Water Safety Ireland

Safety Plan for Water Safety Activity (incorporating Emergency Action Plan)

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# Purpose of this document

The template is intended to assist with the proper planning for Water Safety Ireland Activities. It is intended to act as a means of capturing of as much of the information as possible that is needed to ensure any WSI activity will run as smoothly as possible and with minimum risk to all participants.

You are encouraged to gather as much information as possible on this template and to insert any additional information you consider useful in documenting your activity. Please do not limit yourself to the listed questions and sections but provide any additional information that think will help document your planning. Feel free to include any location photos or maps etc, that you think will help.

This template can also serve as a single signoff document allowing WSAC’s to record their approval of the listed activity. (@ #12 on safety plan below)

This document sets out basic responsibilities for Organising persons or WSAC, The Instructor or coach, The local contact (for summer weeks)

# The role of the organising person. (Or WSAC)

1. WSAC’s must ensure that all activities are approved in advance and properly planned (this template will help). This template once completed can be signed off and retained as a sign of the approval.
2. Ensure that the venue is suitable for the planned activity. If a venue is being used for the first time, it must be assessed by WSI personnel.
3. Ensure you have permission to operate in your chosen location or venue and liaise well in advance with relevant bodies. E.g., Harbour Master or Local Authority.
4. Make out the activity programme in plenty of time. Send it to The Local Contacts and to HQ (required for Summer Weeks).
5. Organise the rota for instructors and examiners.
6. Check all that all adults helping in any capacity have completed the required Child protection training.
7. Give to the Local Contacts:
   1. Information on the role of the local contact
   2. Information for registration – Fees to be charged, receipt book, prerequisites for Lifesaving classes.
   3. Relevant contact numbers –summer week officer, instructors0, examiners
   4. Designated Liaison Person, Treasurer.
   5. Contact details for summer week programmes.
   6. Posters
8. Give to the Instructors:
   1. Information on the role of the instructor
   2. Relevant contact numbers – summer week officer, local contacts,
   3. examiners, instructors, Designated Liaison Person
   4. Forms – lifesaving return forms, accident/incident report form,
   5. summer week report form, claim form.
   6. equipment – manikin, first aid kit, floats, syllabus, and manuals

# The role of the instructor

1. Contact your local contact well in advance. (If a local contact is helping to organise the activity)
2. Make sure all your training is up to date.
3. Arrive in plenty of time at the start of any activity.
4. Check the area for hazards.
5. Check tides and make out timetable accordingly. Lifesaving water work should be taught around high tide if possible.
6. If you are running an activity with multiple classes or groups, see that the students are in their correct classes - assess swimming, check their ages, previous exam passed. Refer to the syllabus re class sizes.
7. Follow your exam syllabus and make out lesson plans.
8. Make sure there is always another adult with you whether you are teaching swimming, lifesaving or BLS.
9. Mark out a designated area for your classes in the water and on land. Have any equipment that you may need readily available.
10. Take the roll at the beginning of each class.
11. Safety is always a priority. Students are your responsibility while they are in class. (They are the responsibility of their parents outside of class times). Never leave your class unattended in the water. Outdoor –Beware of sea conditions, hypothermia, sunburn etc…
12. All demonstrations and practices must be done on land before entering the water.
13. Inform all classes of the pre-arranged signal that will be to get the class out of the water in case of emergency.
14. Know and understand the Emergency Action Plan
15. Contact the summer week officer during the week with exam details – numbers to be examined, time and exact location of the exam. Fill out exam return forms correctly.
16. Always give your students your full attention. Make the week a positive experience for all concerned.

# The role of the local contact

1. Prior to event check the area – Outdoor for hazards that might not have been there the previous year, tide times, equipment. Indoor for venue availability, equipment
2. Advertise locally - posters, newspaper, parish bulletin, schools, radio.
3. Registration – Collect fees, take names, and contact numbers and any relevant medical information.
4. Using prerequisite information given, divide students into their various classes - SEAL 1 to rescue 4.
5. Assist the instructor- organising classes, timetable, paperwork.
6. Discuss the Emergency Action Plan with everybody concerned and be ready to implement it in case of an accident or incident.
7. Make out a rota of parental supervision – under the guidelines set out by National Code of Ethics & Good Practice for Children, two adults should be present at all times when classes are in progress. (The instructor if he/she is over 18 and another adult).
8. Advise parents that the instructor is only responsible for his/her students while they are under instruction. Children are the responsibility of their parents outside of class.
9. If any issue arises during the week, contact the summer weeks officer immediately.
10. Send all monies collected to the treasurer.

