



*lifesavers*<sup>™</sup>  
The Royal Life Saving Society UK

# Policy Statements

The Royal Life Saving Society UK

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All previous issues are now out of date

July 2004

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# FINANCIAL MANAGEMENT POLICY PROGRAMME

REFERENCE NO: GN 001

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## **Purpose:**

RLSS UK aims to ensure that sound financial management is applied to all aspects of the Society's work. It is essential that all members of the Society who are involved in running courses have clear, consistent guidelines for the management of finances. As the leading lifesaving and lifeguarding organisation, RLSS UK aims to ensure that the financial aspects of every course, training session and assessment is conducted efficiently.

## **Outcomes:**

RLSS UK will achieve these aims by ensuring that the roles and responsibilities of the following persons and organisations in relation to this policy are published to all members:-

- **RLSS UK Head Office**
- **RLSS UK Branch Officers**
- **RLSS UK Branch Co-ordinators**
- **RLSS UK Teachers**
- **RLSS UK Assessors**
- **RLSS UK Trainer Assessors**
- **RLSS UK Advisers**
- **RLSS UK National Trainer Assessors**
- **RLSS UK Staff National Trainer Assessors**
- **Allied Organisations, External Agencies & Local Authorities**

RLSS UK is committed to ensuring that all persons involved in delivering its Education and Training Programme understand how to:-

- **open bank accounts for training and assessing purposes**
- **budget for courses and set course fees**
- **select, manage and pay for facilities, resources, postage and stationary**
- **organise payment of registration, application and assessment fees**
- **organise and manage invoices, receipts and payments by cheque**
- **employ national charges and rates for courses and expenses**
- **keep, present and organise financial records and statements**
- **close accounts at the end of courses and events**
- **liability for loss**
- **operate accountability procedures**
- **initiate, if required, disciplinary procedures relating to financial irregularities**
- **monitor and evaluate financial management issues and targets**

All of the Society's training courses and events will be organised to comply with this policy.

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# Application of Finance Policy Guidelines

These guidelines have been written to enable those unfamiliar with handling money for courses etc. to be able to do so with greater confidence and understanding.

Financial arrangements should always be open to scrutiny by any interested party. Your accounts should be easy to understand and apply. By keeping procedures simple it will be an easy task to maintain accurate records.

These guidelines should accompany an issue of the Financial Management Policy .

## Opening bank accounts for training and assessing purposes

Liaise with your Branch Treasurer for Lifesaving courses. This officer may well have good advice to offer. If you are conducting many courses you may well want an accessible account for this purpose.

If you are only conducting occasional courses you can probably manage with a money container until the funds can be paid into the Branch or RLSS UK account.

If you are conducting 'professional' courses as a self-employed person you will need to open a business account. Enquire at a variety of financial institutions to see what would suit your needs. Remember you will have an Income Tax liability if you are earning money from your courses.

This applies unless the course is being run for an employer (such as a local authority) or for personal profit (e.g. as a business). If the profits are not going to Lifesavers (whether Branch, Regional or national level) then it should be made clear where the profit is going.

You will need a simple accounts book which should have space for a minimum of

Date	Item	Income	Expenditure	Balance
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Be sure to maintain it accurately and very regularly.

If the course is being run for the benefit of Lifesavers with cheques being made payable to RLSS, the cheques need to go into an RLSS account. This should be:

### a A Branch or Regional Account

This is probably the easiest way as the Branch/Regional Treasurer will be able to use his/her expertise to assist in presenting the accounts of the course. These are

not normally registered for VAT.

### b The RLSS UK National Account

If the RLSS UK National Account is being used, do not forget that VAT will need to be added to the course fees when budgeting (but it is better to advertise the course fee inclusive of VAT). However, some VAT payments made (such as VAT on pool hire) may be set against the VAT liability. It is important that VAT receipts are obtained for as much as possible to enable this to be done.

### c A Specially Opened Account in the name of RLSS UK

An account opened in the name of RLSS UK for training and assessing purposes should use at least two signatories and the accounting must come up to at least the same standard as expected of Branch Treasurers.

As option c may well require opening an account for a specific course and closing it following the completion of the course, it would normally be easier to use either option a or b. Options a or b also permit some payments to be made prior to income being received.

Do not have cheques made payable to yourself or any other person if the course is being run for RLSS UK.

## Budget for courses and set course fees

You need to itemise and cost everything needed for the course. Ask for quotes for items such as room or pool hire in writing. If inviting a guest speaker, co-presenter or independent assessor ask for their costs and confirm these in writing, in advance. Consider everything you can possibly need for the course. Remember to include stationery items (pens, notepaper, flipchart, bluetak, etc.) as these small items can cost a lot when provided in bulk. Also allow for manikin wipes and spare parts which may be necessary.

When you have an overall cost, divide it by the number of candidates you are prepared to accept. If your course does not achieve the maximum number, you need to make an allowance in the course fee to allow for under-subscribing. Decide on the viable number you need for the course to run.

Find out about possible cancellation costs should you not reach your viability point. (See Code of Practice, paragraphs 3.3, 4.2, 5.1, 5.2, 5.5, 6.3).

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## Select, manage and pay for facilities, resources, postage and stationery

Any arrangement you have with your Branch Treasurer may decide on how these items are to be managed. For instance, there may be a petty cash fund that you can use to provide initial funds for stamps, stationery, photocopying, etc. Alternatively you may fund these items yourself and draw the money out of the course fees at a later stage. Whatever procedure you use, decide it in advance.

For professional courses you are more likely to pay for these items at the outset, reclaiming the money at a later stage.

In both instances you may be invoiced after the event for use of facilities. You may need to keep money aside to cover these costs, or arrange for them to be paid by the Treasurer direct. Again, decide on the best way to proceed, in advance.

Be sure to record all expenditure in your account book and to ask for VAT receipts for everything. (Some smaller companies may not be registered for VAT). Keep all the receipts.

## Organise payment of registration, application and assessment fees

Many courses have a registration fee, which needs to be paid in advance. Your Branch may be happy to pay this and reclaim the amount later from the course income. Alternatively, you may pay it yourself and re-claim it later, or you may ask potential candidates for a deposit to cover this cost. Some Branches charge an application or administration fee. This needs to be identified as such and included in the cost to the candidates.

Assessment fees should be paid prior to the assessment to avoid lagardly payment or even no payment at all. This holds up processing of the awards for the other candidates who are listed on the same form. It may be possible to operate a 'savings scheme' for candidates to pay small amounts over a period of time until the assessment fee is paid in full. Decide what arrangements you need to make should a candidate fail and subsequently re-take. Remember, the assessment fee is forfeit in such circumstances. (Code of Practice, paragraphs 3.1, 3.3, 4.2, 7.30, 7.31, 7.32, 8.2, 10.5.)

## Organise and manage invoices, receipts and payments by cheque

Commercial organisations may well expect to be invoiced for course fees etc. rather than to just issue money. It is

possible to buy commercially produced Invoice books from stationers which have general details already printed, for your guidance. If you are self-employed you probably have your own invoice format. If you are an employee for a training organisation, your employer will usually organise any invoices.

Branches too may well invoice an organisation for training for its members.

Whatever process you employ, be sure to have a cut-off date for payment. Remember, some organisations may take up to 3 months to settle accounts. If in doubt, enquire what their standard procedure is.

You may be invoiced for the provision of facilities, etc. Pay promptly and be sure to get a receipt - a VAT one if possible.

