



## Normal Operating Plan and what it should cover?

The NOP sets out how the members of the lifeguard team work both individually and as a group, on day-to-day basis to provide a patrol and rescue service at the beach.

As a guideline, the NOP should contain details of the following:-

- potential risk factors
- a plan of the beach showing the locations of geographical hazards, access points, information points, lifeguarded zones, the positioning of public rescue equipment and any protective features
- preventive strategies in place including details of zoning/signage/flag systems, provision of safety information, seasonal variations in the level of provision; supervision requirements to include locations offering best visibility
- communication procedures
- back-up agencies (HM Coastguard, RNLI, police, fire and rescue and ambulance and estimated response times)
- procedure for designating a new, temporary or changed patrol area
- minimum number of lifeguards on patrol at any one time and for each area of beach
- daily routines and duties; relief/change-over periods (if appropriate)
- length and times of cover
- lifeguard positions



## REDDITCH LIFESAVING & LIFEGUARD CLUB

- numbers of lifeguards required to supervise specific activities
- general and specialist training requirements
- qualifications required to meet duties
- line of communication/command
- fitness level required
- checklist of first aid equipment
- specification, inspection and maintenance of equipment • uniform and personal equipment requirements
- dealing with the public
- rough weather action
- role in an emergency
- incident reporting procedures
- the duties of other beach staff (e.g. licence holders, attendants etc.) and their link with lifeguards
- emergency access points

It is reasonable to expect such staff to have certain responsibilities, even if it just involves them contacting HM Coastguard in the event of an emergency, relevant training and pre-season team briefing to apprise all members of physical / policy developments, should be written into their contracts.

- Emergency provision such as first aid points, telephones (including contact numbers) vehicular access, public rescue equipment; NOP review: provision for the monitoring and reassessment of the NOP to ensure its continued relevance and effectiveness.