# Safety Plan for Water Safety Ireland Activity, (including summer weeks)

- This plan must be completed in advance of the activity and must be approved by the WSAC before the Activity can commence. This plan must be specific to your activity and location. (Some questions may not be directly relevant)

1. What activity will the safety statement cover.

*Please provide Activity that this safety plan will cover – including the date of the planned activity ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….*

1. Describe the location where the activity week will take place.

*Please provide details of, Location, means of access and egress, Space available for the activity*

*Water depth at both high and low tides details of any currents, tips etc. – Are there any specific safety requirements in using this location. ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….*

1. How many participants will be taking part.

*Please provide details of the number of participants. Also, how many parents or guardians are likely to be present during the activity. Is the number of participants restricted in any way.*

*……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….*

1. What safety measures are required during normal operations?

*Please list the number of helpers, what type of watercraft will be in use. What rescue equipment will be available to instructors. Will you have lifeguards present? ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….*

1. List the instructors who will be leading the activities.

*List the names and membership numbers of all instructors and trainee instructors who will be providing instruction during the activity.*

*1*

*2*

*3*

*4*

*5*

*……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….*

1. If you have lifeguards present, please list them below.

*List the name, qualification, and the date of qualification of all lifeguards providing safety cover during the activity.*

*1Name ……………………………………Qualification……………………………………Date of Qualification*

*2 Name ……………………………………Qualification……………………………………Date of Qualification*

*3 Name ……………………………………Qualification……………………………………Date of Qualification*

*4 Name ……………………………………Qualification……………………………………Date of Qualification*

*5 Name ……………………………………Qualification……………………………………Date of Qualification*

*……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….*

1. List the persons providing cover using watercraft.

*If it is intended to have persons providing safety cover using watercraft such as canoes, boats or recue board please list the names of person who will provide this cover.*

*.1Name ……………………………………type of craft ……………………………….*

*2 Name ……………………………………type of craft ……………………………….*

*3 Name ……………………………………type of craft ……………………………….*

*4 Name ……………………………………type of craft ……………………………….*

*5 Name ……………………………………type of craft ………………………………. ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….*

1. Where is the First Aid Kit stored

*Where will the First aid kit be located during the activity – IT must be readily accessible at all times*

*……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….*

1. Who is the designated First Aider?

*Please provide the name of the designated first aider – This person must be on site at all times during the activity session ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….*

1. What type of communications will be available on site, to be used in the event of an emergency?

*What forms of communications will be in use on site?*

*If mobile phones are to be listed, please provide the phone numbers.*

*If using VHF/ PMR radio, please list the assigned channel to be use for normal communications.*

*……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….*

1. Who is the Activity Organiser

*Provide the name and contact details of the activity organiser.*

*……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….*

1. Date approved by WSAC.

*Date …………………………………………*

*WSAC Chairperson ………………………………………………………………………………….*

# Daily safety checks for all venues

Please complete a daily checklist as attached at appendix #1

1. This checklist is intended to ensure that each day the venue is assessed to see that conditions remain safe for any activity. It is the responsibly of the senior instructor to complete this Checklist.
2. It must be completed at the start of each day’s activities.

# Emergency action plan

All emergency action plans are specific to the location and the activity taking place. Both the instructor and the local organiser must satisfy themselves that any plan in place covers the following points This plan must be written in advance and shared with all course personnel. It is the responsibility of the course organiser to ensure that his plan is in place.

**A template for an EAP is attached at appendix #2**

This plan covers the following points.

1. Define what an accident/incident is and recognise same.
2. Have a pre-arranged signal to alert all personnel.
3. Have a pre-arranged signal to remove students out of the water and to safety.
4. Do a head count and check against register.
5. Activate the emergency medical services if required.
6. Deal with any casualties and delegate responsibilities.
7. Ensure the safety of all to make sure nobody else gets hurt.
8. Hand over to emergency medical services on their arrival.
9. Check that students are not traumatized.
10. Inform parents of the accident/incident when handing over children.
11. Debrief personnel involved ensuring their emotional wellbeing.
12. Inform the summer weeks officer or activity organiser.
13. Fill out the accident/incident report form as soon as possible after the accident/incident has occurred while details are still fresh in your mind.
14. The confidentiality aspect of all accident/incidents must be maintained discussing it only with relevant WSI personnel.