You will need to issue receipts to your candidates. The recommended information it should contain would be - their name, your name, your organisation, how much and how it has been paid (cheque, cash), date, reason for payment and what the amount actually covers. A copy should be kept. Branches usually have receipt books which you can use.

In order to claim back expenses you will need receipts for items you have paid for. Keep all this information with your account book, and be sure to itemise things in the account book.

When handling cheques identify to whom they must be paid. It is seen to be more open if cheques are paid to a local Branch or to RLSS UK rather than to an individual (unless the individual is self-employed). Have a paying-in book and pay in promptly. Then, if there is a problem with a cheque it can be dealt with before the course is over.

Check cheques to ensure they have a correct date, the amount written in words and figures, a valid signature, the payee identified correctly. If anything needs to be changed, get a signature next to the change. If verifying payment using a cheque guarantee card, write its number on the reverse of the cheque.

When making payments by cheque, agree whether it is you, the Branch, your employer who will make payment. Keep a note of the cheque number with the payee details. (Code of Practice, paragraph 4.2).

## Employ national charges and rates for courses and expenses

The Society publishes much financial information in its annual catalogue. Check here for current fees.

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Memos are issued to the Branch Local Management Committee giving guidelines for charging expenses, such as travelling or subsistence allowances.

Staff at RLSS UK will be able to advise on standard course fees. There are some items which need to be confirmed locally, such as pool hire charges and these may have a bearing on your final course fee. (See Code of Practice, paragraphs 4.2, 4.3, 5.1, 5.5.)

### **Keep, present and organise financial records and statements**

This has been widely documented in previous sections.

### **Close accounts at the end of course and events**

When the course or event is over you need to make sure all income and expenses have been listed under the headings of postage, stationery, telephone, travel, facilities, catering etc and not lumped together. Add up the two amounts and pay the balance to wherever it should go—Branch, RLSS UK, yourself, your employer. If you are conducting a National course be sure to fill in the expenses forms from RLSS UK so that you can be reimbursed for your expenses. (Code of Practice, paragraph 8.2).

These final accounts should be submitted to whoever receives the profit from the course (Branch/Regiona/RLSS UK/Employer).

### **Liability for loss**

#### **Operate accountability procedures:**

- Have cheques payable to the Branch, RLSS UK or RLSS UK Lifesavers Direct, etc
- Give receipts, particularly for cash
- Have a paying-in book and pay in promptly. Itemise who the money has come from.
- Produce your accounts to the Branch or RLSS UK for scrutiny
- Regularly enter payments or receipts into your accounts book
- Keep receipts, copies of agreements, any other information regarding finance.
- Make arrangements in writing in advance.

### **Initiate, if required, disciplinary procedure relating to financial irregularities**

Should you be made aware of any financial irregularity contact staff at RLSS UK in writing in the first instance. There may be exceptional circumstances operating about which you may not be aware. Should any investigation be needed, staff will know who to contact and may refer the issue on to a more appropriate person.

Do not make any direct accusations. This could involve severe legal proceedings being taken when there is no need. (Code of Practice, paragraph 9.1, 9.2, 9.3).

### **Monitor and evaluate financial management issues and targets**

As with everything else you do, there is also a need to evaluate the level of success when dealing with financial management.

Make a note of successes, failures and problem areas. It may be that you need to consult with others to resolve some issues, e.g. courses costing too much / not enough.

When you conduct your next course you will have your own 'checklist' of points to remember and the financial management should be that much more efficient.

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# COMPARISON OF LIFESAVING AWARDS & LIFEGUARD QUALIFICATIONS

REFERENCE NO: GN 002

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The only evidence of possessing one of the Society's Awards or Qualifications is either the medallion or certificate endorsed with the holder's name and date of completion. In the case of Lifeguard qualifications, the expiry date and registration number will also be included. Replacements can be obtained from RLSS UK within the validity period for a fee.

## **RLSS UK Lifesaving Awards**

These do not fulfil the criteria for those involved in the supervision of unprogrammed swimming activities in a swimming pool. The validity periods for Lifesaving and Life Support Awards are shown in RLSS UK publication "Education and Training Code of Practice" and Policy Statement GN 008. Detailed syllabi are contained in the relevant booklets for Lifesaving and Life Support which are available from Lifesavers Direct.

## **National Pool Lifeguard Qualification**

This is a Nationally recognised qualification for both professionals and volunteers working in a swimming pool as a lifeguard or with lifeguard responsibilities and duties.

The syllabus fulfils the criteria laid down in the current edition of "Managing Health and Safety in Swimming Pools", which refers to the RLSS UK National Pool Lifeguard Qualification as being the most frequently suggested suitable qualification for those providing a comprehensive lifeguarding service at a swimming pool.

## **National Beach Lifeguard Qualification- Coastal /Inland**

This is a Nationally recognised qualification for both professionals and volunteers working as coastal or inland open water lifeguards and fulfils the criteria laid down in "Safety on British Beaches" 1993.

## **In Service Training for Lifeguards**

The Society recommends that lifeguards should maintain and be able to produce a training log as a record of all regular, on-going training that has been undertaken. The training should include all aspects of the qualification syllabus including bather supervision, observation, Normal Operating Plans, Emergency Action Plans, use of specialist equipment and personal rescue skills. Lifeguards should, at all times when on duty, be able to exercise the standards of judgement, skills performance, physical capability, teamwork, knowledge and understanding that are required in the appropriate RLSS UK Lifeguard Qualification.

Where teachers are directly responsible for the 'supervision' of the swimming pool or performing the role of lifeguard in an unprogrammed or casual pool session, it is recommended they hold a current Nationally recognised pool lifeguard qualification such as the RLSS UK National Pool Lifeguard Qualification.

## **National Rescue Award for Swimming Teachers and Coaches**

A programmed aquatic activity has a formal structure, is disciplined, supervised or controlled and is continuously monitored from the poolside. Examples include swimming lessons, coaching sessions and other tuition such as Aquafit. Where a teacher is responsible for the safety of a 'programmed' session such as a swimming lesson, it is recommended he or she has a current swimming pool lifesaving award such as the National Rescue Award for Swimming Teachers and Coaches. This award is jointly recognised by the ASA, RLSS UK, ISTC, STA and ISRM.

Guidance on supervision of swimming pools can be found in books available from Lifesavers Direct or from local Branch Awards and Sales Officers.

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# EQUAL OPPORTUNITIES AND DISABILITY

REFERENCE NO: GN 003

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The Royal Life Saving Society UK has a responsibility to take such steps as may be considered reasonably practicable to prevent unlawful discrimination. This responsibility is extended to all matters of recruitment and selection, training, promotion and to disciplinary procedures and practices.

In recognising the Society's statutory responsibilities under the Sex Discrimination Act 1975 and the Race Relations Act 1976, the Society also takes reasonable steps not to discriminate against people with disabilities in accordance with the requirements of the Disability Discrimination Act 1995 insofar as such matters are not affected by health and safety considerations. In matters of employment, the Society's disciplinary procedures are in accordance with the ACAS Code of Practice "Disciplinary practice and procedures in employment".

Participation in the Society's Education and Training Programmes is open to anyone provided that they are able to meet any pre-requisite requirements for participation at a particular level and that candidates for assessment are judged solely on their performance and abilities at the time of their assessment. The Society takes great care, through its various development committees and external verification processes, to ensure the standardisation of all assessments. Should any candidate require special assessment arrangements due to disability or other special needs, the club or centre at which the candidate is to undergo training and subsequent assessment is required to contact the Society, either through the local Lifesaving

Co-ordinator or IQL UK Ltd, at least 15 working days prior to the planned assessment date to ensure that where appropriate, special arrangements can be made.

