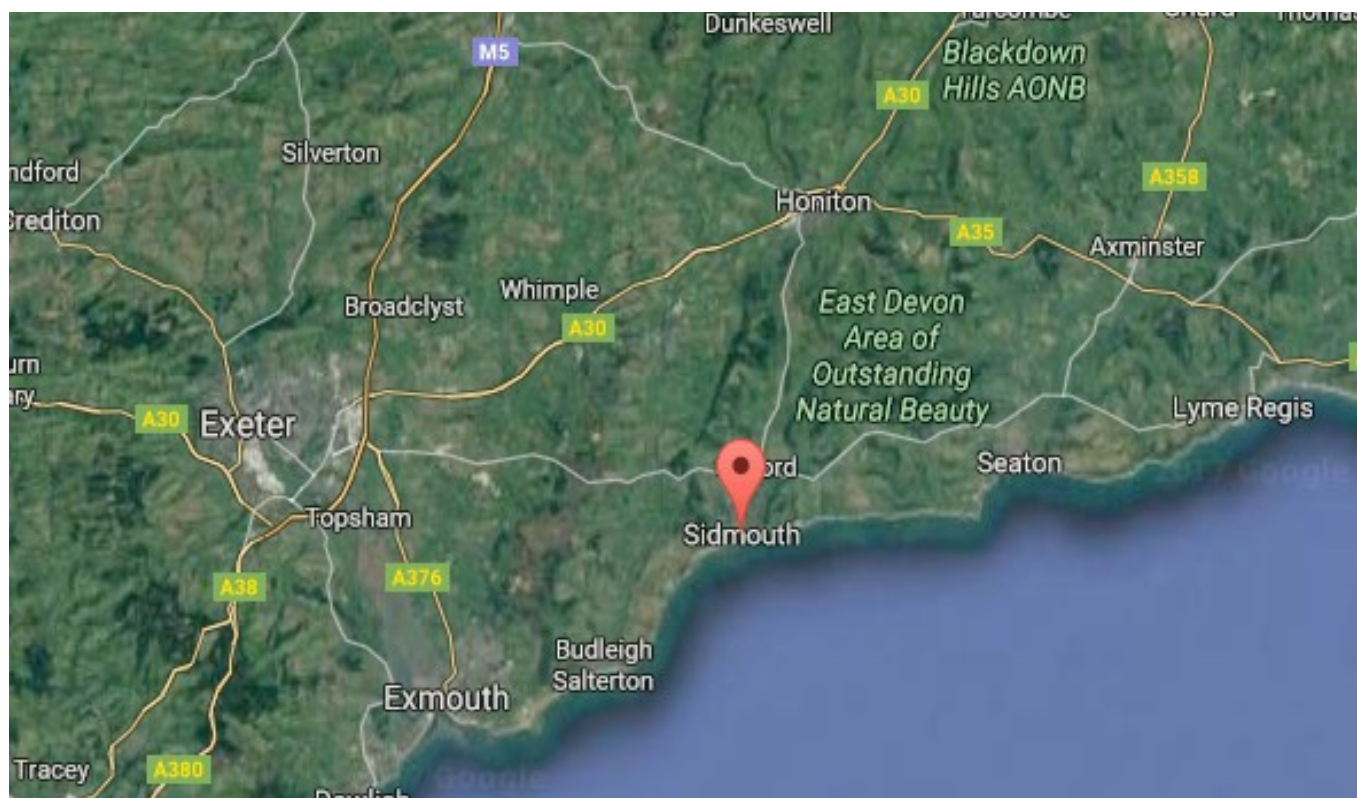
16.00	Prize giving	All	
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Location map where the event will take place

A map of the event location with major travel links, car parking and public services is provided below. All key personnel must familiarise themselves with the map.