## Appendices

### Check List for daily use at WSI Summer Weeks

### Emergency Action Plan

### Prerequisites for Swimming and Water Safety awards

### Water Safety Ireland’s Accident/Incident Report Form

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**Date ………………. Venue …………………………..**

|  |  |  |
| --- | --- | --- |
| **1** | **Information and Consent Documents** |  |
| a | Information sheet for Parents/guardians given out on enrolment to detail the exact class times ensuring that Parents/guardians are aware of their responsibilities for collection |  |
| b | Phone numbers for all instructors and examiners available. |  |
| c | Parents/guardians phone numbers in case of emergency or non-collection |  |
| d | Back up phone numbers for candidates recorded |  |
| e | Register of candidates for venue available |  |
| f | Safety Briefing conducted for all candidates prior to classes commencing |  |
| g | Consent Form Signed by the Parent or Guardian available to lead Instructor. |  |
| h | Two adults designated to be in attendance at all times to comply with the Child Safety Regulations are on location. |  |
| i. | Child Safety Statement clearly on display. |  |

|  |  |  |
| --- | --- | --- |
| 2 | **Equipment** |  |
| a | Ring buoys and/or other rescue equipment present |  |
| b | Watercraft with personnel (where applicable) ready and available |  |
| c | Phones charged and ready in case of emergency |  |
| d | First aid kit readily available. |  |
| e | WSI syllabus and other pertinent manuals available. |  |

|  |  |  |
| --- | --- | --- |
| 3 | **Personnel** |  |
| a | Sign in sheet completed by all personnel at location |  |
| b | Adequate personnel to run the classes on site |  |
| c | Adequate personnel available to give cover during water times |  |
| d | Candidates logged into each class each session |  |

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**Check List for daily use at WSI Summer Weeks Page 2 of 2.**

**Date ………………. Venue …………………………..**

|  |  |  |
| --- | --- | --- |
| **4** | **Weather** | **** |
| a | Tide tables (where applicable) checked |  |
| b | Weather conditions suitable for activity |  |
| c | Back-up plan in place if weather conditions not suitable |  |
| d | Safe access and egress available at all times to and from the water |  |

|  |  |  |
| --- | --- | --- |
| **5** | **Emergency Action Plan** |  |
|  | *Water Safety Ireland has an Emergency Action Plan (EAP) which is available to all Instructors for use at all WSI activities. It is the responsibility of the Venue Instructors to ensure that all Instructors and Personnel are familiar with the EAP and that a pre-arranged signal is discussed by all* | |
| a | EAP stored in designated area with First Aid kit and Emergency Numbers |  |

|  |  |  |
| --- | --- | --- |
| **6** | **Photography** | **** |
| a | No photos may be taken at WSI events unless by authorised personnel and with candidates appropriately dressed. The reference document for parents/guardians/event organisers is always to be the WSI Photography Policy enclosed in The Code of Ethics for WSI. |  |
| b | Notice of Rule regarding Photos |  |

**Name of Course Organiser/Senior Instructor -\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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1. What constitutes an emergency - What level of injury to a participant implies an emergency or incident, are there any local conditions that required special consideration?

*For example, if a participant suffers an injury requiring emergency assistance that that would constitute an emergency. If the ground conditions change due to adverse weather, what if the wind shifts unexpectedly or the sea state rises. Consider what level of weather change can the location accept before it becomes dangerous.*

*In this location an emergency shall be declared if the following happens ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….*

1. Who will take charge in the event of any incident or emergency –

*Declare in advance who of the persons on the ground are “In Charge” during any emergency or incident. - Everyone on site should be made aware of the identify of this person. This person will be responsible for determining the level of response to any incident.*

*Who is the declared emergency manager for the location ………………………………………………………………*

*What is their mobile phone number…………………………………………………………………………………………………*

1. What is the predefined signal to be used in any emergency or incident?

*Clearly define the signal (e.g., Whistle Blast or Veral signal) to be used and make sure all personnel know what this signal means and how they are to react when it is used.*

*Signal to be used ………………………………………………………………………………………………………………..*

1. What is the predefined signal that will be used to remove students out of the water and to safety.

*Clearly define the signal (e.g., Whistle Blast or Veral signal) to be used signalling all participants to leave the water and ensure that all participants know and understand the signal.*

*Signal to used …………………………………………………………………………………………………………………………….*

1. Who will be responsible for managing any casualties and for the handing over to the emergency services?

*One person must be designated as the prime first aider and for managing any handover to emergency services. (Or parent if emergency services are not required)*

*Who will take the lead in managing any casualties or injured persons …………………………………………………………………………………………………………………………………………………………….*

1. Who will contact the emergency medical services if required? What is the expected response time for any activated emergency service.