Where RLSS UK lifeguard qualifications are being undertaken and depending on the nature of the special arrangements, the assessment may be scrutinised by an External Verifier to ensure that the standard of the assessment remains constant.

In cases where a participant in an assessment programme feels that he or she has been discriminated against, an appeal may be lodged with the Society at its Head Office. Appeals may be made over the conduct but not the result of the assessment and must be lodged within 28 days of the completion of the assessment. Where an appeal is to be lodged by a Lifeguard Trainer Assessor, the Society's Disciplinary and Appeal Procedures are applicable.

In circumstances where either the Society or IQL UK Ltd, as the Awarding Body for Lifeguard Qualifications, considers it necessary to take disciplinary action against a trainer or an assessor in respect of an alleged breach of the Equal Opportunities Policy, all parties concerned will be given the reasons in writing and will be provided with an opportunity to appeal. Appeals must be lodged with the Society within 28 days of the date of the written notification. Upon receipt of an appeal, the Society will convene a special panel to consider the appeal. The decision of the panel will be final.

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# PEOPLE WITH DISABILITIES

REFERENCE NO: GN 004

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The principal aim of The Royal Life Saving Society UK is to prevent loss of life and injury in water-related incidents. The Society aims to be the authoritative provider of training and education in water safety, rescue and Life Support. Swimmers with disabilities should be encouraged to develop, to their own fullest potential, personal rescue skills.

Anyone with a disability may undertake RLSS UK Awards and Qualifications, provided they can fulfil the conditions at the appropriate standard. Dispensation or adaptation of the Society's award and qualification assessment criteria is not allowed under any circumstances. To do so might give a false impression of competence and lead to problems in a real emergency.

For further guidance on Lifeguards with disability please refer to RLSS UK document "National Pool Lifeguard Qualification Syllabus and Assessment Guide" latest edition.

## **Additional Guidance For Swimmers**

Someone, who through disability, is unable satisfactorily to perform lifesaving or resuscitation techniques can, nevertheless, acquire knowledge of these skills. In an emergency, they may be able to give guidance to enable others to perform a rescue safely and effectively.

## **Additional Guidance For Supervisors Of Swimmers With Disability**

RLSS UK has published a handbook and video titled "Specially Safe." These give guidance concerning safety, rescue, resuscitation and emergency procedures.

## **Rescue Test For Supervisors Of Swimmers With Disabilities**

The purpose of this award is to provide a recognised qualification for anyone engaged in the supervision of swimming for people with disabilities in a swimming pool.

## **Award Content**

- Understanding how disability affects swimming performance
- Knowledge of the Principles of Session Management
- Accident Prevention
- Aquatic Rescue
- Life Support
- Basic First Aid

The award contents are in accordance with the recommendations outlined in the current edition of "Managing Health and Safety in Swimming Pools".

Award holders must be able to:

- swim competently
- demonstrate a range of rescue skills
- surface dive to the pool floor in the maximum depth where supervision takes place
- perform life support skills
- show an understanding of the application of written pool operating procedures and emergency action plans.

## **Supervision of sessions for swimmers with disabilities**

Swimmer/helper/supervisor ratios cannot be specified. Supervision levels must be appropriate for the needs of the participants and the activities being undertaken. Factors to be considered should include:-

- age
- ability
- assistance required
- facilities and emergency procedures

## **Recommended Qualifications for Supervision**

The Rescue Test for Supervisors of Swimmers with Disabilities includes skills which require more than one rescuer. Therefore, it is recommended that a minimum of two holders of this award should be present at every session.

Although it is not a recognised pool lifeguard qualification, it is appropriate for supervisors, teachers and helpers of organised or programmed aquatic activities.

When groups are undertaking non-programmed or recreational activities, holders of the RLSS UK National Pool Lifeguard Qualification, who have attended disability awareness training, should also be present.

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# FINAL ASSESSMENT PROCEDURES ON NATIONAL COURSES FOR TRAINING TRAINERS

REFERENCE NO: GN 005

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1. At the end of an assessment, the candidate should be asked to complete a personal evaluation sheet on which they will assess their own performance against previously published criteria.
2. The candidate should then discuss his/her performance with at least one Course Assessor. In addition, the course leader may wish to involve all course participants in a group evaluation of the course, the facilities and their own and each other's performance.
3. Any private discussion between a candidate and an Assessor should be conducted informally and should provide an opportunity to discuss the candidate's performance in the context of his/her own opinions and the assessment criteria.
4. It is likely that a discussion about the course and the candidate's performance will last about ten to twenty minutes. A possible agenda for such a meeting is outlined below:
  - general comments on the course
  - most and least enjoyable parts of the course
  - review the candidate's performance including an evaluation of personal strengths, weaknesses, concerns and areas for development (with reference to the assessment criteria and evaluation sheet)
  - any other information or points for consideration
  - brief feedback from the Assessor regarding the candidate's strengths and weaknesses with reference to the published assessment criteria
  - reminder of how the final result will be communicated
  - advice and guidance for future training, assessment and experience
5. As soon as possible after the evaluation and discussion process is complete, the Course Assessors should meet, preferably with any External Assessor, to review each candidate's performance and to agree the final results of the assessment.

## Communicating the Final Result

1. The final result of any national course assessment should be communicated in writing to each candidate within a maximum period of 14 days of completion of the course.

2. The only results should be:

PASS      with a named person for support  
FAIL      unacceptable standard of performance

Guidance on future action to be given.

3. The confirmation communicating the final result should include the following information only:

- date and venue of course
- final result of the assessment
- **either** guidance on future course attendance, training, assessment and support (for failed candidates only)
- **or** guidance on future support available to successful candidates
- best wishes for the future

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# CLOTHING WORN IN LIFESAVING AWARDS

REFERENCE NO: GN 006

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The following will assist Teachers, Trainer Assessors and Candidates undertaking Lifesaving Awards.

The wearing of clothing by candidates and casualties is intended to encourage greater realism and flexibility in the teaching and assessing of Lifesaving. Guidelines are designed to allow for a variety of approaches and should be interpreted positively and flexibly. Clothing worn by award candidates should be representative of the type of clothing in common use, applicable to their gender, and that they may well be wearing when faced with a potential rescue situation.

## Clothing

Candidates will provide their own clothing for an assessment. Any style of swimwear and clothing is acceptable. Pyjamas are NOT allowed. The Assessor may give casualties suitable, clean clothing to wear, only for Rescue Tests 1, 2 and 6 of the RLSS UK Senior Lifesaving Awards. In such circumstances, an item of clothing may be considered to be a suitable rescue aid.

## Explanation of type and use of clothing

Where additional clothing is required by the Award Conditions, this will consist of:

- long sleeved shirt, and trousers or skirt, and pullover for Lifesaving Awards or as specified in an individual syllabus.
- This additional clothing may be discarded at any stage of the test at the candidate's discretion.
- For guidance concerning clothing worn for the National Lifeguard Training Programme see Statement of Policy LG 001.

## Open Water Awards

**Dress Candidate** (Wet suits may not be worn)  
long sleeved shirt  
long trousers or skirt  
protective footwear (*\*may be discarded during swimming rescues*)  
swimming costume  
brightly coloured hat

**Dress Casualty**  
long sleeved shirt  
long trousers or skirt  
protective footwear  
swimming costume  
brightly coloured hat

or

a neoprene wetsuit  
plus  
long sleeved shirt  
long trousers or skirt  
protective footwear  
swimming costume  
brightly coloured hat

or

a neoprene wetsuit  
plus  
a suitable weight belt  
protective footwear  
swimming costume  
brightly coloured hat

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# RLSS UK LIAISON WITH OTHER ORGANISATIONS

REFERENCE NO: GN 007

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The development of the National Lifeguard Training Programme has been undertaken in conjunction with the Institute of Sport and Recreation Management, the Institute of Leisure & Amenity Management and in matters relating to the supervision of programmed swimming activities, the Amateur Swimming Association and the Institute of Swimming Teachers and Coaches.