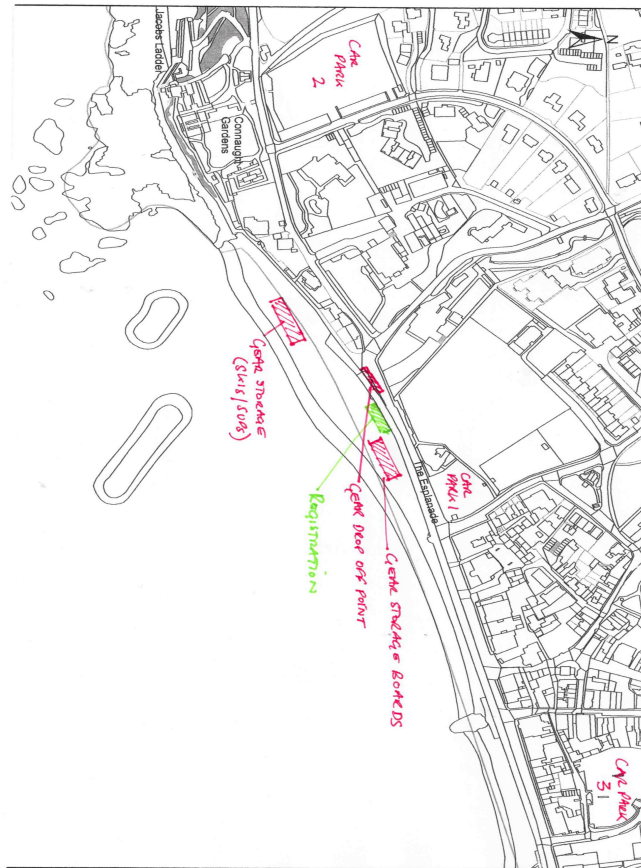
The event is situated in Sidmouth on the South Coast of Devon (see map 1 below)

Map 1 – Location Map



The event area is at the West End of Sidmouth Sea Front. Public car parks, gear drop off point and gear storage areas are indicated on map 2 below. There is no vehicle access to the beach. Map 3 highlights the competition areas (board in Arena 1 and Ski and SUP in arena 2).

Map 2 – Beach areas for gear storage and drop off



Map 3 - Competition Areas

Event Management Structure/Contacts

Name	Position	Contact
David Manley	Event Director / Organiser	manley.projects@gmail.com 07714303065
David Manley	Event Safety Advisor	manley.projects@gmail.com 07714303065
Mark Ressel	Water safety Officer	mressel@hotmail.co.uk 07929160146
Mike Shillingford	Medical and first aid and Land Based Manager	mikeshillingford@yahoo.co.uk 07837690481
Louise Rowe	Event Admin Officer	Louise.rowe2@btinternet.com 07854900534
Ian Perry	Event Volunteer Manager	ian.perry52@outlook.com 07851032360

Event Roles and Lines of Communication

The Event Safety Officer has the higher authority over the Chief Referee when stopping the event due to safety concerns, but the event organiser has an overriding authority over both.

The lines of communication and hierarchy are indicated below:

Job Title	Roles and Responsibilities
Event Director	<ul style="list-style-type: none"> ! Nominated senior officer with overall responsibility for the event. ! Nominated Event Manager in the event of the contingency plan being activated. ! Responsible for the safety of the entire event. ! Responsible for liaising with Responsible Authorities ! Responsible for the overall management and deployment of all staff on site. ! Responsible for the strategic and logistics plans for the setting up, event and dismantling stages of the project. ! Responsible for submitting License applications and H & S plan to relevant authorities ! Responsible to ensure that risk assessments are suitable and sufficient and there are adequate controls measures in place for all identified hazards. ! Ensure monitoring of delivery to make sure it meets suitable and sufficient standards ! Responsible for the go / no go / postponement decision for the event
Event Safety Officer	<ul style="list-style-type: none"> ! To advise and assist in the development of the Health and Safety Plan. ! To advise and assist in the development of written risk assessments. ! To report to the Event Manager on any matter affecting employee, contractor and public safety, liaising through the management team. ! To take action necessary to ensure the safety of staff, visitors and competitors at all stages of the project ! To liaise with the management team to ensure that competencies / training standards are met and briefings carried out. ! To review contractor risk assessments and method statements and advise on their adequacy and suitability. ! Guidance to members of the public regarding site and event information. ! Implementation and upkeep of road closures where needed. ! Support Police and other members of the joint agencies. ! Monitor crowd density and crowd situation with a view to public safety. ! Oversee the development of written risk assessments for all areas of responsibility
Land Safety Officer (LSO)	<ul style="list-style-type: none"> ! Arranging for installation of the infrastructure on site to schedule. ! The provision of a safe working environment. ! Contractor control including ensuring contractor competencies, reviewing contractor method statements and H & S policies. ! The liaison with, and co-ordination of, Joint Agencies on site. ! Deputising the Event Manager as directed with special attention to site safety issues. ! Ensuring appropriate power provision for the site and operations (e.g. PA) ! Ensuring appropriate communications for the site and operations.