*One person must be designated as the contact person for the emergency services,) if this action is specified by the incident manager). This person must be familiar with the process of contacting the local emergency services*

*Who will contact the emergency services ……………………………………………………………………………………*

1. Where is the designated safe location (In the event of an incident where the emergency lead decides it is necessary to gather all course participants together all person not injured or involved in the incident must be instructed to move to the safe location.)

*A specific location must be defined as gathering places for all persons not involved in the incident. This location should be clearly signposted and easily accessible.*

*One person must be designated to manage this location and ensure course participants remain in the area until the emergency or incident is resolved.*

*Where is this location? ----------------------------------------------------------------------*

*How is it marked and defined. -------------------------------------------------------------*

*How is accessed from location of the classes?*

*Who will manage the safe location. ……………………………………………………………………………………*

1. Who will conduct the head count and check that all registered children and adults are accounted for, and that all non-injured persons are moved to a safe location and check that they are not adversely affected by any incident.

*If the safe location is activated a head count will be required to make sure all persons are accounted for. The person managing this activity will require access to the daily registration forms.*

*Who will manage the head count. ……………………………………………………………………………………*

1. Who will lead the debriefing of all personnel involved ensuring their emotional wellbeing?

*Once the emergency is declared over it will be necessary to check on the wellbeing of all persons involved, this debriefing should be led by the Senior instructor or Local organiser.*

*Who will lead the debrief …………………………………………………………………………………………………………….*

1. Inform parents of the accident/incident when handing over children.

*If an emergency or incident occurs all persons should be informed, even if their child is not directly involved. If the incident is minor, then the Emergency lead may decide that only specific parent need be informed. In the event of a minor incident the instructor should be accompanied by another adult when informing the parents.*

*Who will Inform the parents…………………………………………………………………………………………………………….*

1. Inform the summer weeks officer. (Or activity organiser)

**This is the responsibility of the local organiser.**

1. Fill out the accident/incident report form as soon as possible after the accident/incident has occurred while details are still fresh in your mind. –

**This is the responsibility of both the local organiser and the designated emergency lead.**

**The confidentiality aspect of all accident/incidents must be maintained discussing it only with relevant WSI personnel**

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|  |  |  |  |
| --- | --- | --- | --- |
| ***CLASS*** | ***AGE REQUIREMENT*** | ***PREREQUISITES*** | ***RECOMMENDED*** |
| **SEAL 1 - 5** | None | None |  |
| **MARLIN 6 - 10** | None | None |  |
| **CHALLENGE 1** | None | None |  |
| **CHALLENGE 2** | None | None |  |
| **SAFETY 1** | None | None |  |
| **SAFETY 2** | None | None |  |
| **SAFETY 3** | None | **None** |  |
| **SAFETY 4** | **None** | **None** |  |
| **ENDURANCE 1** | **11 Years on date of Assessment** | **None** |  |
| **ENDURANCE 2** | **12 years on date of**  **Assessment** | **None** |  |
| **SURVIVAL 1** | **11 Years on date of Assessment** | Open water |  |
| **SURVIVAL 2** | **12 Years on date of Assessment** | Open water | Safety 4 |
| **RESCUE 1** | **12 years on date of**  **Assessment** | Safety 4 and [Endurance 1 or Survival 1] |  |
| **RESCUE 2** | **13 years on date of Assessment** | Rescue 1 and [Endurance 2 or Survival 2] |  |
| **RESCUE 3** | **14 years on date of**  **Assessment** | Rescue 2 |  |
| **RESCUE 4** | **15 years on date of**  **Assessment** | Rescue 3 |  |

Various aspects of the Swim Awards are suitable only for swimming pools. In this context Instructors should adapt the Award Test Item to suit open water conditions. Please note the attached Guidance on the delivery of the Swimming Awards in open water.

It is recommended that those who do **Rescue 3 or 4** should attend two weeks of instruction before taking the exam. Those who wish to avail of this will not be charged for their second week.