The Society meets with other interested organisations throughout the year to discuss the ongoing development of the training programmes and all matters relating to the safe supervision of swimming activity.

In particular, there is close co-operation with allied organisations to ensure that the regular review of the

National Lifeguard Qualifications provides lifeguards with a certification scheme that reflects changing trends in pool and beach operation and activity.

The Society has developed links with The Qualifications and Curriculum Authority (QCA) to ensure that vocational training that is orientated towards subsequent employment in the leisure industry fully meets the needs of the industry in terms of the provision of trained and competent swimming pool and beach lifeguards.

Training programmes and opportunities are made available to Local Authorities, the private sector, colleges and other training establishments through a registration facility offered by the Society.

# RLSS UK AWARDS INFORMATION GUIDE

REFERENCE NO: GN 008

**Other than awards which are Teacher assessed, Assessors must be independent and have taken no part in the preparation of candidates for the test/section being assessed**

All awards and qualifications, Teachers, Trainers or Assessors are those promoted by *Lifesavers*.  
TA includes NTA(s) for that discipline

Award	Max No.	Min Age	Validity Period	Assessors	Prerequisites (All must be current)	Assessment Period	Syllabus Reference	Teachers Trainers
<b>Casualty Assessment</b>	1	N/A	24 months	Teacher or Trainer Assessed	None	1 Session	Swim, Survive Save or Casualty Assessment Leaflet	Any Teacher or trainer
<b>Rescue Breathing</b>	1	N/A	24 months	Teacher or Trainer Assessed	None	1 Session	Swim, Survive Save or Rescue Breathing Booklet	Any Teacher or trainer
<b>Community Life Support</b>	6	N/A	N/A	BLS Instructor Teacher or TA (LS/P*/B*)	None	1 Session	Life Support	BLS Instructor Teacher/or TA (LS/P*/B*)
<b>Life Support 1</b>	4	N/A	24 months	TA (LS/P*/B*)	None	1 Session	Life Support	Any Teacher or TA
<b>Life Support 2</b>	3	N/A	24 months	TA (LS/P*/B*)	None	1 Session	Life Support	Any Teacher or TA
<b>Life Support 3</b>	2	N/A	24 months	TA (LS/P*/B*)	None	1 Session	Life Support	Any Teacher or TA
<b>Lifesaving 1</b>	4	N/A	24 months	Teacher or Trainer Assessed	Ability to swim	1 Session	Lifesaving/Life Support	Any Teacher or TA
<b>Lifesaving 2</b>	4	N/A	24 months	Teacher or Trainer Assessed	Lifesaving 1	1 Session	Lifesaving/Life Support	Any Teacher or TA
<b>Lifesaving 3</b>	4	N/A	24 months	Teacher or Trainer Assessed	Lifesaving 2	1 Session	Lifesaving/Life Support	Any Teacher or TA
<b>Bronze Medallion</b>	4	12/13	24 months	Assessor TA (LS)	Life Support 1 or higher Ability to swim	28 days	Course Handbook	Any Teacher or TA
<b>Award of Merit</b>	3	15	24 months	Assessor TA (LS)	Ability to swim Life Support 2 Bronze Medallion or higher GJBM, NPLQ NBLQ or NILQ	3 Months	Lifesaving/Life Support	Any Teacher or TA
<b>Distinction</b>	2	16	24 months	Assessor TA (LS)	Ability to swim Life Support 3 & Silver Cross and NPLQ or NBLQ or Award of Merit or higher	3 Months	Lifesaving/Life Support	Any Teacher or TA
<b>Bronze Cross</b>	3	14	24 months	Open Water Assessor (LS) or TA (B)	Bronze Medallion GJBM, or higher	1 Day	Lifesaving	Any Teacher or TA (LS) or TA (B)
<b>Silver Cross</b>	2	15	24 months	Open Water Assessor (LS) or TA (B)	Bronze Cross Life Support 2 or higher	1 Day	Lifesaving	Any Teacher or TA (LS) or TA (B)

\*Must have attended the relevant module

# RLSS UK AWARDS INFORMATION GUIDE

[continued]

Award	Max No.	Min Age	Validity Period	Assessors	Prerequisites (All must be current)	Assessment Period	Syllabus Reference	Teachers Trainers
<b>National Rescue Award for Swimming Teachers and Coaches</b>	4	16	24 months	ASA/STA Tutor* TA*	Ability to swim	28 Days	NRASTC Handbook	ASA/STA Tutor* TA*
<b>Emergency Response (Open Water)</b>	4	16	24 months	BTA or PTA & OW Module or TA (LS) & OW Module	None	1 Session	Working safely near water. Lifesaving Life Support Beach Lifeguarding	BTA or PTA & OW Module or TA (LS) & OW Module
<b>Emergency Response (Swimming Pool)</b>	4	16	24 months	PTA	None	1 Session	The Lifeguard Lifesaving & Life Support	PTA
<b>Emergency Response (Outdoor Activities Supervisor)</b>	2	18	24 months	TA (B) or PTA without Module or TA (LS) Open Water	None	28 Days	Beach Lifeguarding Lifesaving Life Support	TA (B) or TA (P) with Open Water Mod or TA (LS) Open Water
<b>Rescue Test for Supervisors of Swimmers with Disabilities</b>	4	16	24 months	Assessor (RTSSD)	Ability to swim	1 Session	Specially Safe First Aid handout Site NOP/EAP	TA* or Teacher (LS*)
<b>Rookie Training Programme</b>	N/A	5+	N/A	Trainer Assessed	None	Ongoing	Swim Survive Save Rookie Trainer's Guide	Any member of RLSS UK or affiliated organisation
<b>National Pool Lifeguard Qualification</b>	4	16	24 months	TA (P)	Physically fit, good eyesight and hearing. Ability to swim	28 Days	The Lifeguard	TA (P)
<b>National Beach Lifeguard Qualification Coastal/Inland</b>	4	16	24 months	TA (B)	Physically fit, good eyesight and hearing. Ability to swim	3 Months	Beach Lifeguarding Life Support	TA (B)
<b>Assistant Beach Lifesaver Award Coastal/Inland</b>	4	12	24 months	TA (B) O W Section TA (LS) for other sections	Physically fit, good eyesight and hearing. Ability to swim	3 Months	Rookie Programme Beach Lifeguarding Life Support Lifesaving	TA (B) – Open Water section TA (LS) for other sections
<b>Police Bronze Medallion</b>	4	17	24 months	Assessor (LS) Who may be the Teacher (LS) or TA (LS)	A serving Police Officer Ability to swim	1 Session	Lifesaving Life Support	Any Teacher (LS) or TA (LS) or Police PTI

\*Must have attended the relevant module

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# THE CHILDREN ACT 1989

REFERENCE NO: GN 009

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The Children Act 1989 came into force on 14 October 1991. Arising out of concern for the welfare of children, this will affect everyone who is responsible for planning, managing and delivering services to children under 8 years of age.

If children in this age group are out of their parents' care, i.e. in the clubs' care, for a period of time exceeding two hours in any one day on more than six occasions in any one year, then that club must be registered as providing a sessional care facility.