	<ul style="list-style-type: none"> ! Ensuring appropriate medical and first aid cover on site ! Oversee the development of written risk assessments for all areas of responsibility ! The implementation of gear drop off and pick up in liaison with the volunteer manager and event director. ! Clearance of road closures and equipment to schedule. ! Liaise with sea front services (EDDC) and police as required ! Oversee the development of written risk assessments for all areas of responsibility
Water Safety Officers (WSO) 1x Board Race WSO (arena 1) 1X Ski and SUP WSO (arena 2)	<ul style="list-style-type: none"> ! The provision of suitable and sufficient event and water safety staff ! Co-ordination of emergency actions in or on the water ! Pre-event safety checks of weather, water quality, course and water conditions ! Liaise with land owner to ensure adequate launching and recovery areas are identified ! Pre event competitor briefings ! Maintaining the Event Log. ! Issuing and recording return of radio communications equipment ! Make a go / no go / postponement recommendation to the event manager ! Oversee the development of written risk assessments for all areas of responsibility ! Pre event inspection of rescue equipment and rescue craft. ! The direct control of and communications with water safety staff during the event ! Pre event staff briefing ! Design and selection of water safety team and rescue / patrol equipment ! Oversee the development of written risk assessments for all areas of responsibility
Traffic Officer	<ul style="list-style-type: none"> ! Keeping all emergency entry points clear. ! Controlling Traffic for set up and gear drop off and pick up
Race Referees (Board / Ski & SUP)	<ul style="list-style-type: none"> ! The Referees are responsible for the conduct of the races by the SLSGB Rules. ! The Event Director shall be responsible for all aspects of the Championships for the duration of the competition including Official Briefing, Team Manager Meetings and the announcement of the results. ! They accept complaints, which may occur during the competition and considers and adjudicates upon protests and reports relating to impersonation, unauthorised competitors, and breaches of competition rules. They arbitrate on any complaint or protest against an Area Referee's decision in the last instance with other members of the Jury of Appeal. ! They will disqualify any competitor for any violation of the rules that he personally observes as well as any that are reported to him/she by other authorised officials.

The Role of the Safety Team

Water safety cover comprises both a proactive and reactive component.

Pro-active:

- ! Undertaking a risk assessment of the venue and proposed event
- ! Provision of information to the Event team and competitors
- ! Directing competitors in the water
- ! Advising the Event Director on course layout and site suitability
- ! Conducting a pre event survey
- ! Removal of objects from a course
- ! Steering competitors away from hazards
- ! Provision of method statements and an SOP and EAP to the Event Manager
- ! Liaison with emergency services

Reactive:

- ! Support of exhausted competitors
- ! Extraction
- ! Medical emergency
- ! Emergency evacuation
- ! Lost person protocol

Qualifications and Skills

Water Safety Team requires a range of abilities.

They include:

- ! Knowledge of the sport they are providing a service for
- ! Knowledge and understanding of the environment in which the event is taking place
- ! Ability to undertake risk assessments including an understanding of relevant standards for the hazards associated with a sports event
- ! Basic understanding of duties and responsibilities under the Health and Safety at Work Act and relevant regulations
- ! An ability to undertake a planning and logistic role
- ! Sufficient knowledge and ability to design an appropriate safety team together with equipment, staff and ratios
- ! An understanding of appropriate equipment, its strengths and weakness in the environment in which the event takes place.
- ! An understanding of the skills and abilities required of the safety team

Water safety team members can be required to perform a range of roles and qualifications

They include:

Role	Qualification
Paddleboard operator (water safety cover for board race)	SLSGB Beach Lifeguard, SLSGB Surf Life Guard, SLSGB Surf Life Saver,
IRB operator (water safety cover for SKI and SUP races)	SLSGB IRB Crew, SLSGB IRB Driver, SLSGB ISB Crew, SLSGB ISB Driver,
First Aider	SLSGB Lifeguard Support, First Responder

They require abilities commensurate with the role they are performing, and these can vary widely from merely the ability to recognise someone in difficulties and to call for assistance to the ability to intervene and perform a rescue.