The hours the club operates may involve a number of lessons organised consecutively where the total time exceeds two hours. The two hour limit does not apply to a child individually but to the collective time used for children under the age of 8.

To avoid being in breach of this act, the RLSS UK recommends clubs implicated by the Children Act make

contact in writing with the Social Services Department of their Local Authority. It is then up to the Local Authority to take the initiative in terms of whether or not it is necessary for the club or individuals (within the club) to go through the official registration procedure.

As part of the registration procedure, the Local Authority has to satisfy itself that those working with children under 8 years old are suitable to do so. Section 7b of the act gives local authorities a statutory duty to inspect premises where sessional care is provided at least once a year to ensure the services are being provided to an acceptable standard.

Fees are payable for providers of sessional care facilities.

Lifesaving tuition involving the under 8s undertaken in a school which is staffed by anyone other than an employee of the Education Authority must be registered with the Local Authority.

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# CHILD PROTECTION POLICY

REFERENCE NO: GN 010

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1. The Royal Life Saving Society UK accepts that in all matters concerning child protection the welfare and protection of the child is the paramount consideration.
2. It is the policy of the Royal Life Saving Society UK to safeguard the welfare of children and all others involved in its activities by protecting them from physical, sexual and emotional harm.
3. All persons applying for membership (or registering to work with young people or Rookies) will be required to disclose all convictions, whether spent or not. Checks will be made on all adults who have not already been the subject of vetting by other "approved" youth organisations.
4. All adults involved in the Royal Life Saving Society UK activities are required to follow the Child Welfare, Good Practice and Child Protection Policy and Procedures issued. They must also be familiar with the steps to be taken in event of becoming aware of, suspecting, or receiving allegations of abuse.
5. Anyone convicted of an offence involving abuse or causing harm to children will be subject to disciplinary action which will normally include expulsion from membership of the Society and prohibition from participating in the activities of the Society.
6. Adults against whom allegations of such offences have been made, and which appear well founded, will be denied access to children in the course of RLSS UK activities, even though they may not have been convicted of a relevant offence.
7. All RLSS UK Branches and affiliated Clubs should adopt their own child protection policy and introduce vetting procedures for all persons likely to work with children in the course of their lifesaving activities. Advice on vetting procedures is available from the Child Protection Officer at RLSS UK Head Office.

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# LIFEGUARD UNIFORM

REFERENCE NO: LG 001

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It is accepted by RLSS UK and our international associates that lifeguards patrolling at both open water/beach locations and at indoor swimming centres shall wear distinctive clothing in the form of a uniform.

The current edition of “Managing Health and Safety in Swimming Pools” comments that Lifeguards should wear distinctive clothing or other identification, for easy recognition in an emergency.

It is impossible to regulate the use of lifeguard clothing totally, and lifeguard clubs and the employers of lifeguards are urged to ensure its use only by qualified lifeguards.

Candidates for National Lifeguard Qualifications are required to wear a uniform (or reasonable substitute) during training and assessment.

## Lifeguard Colours

The International Lifesaving Federation (ILS) recognise lifeguard colours as Red and Yellow, allowing for high visibility. It is important that the general public should immediately recognise a lifeguard and, with this in mind, all lifeguards should adopt these colours.

## Use of Lifeguard Uniform

- 1 It is recommended that only qualified lifeguards undertaking Lifeguarding duties, be authorised to wear the lifeguard uniform or show the word LIFEGUARD on any garment.
- 2 Qualified lifesavers and others who are not lifeguards should not undertake lifeguard duties, be authorised to wear lifeguard uniform or uniform with the word LIFEGUARD on. Instead they are authorised to wear RLSS UK branded clothing which is predominantly Blue and White with the Society crest. This ‘uniform’ is suitable for trainees, and other related persons.

## Supply of Lifeguard Uniform

Lifesavers Direct supplies lifeguard clothing according to the following guidelines:

Lifeguard clothing may be ‘OVERPRINTED’ with;

- 1 Lifeguard Club name for those units currently Registered with the Society;
  - Catalogue order forms must be accompanied by Club Headed paper giving detail and specifications for wording.
  - The Lifeguard Club is responsible for distribution and the authorisation of usage in accordance with the above paragraph entitled ‘USE OF LIFEGUARD UNIFORM’.
- 2 Local Authority/Leisure Centre name;
  - Catalogue order forms must be accompanied by official orders and again it is the Local Authority or Leisure Centre who decide on usage.
  - The Local Authority or Leisure Centre is responsible for distribution and usage in accordance with the above paragraph entitled ‘USE OF LIFEGUARD UNIFORM’.
- 3 The RLSS UK LIFEGUARD logo may only be used by Registered RLSS UK Lifeguard Clubs and approved Training Centres.

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# TORPEDO BUOYS (RESCUE TUBES)

REFERENCE NO: LG 002

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## Description

The Torpedo Buoy is an item of lifeguard rescue equipment, usually in the form of a tube some 76 to 127 centimetres (thirty to fifty inches) in length with an adjustable strapping system of approximately 150 centimetres (five feet). This allows for a variety of uses for both lifeguard and casualty. Two sizes are available from Lifesavers Direct, smaller ones for swimming pools, larger ones for open water.

## Use

It is a primary rescue device to avoid direct contact with the casualty. It allows casualties to be supported, and more than one casualty may be assisted depending on buoyancy and water conditions.

The flexible tube allows an unconscious casualty to be fully supported by encircling the tube around the chest and clipping in place. In this way the lifeguard is able to proceed with a rescue and/or administer Rescue Breaths until reaching safety.

This equipment is sufficiently versatile to be used either in open water or in a confined swimming pool environment as a reaching or throwing device, and as a portable means of avoiding direct contact with a casualty.

## Policy

- The Torpedo Buoy is a standard item of Beach Lifeguard patrol and rescue equipment and should be carried whenever patrolling open water locations.
- Torpedo Buoys used in swimming pools should be positioned to allow immediate use by Lifeguards.
- Torpedo Buoys should be carried on RLSS UK inshore rescue boats/rescue skis.
- The Torpedo Buoy must be maintained in good order and checked regularly. Maintenance records must be kept by the unit/authority.
- Lifeguards expected to use Torpedo Buoys must be trained in their use and have regular in-service training as identified in RLSS UK Lifeguard publications and in accordance with the Provision and Use of Work Equipment Regulations 1998.

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# RESUSCITATION FOR LIFEGUARDS

REFERENCE NO: LG 003

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There are four levels of resuscitation in an emergency situation:

- **'Basic Life Support.'** This may be defined as the combination of Rescue Breaths and Chest Compression. No equipment is used.
- **'Basic Life Support with adjuncts.'** This is Basic Life Support techniques plus the use of airways, face masks, suction equipment and oxygen.
- **'Extended Life Support.'** This is Basic Life Support techniques supported by the use of Automated External Defibrillators. Face masks, suction and oxygen apparatus may also be used.
- **'Advanced Life Support.'** This category includes defibrillation equipment, oropharyngeal and nasopharyngeal airways, face masks, oxygen supply apparatus, suction apparatus and ancillary equipment for manual ventilation and laryngoscopy and medication. This can only be applied by qualified medical practitioners or ALS specially trained personnel.

An alternative or supplementary technique to mouth to mouth ventilation which is more difficult to administer but which some personnel will find more acceptable, is mouth to mask ventilation with a portable face mask incorporating supplemental oxygen insufflation. This technique is recommended by the Resuscitation Council (UK) for the trained rescuer. British Oxygen Company and Laerdal are two companies that can supply this type of equipment.