All require:

- ! Knowledge of the sport for which they are providing a service.
- ! Knowledge, understanding and experience of the environment in which the event is taking place.
- ! The ability to recognise potential problems and act proactively
- ! The ability to cope with the physical challenge of the role they have been tasked to undertake.
- ! Sufficient skill and ability to operate their equipment.

Rescue personnel require:

- ! 1st aid skills (or above).
- ! Ability to perform appropriate rescue techniques.

Safety boat personnel require:

- ! Demonstrable competence in operating a craft in the relevant conditions and environment.
- ! Demonstrable competence in operating a craft in a rescue role

It is not sufficient however, for staff to hold a minimal qualification - water safety team members need to be experienced and practiced in both the skills they require and the environment in which they are to operate.

Safety Crews

Primary Functions

The two primary functions of safety crew members are to:

- ! Prevent incidents
- ! Provide rescue and emergency care in response to an incident

Key Functions

The key functions of the safety crew are:

- ! Maintain concentrated observation of the competition arena and competitors in order to anticipate problems.
- ! In the event of a possible problem identify a course of action and then act as required to prevent or manage the emergency quickly.
- ! Carry out rescues, initiate emergency action as and when necessary with the use of appropriate rescue equipment.
- ! Give immediate first aid in the event of an injury or trauma.
- ! Communicate with competitors, Safety Manager / Officer and other lifeguards to fulfil the above tasks.

Medical/First Aid

The Medical/First Aid group shall consist of: -

- ! 5 First Aiders
- ! 10 Trained Water Safety Personnel that have undergone First Aid Training.

Tasks

To provide emergency care to competitors, officials and spectators in the event area through:-

- ! Initial first aid treatment on-site.
- ! The co-ordination of further medical treatment as required.
- ! Sourcing personnel and physical resources to assist appropriate authorities with incidents beyond the capabilities of response teams.

Deployment

The Medical Officer will be provided with a radio and may also be available on mobile phone throughout. The Medical Officer is only present for medical emergencies and advice on appropriate referral not for general treatment or minor first aid. The Medical Officer shall be located at Central Base.

Water Safety Group

Setting the number for the safety cover will change with the type of event being held. On sprint courses in surf, Lifeguards with boards or rescue tubes should be deployed within the surf area. On long distance events the safety cover must be able to cover the entire course with quick response to any emergencies, which could happen, thus increasing the number of water cover needed.

The Water Safety group shall consist of:-

- ! 4 Lifeguards (minimum)
- ! 2 Inflatable Rescue Boat/Rescue Water Craft (minimum)
- ! 5 First Aiders

Tasks

The Water Safety group will be the primary response unit to all aquatic related emergencies. They will provide aquatic safety services through: -

- ! Surveillance & Response within the event area
- ! The provision of IRB's / safety equipment in a water safety capacity within the event area.
- ! The provision of personnel and physical resources to assist appropriate authorities with incidents beyond the capabilities of response teams.

Deployment

Water Safety

Response cover will, under the direction of the Water Safety Officer or Event Officials, provide assistance for water safety and/or crowd control in the event area. A safety team briefing will take place in the morning prior to the competition involving the whole event team to discuss the conditions of the day and any other safety matters. Safety craft should enter the water before the start of any race to undertake checks of course layout and distances, then remain in the event area until call in by the Water Safety officer.

Setting the number and level for the safety cover will be as follows:

Arena 1: Board Race (race course buoys will be a maximum of 50m off shore see map 3 below). Four water safety cover personnel will be in the water at all times a minimum of two of these will hold the Surf Lifeguard Award with the others having tube and/or board rescuer qualifications. The safety cover will be spaced evenly around the course (see indicative layout on Map 4).

Arena 2: Ski and SUP race. Course marker buoys will be set at 1km and 2.5km (turn buoys). IRB rescue boats will be based in the areas around these buoys to monitor competitors as they navigate the course. At the start IRB1 will be placed at 1km buoy, IRB 2 will follow the competitors out to 1km mark as IRB1 follows leaders out to turn buoy 2, it will hold its position there until back markers arrive and then it will follow them in. A lifeguard on a board will be placed just off shore as additional cover (see Map 5).