## The use of Oxygen

It is important to distinguish between the use of Oxygen during resuscitation and the use of mechanical Oxygen-powered ventilators. The latter are only for use by those trained in Advanced Life Support. The administration of Oxygen through a face mask such as the Laerdal Pocket Mask whilst administering mouth-to-mask ventilation is to be encouraged as it can certainly improve the chances of a successful outcome, particularly following apparent drowning or near drowning.

## Lifeguard Resuscitation Kit

The RLSS UK Lifeguard Resuscitation Kit was developed by the Society in conjunction with Laerdal Medical, specially to meet the needs of the lifeguard. The use of this kit will maximise the prospects of a successful resuscitation whilst being simple and safe to use.

Training should be regular and recorded. Competency of the operator must be assured on a regular basis by their practising with this equipment and by demonstrating satisfactorily that they are able to use this technique in the manner prescribed. An RLSS UK Training Module has been produced and may be delivered by TAs who have attended an Update Seminar for this purpose.

## Mechanical Ventilators

A mechanical ventilator is a piece of equipment that mechanically ventilates the lungs with air or Oxygen, or an air/Oxygen mixture. It may be either self-powered or manually operated, frequently delivering higher concentrations of inspired Oxygen. They are usually less tiring for the operator to use and avoid the necessity for direct personal contact with the casualty.

The successful use of a mechanical ventilator requires the application of a face mask and obtaining a good seal, which requires considerable skill and regular practice. Airway obstruction is difficult to assess using a ventilator. This type of equipment requires regular maintenance, servicing and the replacement of Oxygen cylinders and is rarely found at the scene of an incident. Awaiting its arrival can considerably delay the resuscitation process.

Mechanical ventilation is only included within the category of 'Advanced Life Support' and this is only applicable to Doctors, Nurses, hospital resuscitation teams and very few other emergency response personnel where specialised and regular training in the use of this type of equipment is provided. Accordingly our policy is now to discourage the use of mechanical ventilators unless there are staff available who are trained in their use to the same requirements as the categories listed above. Where this is not the case, management should ensure that Basic Life Support, (that is Rescue Breathing and Chest Compressions) are the essential elements of providing an emergency response.

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**Regulations relating to the use of mechanical ventilators**

The Health and Safety (First Aid) Regulations 1981 Approved Code of Practice and guidance (L74) states that first aiders need to undergo specific training approved by the HSE in situations where the use of such equipment is considered necessary and in accordance with the Provision and Use of Work Equipment Regulations 1998.

**Rescue Breathing**

Rescue Breathing provides, when correctly performed, perfectly adequate ventilation of the lungs at an Oxygen concentration of approximately 16%. When trained staff are available, Rescue Breathing is immediately available and there should be no delay in its application.

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# NATIONAL LIFEGUARD PROGRAMME

REFERENCE NO: LG 004

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This should be read in conjunction with the 'Introduction' document to the scheme which is available from IQL UK Ltd within the NPLQ Unit 1 Guidance and Syllabus (Red Stripe)

## **Aims of the Programme**

To co-ordinate and provide at National level, experienced and technically competent Trainer Assessors to staff courses and to train and assess both Pool and Beach Lifeguards, to given performance criteria.

## **National Co-ordination of the Trainer Assessor Programme**

The Society maintains a list of all Trainer Assessors on a computer database which is managed in compliance with the Data Protection Act. Copies of the list will be available upon written request. The Society reserves the right to withhold information.

The co-ordination, control and monitoring of Trainer Assessors will be undertaken locally by Approved Training Centre Internal Verifiers and nationally by National Trainer Assessors appointed by the IQL UK Ltd management staff in consultation with the Pool or Beach Lifeguard Panel and the RLSS UK National Education Committee.

## **Appointment as a Trainer Assessor**

The performance criteria for qualification as a Trainer Assessor are as follows:

- A high standard of training ability with good communication and inter-personal skills.
- A full understanding of the role, knowledge, and skill required of a lifeguard, together with an awareness of written operating policies.
- Ability to organise, control and present adequately trained lifeguards for assessment.
- To understand the role of the Assessor, to deal with a varied range of performance levels and to arrive at a judgement based on laid down criteria. To handle objections and solve problems related to assessment.
- To work efficiently and effectively with other Trainer Assessors and related groups.

Upon receipt at Head Office of the Training Review Sheet, showing successful completion of probationary activities, full Trainer Assessor status will be applied and a Card of Authority dispatched. This is the sole item of qualification

and should be retained in a safe place and the Society number should be quoted on all correspondence.

## **Role of the Lifeguard Trainer Assessor**

Core activity - to organise, staff, and assess courses leading to the National Lifeguard Qualification (Pool, Beach, Inland or Rescue Boat as appropriate).

Peripheral activity - to provide support in the re-training of lifeguards through in-service and regular programmes, and in the development of new skills and understanding of lifeguard operations.

Support activity - to provide training and assessment for related programmes including the National Rescue Award for Swimming Teachers and Coaches, and the Emergency Response suite of programmes after receiving their own appropriate training.

Geographical responsibility - this is a National Scheme and although many Trainer Assessors will opt to confine their activity within their own or recognised Branch boundaries there is no regulation for this action - Trainer Assessors are encouraged to exercise their National role and seek lifeguard training activity in other areas, if appropriate.

## **Termination of Appointment for any National Trainer Assessor or Trainer Assessor**

Trainer Assessors may be removed from the list for one or more of the following reasons:

- Gross misconduct concerning the application of the National Lifeguard Training Programme in any aspect.
- Non-payment of Annual membership fee.
- Non-completion of the probationary status within the given period of moderation unless an extension has been applied for in writing and granted. No more than one application may be accepted for each individual.
- Non-attendance of an In-service training session within a two year period.

In the event of this decision being taken, the Society will advise the individual concerned in writing and give 28 days notice during which period an appeal may be lodged and a hearing arranged.

## **Courses**

All Beach and Inland lifeguard courses must be registered

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with RLSS UK. A registration form will be used for this purpose and should be received at RLSS UK 10 working days prior to the first course date. This may include the appointment of Assessors.

### **Recruitment of Lifeguards and Trainer Assessors**

The RLSS UK is not a recruitment agency for Lifeguards or Trainers, but as a training organisation it makes available programmes that enable individuals to progress toward a work based qualification.

### **Pool/Beach Lifeguards**

Pool and beach lifeguard training may only take place at facilities accredited to provide training as an IQL UK Ltd Approved Training Centres [ATC]. Over 2000 facilities are accredited to offer training throughout the UK. In addition, there are a number of Approved Training Providers who have accreditation to offer training at swimming pools that would not, in their own right, meet or need the accreditation requirements for an ATC but wish to provide training for their lifeguards.

### **Trainer Assessor recruitment**

All applications for places on training courses are accepted where the applicant can meet the appropriate pre-requisite qualifications.

### **In-service seminars**

Trainer Assessors are required to attend biennial in-service training seminars, arranged at various venues throughout the UK. These seminars are intended to provide Trainer Assessors with the opportunity to ensure that they are completely up to date with contemporary training and assessment principles, to allow for an interchange of ideas between Trainer Assessors and to discuss changes and developments in the leisure, tourism and water industries.

Revalidation may also be done by post.

### **Supplementary training courses**

Regular supplementary training courses are offered to Trainer Assessors throughout the UK, either through the in-service seminar programme or as specialist courses. Attendance at such courses, whilst desirable, is not compulsory except in circumstances where a Trainer Assessor wishes to include the assessment of skills and knowledge in the use of a particular technique within the range of an independent assessment programme.