Map 4 - Arena 1: Safety Cover (Board race)

Map 5 - Arena 2: Safety Cover (ski/SUP race)

The Board Race will have a minimum of 4 Lifeguards on Rescue Boards. These will be spaced evenly across the race-course with at least one on each of the race turning buoys (Map 4).

The Ski/SUP Race – will have at least two IRBs placed at ~1km and 2km off shore (within direct line of sight of all race participants) see Map 5 above for indicative water safety cover positions. Should sea conditions not make this achievable then the course will be reduced in length (not so far out to sea) to enable all competitors to be visible.

IRB's and other safety equipment

IRB's and other safety equipment will have the primary responsibility for water safety in the event area. Any request for rescue support or water safety activities will take priority over any other function. The Water Safety Officer will be responsible for rescue and work craft activity in the event area.

Emergency Service Contacts

Contact has been made with all the key agencies to ensure the smooth running of the event planning. Regular relevant feedback will be made to the key agencies throughout the project.

Emergency Services, Agencies, Authorities and Organisation Contacts

Agency	Responsibility	Contact Details
SLSGB	Event management.	Adrian Mayhew (Nation Head of Water Safety SLSGB), 07812589225 amayhew@sls.gb.co.uk
Partner	Event co-ordination.	Sidmouth Surf Lifesaving club

organisation/event organiser		David Manley - 07714303065 manley.projects@gmail.com
Council/venue owner representative	Confirmation of event plans and liaison	EDDC - tbc
Sidmouth Lifeboat	Rescue Boat in event area.	Phil Sheppard 0139557849 ops@sidmouthlifeboat.org.uk
Exmouth Beach Rescue Club	Rescue Boat in Event Area	Keith Hopkins k.hoppins@icloud.com 07850143192
Sidmouth Surf Lifesaving Club	Water Rescue	David Manley - 07714303065 manley.projects@gmail.com Mark Ressel mressel@hotmail.co.uk 07929160146
Sidmouth Surf Lifesaving Club	Beach Management and First Aid	Mike Shillingford mikeshillingford@yahoo.co.uk 07837690481

Fire

Fire risk is very low as this is an outdoor event. There will be appropriate fire extinguishers provided and placed next to tents and BBQ.

Event Equipment

SLSGB events should maintain standards for Equipment.

All equipment used at any event should be safe and fit for purpose. All marker buoys should be clearly coloured and of suitable size for the purpose they are intended to be used form. Where possible there should be no crossover of competitors. All safety equipment should be kept in good working order complementing the safety team's ability to communicate, perform rescues and undertake first aid for the specific location. Therefore, on certain occasions the criteria may be adjusted to allow practice that is as safe as reasonably practicable for the location.

The following list provides event equipment requirements.

Safety Team:

- ! 6 Rescue Board
- ! 3 Rescue Tube
- ! 5 Water proof Hand held VHF radios (one in each of safety boats / one with beach manager /water safety officer and event director)
- ! 2 mobile First Aid kits - fully stocked, in date and meeting or exceeding HSE guidance
- ! Insert number Oxygen - In date, serviced cylinder, with suitable remaining levels of oxygen including adjuncts all contained in a suitable bag.)
- ! 2 X General facilities - availability of shelter (one in each competition area)

Event Team:

- ! 4 Buoys (2 in board race arena and 2 in ski race arena)
- ! 4 Beach Flags indicating the two competition arenas
- ! 1 PA system
- ! 4 road safety Signs
- ! 4 Tents/marquees
- ! marked off equipment areas (see Map 1 above) – demarked by tape and plastic posts.

Event vehicles to be used

There are no vehicles to be used.

Water based craft will adhere to local restrictions of 8 knots speed limit (beach side of the 8 knot swim buoys)

Traffic Management

The area at the top of the Clifton Beach access has been allocated as a drop off zone (see Map 2 above). This area will be allocated for use between 10.30am and 12 noon. Volunteers will assist with the unloading of equipment to ensure traffic does not stack up along the sea front.