The following courses are included within the development programme:

- Powered Rescue Craft Handling
- Aquatic Spinal Cord Injury Management
- Extended Life Support
- Maintaining training and assessment standards (usually through in-service seminars)
- Introduction to NVQ Units D32 /ss - Assessor Award

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# ADMINISTRATION OF RLSS UK NATIONAL LIFEGUARD QUALIFICATIONS

REFERENCE NO: LG 005

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## **Candidate records**

On successful completion of an approved training course and subsequent independent candidate assessment, details of successful candidates are forwarded, in the form of a written assessment report, to the Society's Head Office for registration. Only candidates who have participated in a training course organised at an Approved Centre are subsequently awarded the National Beach, Inland or Pool Lifeguard Qualification or Rescue Boat Crew/Helm Certificate.

Details of successful candidates are recorded on a computer database in the following manner:

- Name of candidate
- Address of candidate (as entered on form)
- Lifeguard Society number
- Geographical area of Lifeguard's address
- Depth
- Use of equipment
- Date of assessment
- Date of qualification expiry
- Trainer's Society number
- Assessor's Society number
- Location i.e. Inland/Coastal/Pool etc
- Type of rescue boat (where applicable)
- Date of Birth
- Gender

Candidates are issued with a Training Manual and Record Book and a letter detailing their name, number, assessment details and water depth as well as information on special rescue techniques.

## **Training records**

All training courses must be available for inspection by Internal Verifiers. Copies of all registration and assessment forms are kept at the Society's Head Office for a two year period (equating to the validity of the qualification) and are catalogued by date and geographical area.

## **Data registration**

The Society observes the principle of the Data Protection Act. Access to the records may be granted in approved cases and on payment of the current fee. Data is supplied to enquirers on the basis that it is for personal use and that it will not be copied or passed to a third party.

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# APL FOR LIFEGUARDS & TRAINER/ASSESSORS

REFERENCE NO: LG 006

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## Introduction

This policy sets out the manner in which individuals wishing to participate in the National Lifeguard Training Programme and the Trainer Assessor Scheme may gain credit for prior learning and achievement.

## Lifeguard accreditation

The desire by both the Sport and Recreation Industry and the Health and Safety Executive for independent assessment of both knowledge and skills demonstrated by Lifeguards following a period of training has resulted in the design of an assessment scheme which will meet the requirements of key Sport and Recreation NVQ modules but which conversely, could not fully be met by individuals holding those modules unless additional training and assessment had been undertaken in a highly specific environment.

Areas within the syllabus for assessment which do however lend themselves to APL are:

- Unit A52: Support the work of the team**
- Unit C13: Maintain sport and recreation facilities and equipment**
- Unit C22: Contribute to maintaining a safe and secure environment**
- Unit C27: Deal with substances hazardous to health**
- Unit C28: Maintain the safety of swimming pool users**
- Unit C32: Develop and maintain a positive working relationship with customers**
- Unit C33: Make information and advice available to customers**
- Unit C35: Deal with accidents and emergencies**

The Society, through the NPLQ syllabus and the NBLQ syllabus allows for greater accord to be given to prior learning without losing the necessity for an independent assessment at the conclusion of a training course as set out in the publications "Managing Health and Safety in Swimming Pools - HSG179", "Safety on British Beaches" and "Safety at Inland Open Water Sites".

## Trainer Assessor accreditation

The Trainer Assessor training scheme has been structured to account for APL from its inception. Individuals wishing to participate in the course are required to demonstrate competence, through prior learning and achievement, in basic teaching skills and an understanding of pool or beach management through providing evidence of personal supervisory experience or lifeguard training and assessment.

Additionally, the modular nature of the programme allows for individuals who have gained accreditation in pool or beach operational management or human resource development as NTAs and Advisers, to seek exemption from appropriate modules of the training course.

Candidates who hold relevant trainer awards or who have completed relevant assessor awards may seek exemption from appropriate training and/or assessment theory and practical elements of the course.

Progress through the S/NVQ system towards trainer and assessors qualifications must be conducted through approved TDLB NVQ training centres.

## Further advice

For further advice and guidance on accrediting prior learning and achievement, please write to the APL Adviser at the Society's Head Office.

# ACCREDITATION OF PRIOR LEARNING

## RLSS UK NATIONAL POOL LIFEGUARD QUALIFICATION

### LG006 PART 2

#### Training Credits

The RLSS UK National Pool Lifeguard Qualification, awarded by IQL Ltd, is approved by the Qualifications and Curriculum Authority as meeting the criteria for incorporation into the National Qualifications Framework.

RLSS UK has a policy (LG006) of giving candidates for assessment for a number of lifeguard qualifications training credit for skills and knowledge gained through completing other qualifications.

Candidates wishing to take the RLSS UK National Pool Lifeguard Qualification who already hold a current qualification from any of the following may claim the training credits shown.

Name of Qualification	Training Credit
STA National Aquatic Rescue Standard (PL)	12 hours
RLSS UK Bronze Medallion or higher	12 hours
RLSS UK National Beach Lifeguard Qualification	12 hours
HSE First Aid at Work Certificate	6 hours
RLSS UK Life Support 3	3 hours

Attached with this Policy statement is guidance on the structure of courses for holders of any RLSS UK Bronze Medallion, Award of Merit or Distinction and for holders of an STA NARS (PL) qualification.

#### Course Structure – holders of current STA NARS (PL)

##### Pre-requisites

Candidates must hold and be able to provide evidence of holding a current STA National Aquatic Rescue Standard (Pool Lifeguard) qualification.

#### Course Trainers

Any current RLSS UK Pool Lifeguard National Trainer Assessor or fully qualified Pool Lifeguard Trainer Assessor.

#### Training Needed to Take NPLQ:

Support tows	1 hr
Fitness	2 hr
Spineboard and horizontal lift inc SCIM and logroll on spineboard	6 hr
First Aid practical	2 hr
Dental/eye injuries/heat stroke	1/2 hr
Child pocket mask	1/2 hr
Confirmation of knowledge and practical skills for the areas for which exemption is being granted	6 hr
Course revision and mock	
NPLQ assessment	3 hr
<b>Total Course</b>	<b>21 hours</b>

#### Course Structure – holders of RLSS UK Bronze Medallion Award of Merit or Distinction Award

##### Pre-requisites

Candidates must hold and be able to provide evidence of holding a current RLSS UK Bronze Medallion, Award of Merit or Distinction taken within the previous 12 months.

#### Course Trainers

Any current RLSS UK Pool Lifeguard National Trainer Assessor or fully qualified Pool Lifeguard Trainer Assessor.