Staff & equipment drop off

All equipment needed for the event will be dropped at the beach prior to peak times so as not to cause unnecessary congestion. Event staff will be advised to use the car park at the Bedford Car Park. All individuals to be on site by 10.00am, so unlikely to cause delays in peak times. Traffic co-ordinators will be used to avoid congestion on the sea front road by members of the public.

The schedule for competitor equipment drop off has been scheduled in a staggered manner in an attempt to alleviate the potential for congestion (see schedule).

Event Traffic Movement Schedule	
25.06.17	Submission Details
9-10am	Set up equipment areas (taped off areas)
10am - 11am	Erect Marquees and signage, PA
10am – 12,00noon	Manage competitors arriving and equipment drop off - move to storage areas
10.30am – 11.30 noon	Registration of competitors – set up race buoys - launch of rescue boats.
12.00 – 12.40pm	Start of first Ski / SUP (race One) - Arena 2
1.00 – 2.30pm	Board Series Races - Arena 1
13.30 – 14.15pm	Ski and SUP (Race Two) - Arena 2
15.00 – 15.40pm	Ski and Sup (Race Three) – Arena 2
16.00pm	Prize giving
16.30 - 17.30pm	Removal of Competitor's Equipment
17.00 – 18.00pm	Removal of Competition infrastructure

Traffic Management and Parking

There is a public car park at Manor Road at the beach that is suitable to cater for the numbers of cars attending the event, with excess spaces left for additional beach users to attend also. There are also car parks at Bedford Hotel and at the Swimming Pool which can be used if the manor road car park is full – there will be no trailer parking required.

Emergency vehicle access

The area in front of the Arches (Sidmouth Surf Life Saving Club headquarters) will act as the access to the event area for the emergency services. The ramp access onto Clifton Beach allows emergency access for vehicles or other services as appropriate will be marked out by cones, to avoid congestion of the emergency access by members of the public.

For a serious incident that may involve the air ambulance, we will adhere standard SLSGB lifeguard manual procedures.

Managing Crowds

As the event takes place at a time when there is likely to be high numbers of public on the beach and there is likely to be a lot of interest in what is happening. Appropriate segregation of pathways to allow through fair will be employed.

In order to mitigate the risk of collisions in the ocean and on the beach, it may be necessary to enlarge the designated safe areas beyond standard practice. This will only occur if generalised conditions will allow unacceptable danger to be present to water users.

Any helicopter landings will take place on the cricket pitch behind the event area. Common sense will be used to ensure that only the amount of area necessary will be closed off so as to keep inconvenience to a minimum. All lifeguards and safety teams will have responsibility to assist with this as appropriate.

Overall responsibility for safety connected to the event will lie with the safety officer however a close working relationship with other key agencies will also be required (e.g. EDDC, Sidmouth Sailing Club, Sidmouth Lifeboat, Jurassic Paddle Sports).

Event Set-up

All resources equipment needed for the event will be at the Arches in preparation for the event. Staff will be advised to access the location by foot. All individuals to be on site by 9.00am prior to the commencement of the event, A event official meeting will take place at 9.00am at the Arches.

Security

Club volunteers and the event management team will provide all security – this is a low risk event.

Communication procedures and inter organisational working

Radio Communications

The following call signs will be used for the duration of the Championships: -

Position/Service	Callsign
Event Director	Director
Safety Officer	Safety 1
Announcer	Announcer
First Aid Officer	Medic 1
Volunteer Manager	Volunteer
Safety Boat 1	IRB 1
Safety Boat 2	IRB 2
Head Lifeguard (arena 1)	Lifeguard

If an emergency situation develops the use of the pro word "IMMEDIATE" will signal the cessation of general communications.

! Example - "Safety 1 this is IRB1 ...Immediate"

The Safety Officer will also have a Beach Lifeguard Radio for a direct link with the Head Lifeguard. If it is felt that there is a need for their assistance or advice contact the Safety Officer who will make the request.

All radios are to be charged each night to allow full use the following day. Signal flags and whistle communications will be used for event team members without radio communications, according to SLISGB standards

Event Inspections and Approval

To ensure quality of the event the inspections may occur (according to SLISGB Event Inspection Criteria and procedures) to ensure maintenance of good practice.