#### Training Needed to Take NPLQ:

Pool Lifeguard Generic Principles	1 <sup>1</sup> / <sub>2</sub> hr
Practical Water Rescue Skills	3 <sup>1</sup> / <sub>2</sub> hr
Spinal Injury Rescue and Support (Stabilisation)	6 hr
Cardiopulmonary Resuscitation (CPR) practical	3 hr
CPR Theory	1 hr
First Aid Theory and Skills	6 hr
<b>Total Course</b>	<b>21 hours</b>

# RLSS UK NATIONAL POOL LIFEGUARD QUALIFICATION

Comparison of Skills and Knowledge Content between RLSS UK  
NPLQ and STANARS (PL)  
Issue 2 – June 2004

TOPIC	NPLQ (Unit 1)	NARS
<b>POOL PRACTICAL</b>		
<b>Rescue Skills</b>		
Reaching/Throwing	Reach/Throw or Wade Incident Based	Reach/Throw or Wade
Wading		
Support Tows – Contact	1 of 3 sampled	Injured casualty or non-swimmer – tow is not specified
Deep Water – Deep manikin rescue landing and recovery position	✓	✓
Spinal Injuries – Vice Grip	✓	✓
Bear Hug	✓	✓
Head Splint	✓	✓
Horizontal Lift	✓	×
Spineboard	✓	×
Spineboard	✓	Separate module
<b>Fitness swim/tows</b>		
Conscious casualty 20m swim 20m tow	65 seconds out and back	20 seconds outward swim only
Unconscious casualty and landing 20m swim 10m tow	45 seconds out and back	Not timed
Incident management		
Staged incident in accordance with EAP	Part of Unit 2 training and assessment	✓
<b>THEORY ASSESSMENT</b>		
Multi-choice Written Paper	×	✓
Oral Question	✓	×
<b>RESUSCITATION PRACTICAL</b>		
Adult CPR	✓	✓
Trauma	✓	✓
Non-trauma	✓	✓
One person	✓	✓
Two person	✓	✓
Pocket mask	✓	✓
Turn prone to supine	✓	✓
Action for vomiting	✓	✓
Recovery position	✓	✓
Airway for spinal	✓	✓
Log roll	✓	✓

TOPIC		NPLQ (Unit 1)	NARS
<b>Other techniques</b>			
Child CPR		✓	✓
Infant CPR		✓	✓
Pocket mask barrier resuscitation		✓	✓
FIRST AID		✓	✓
Principles of First Aid		✓	✓
Codes of Practice		✓	✓
Treatment for	Heart Attack	✓	✓
	Diabetes	✓	✓
	Epilepsy	✓	✓
	Asthma	✓	✓
Bleeding – theory		✓	✓
Shock		✓	✓
Head injuries		✓	✓
Poisons		✓	✓
Heat exhaustion		✓	✓
Hypothermia		✓	✓
Heat stroke		✓	✓
Electric shock		✓	✓
Strain / sprains		✓	✓
Burns / scalds		✓	✓
Dental injuries		✓	✓
Eye injuries		✓	✓
Anaphylatic shock		✓	✓
Drowning –	wet	✓	✓
	dry	✓	✓
	secondary	✓	✓
Hyperventilation		✓	✓
Choking –	adult	✓	✓
	child	✓	✓
	infant	✓	✓
Bleeding –	practical	✓	✓
Fractures –	theory	✓	×
	practical	✓	×
Bandaging –	practical	✓	×

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# QUALITY ASSURANCE STANDARDS OF TRAINING & ASSESSING

REFERENCE NO: LG 007

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Lifeguard training and assessment standards that lead to the awarding of the National Pool, Inland or Beach Lifeguard Qualification are monitored both by the Society's Head Office staff and by a team of Internal and External Officers and NTAs who provide an essential link between the trainer RLSS UK and IQL UK Ltd Head Offices.

In the case of candidates who attend a Trainer Assessor course, following successful completion, a probationary appointment is made for a period of up to 24 months during which time, the trainer is mentored training lifeguards, organising and presenting them for an assessment, and undertaking the independent assessment of another group.

Where training is being carried out by a probationary Trainer Assessor, a National Trainer Assessor or appointed person will visit the probationer at intervals throughout the programme to ensure that all aspects of the course syllabus are being covered and that the content and quality of the training given meets the Society's regulations.

In circumstances where training does not comply with the Society's regulations, the National Trainer Assessor will endeavour to resolve any difficulties locally. Where this cannot be done, the matter will be reported to RLSS UK Head Office for further appropriate action.

NTAs meet regularly with Management staff and liaise by letter and telephone at regular intervals. Trainer Assessors are required to revalidate their qualification at least once every two years and must complete both training courses and assessments during the two year period.

Management Staff meet with representatives from the leisure/tourism and water industries during each year to review the on-going delivery and development of all aspects of the programme. An annual review of the content of training courses and assessment for both Lifeguards and Trainer Assessors is undertaken by the Society in conjunction with the leisure industry and the RLSS UK and IQL UK Ltd Management Staff.

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# RLSS UK NATIONAL LIFEGUARD PROGRAMME POLICIES AND CODES

REFERENCE NO: LG 008

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Reference should also be made to the following National Lifeguard Training Programme Syllabuses and occasional papers.

- National Pool Lifeguard Qualification Syllabus
- National Beach Lifeguard Qualification
  - Coastal Syllabus
  - Inland Syllabus
- National Rescue Boat Programme
- An Introduction to the National Lifeguard Training Programme
- Code of Practice
- Disciplinary and Appeals Procedures
- Technical Supplements in the Society magazine and Trainer Assessor Bulletins

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# POOL RESCUE EQUIPMENT

REFERENCE NO: LG 009

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*With the co-operation of the Institute of Sport & Recreation Management*

As part of the Occupiers Liability Act 1957 there is an obligation on the occupiers of premises to take reasonable care that:

1. Equipment provided is fit for the purpose for which it is intended.
2. Equipment and premises are checked regularly and faults etc are immediately corrected.
3. Proper and adequate supervision is provided.

## **Guidelines for Work Equipment**

1. Every operator shall ensure work equipment is constructed or adapted as to be suitable for the purpose intended. Regulation 5 of the Provision and Use of Work Equipment 1998 states that suitable means suitable in any respect which is reasonably foreseeable which will affect the health and safety of any person. Every operator shall ensure that work equipment is used only for the operations for which and under conditions for which it is "suitable".
2. In selecting work equipment every operator shall have regard to the working conditions and the risks to the health and safety of persons which exist in the premises, or undertaking in which that equipment is to be used, and any additional risk posed by the use of that equipment. Regulation 5 addresses the safety of the work equipment from three aspects.
  - Its initial integrity
  - The place where it is to be used
  - The purpose for which it is to be used
3. Risk assessments undertaken in accordance with the Management of Health and Safety at Work Regulations 1999 will help operators select work equipment and assess its suitability for particular tasks.
4. All pools should be equipped with emergency equipment for use by lifeguards and others who may have supervisory responsibilities (eg swimming teachers, club users).

## **Provision of Emergency Equipment and Alarm Systems**

1. The type of equipment that should be provided will depend on the following:
  - type and design of the pool
  - user groups
  - results of risk assessments
  - training requirements
2. Emergency equipment and alarm systems may include the following:
  - lifesaving poles and reaching devices such as hooks
  - throwing ropes
  - torpedo buoys
  - those used for indoor environments should have plastic fastenings
  - those used for open water environments may have either plastic or metal fastenings
  - throwbags
  - thrown buoyant aids (not lifebuoys)
3. Other Equipment
  - Emergency telephones
  - Drowning/Incident alarms - A poolside alarm must be easily accessible from each lifeguard station
  - Equipment for spinal injury management (This is dependent upon whether this equipment is part of the facility emergency action plans, and also if there are sufficient trained staff available for its use)
  - Mouth to mask resuscitation equipment
  - Mouth to mask resuscitation equipment with oxygen enhancement devices
  - Lifeguard chairs
  - Radio communicators
  - Flotation lines for the segregation of areas
  - Surveillance cameras
  - Torches (emergency control during lighting failure)

### **Please Note:**

Waterslides which end in a catch unit (aquacatch) or splashdown area (catchpool) which is gravity drained must be considered separately from other water features to ensure that automatic shutdown of pumps, in an emergency, does not reduce the water depth necessary to provide safe braking (deceleration) or landing for riders already descending the slide. It is essential that a waterslide alarm is easily identifiable from other alarms to enable quick staff response.

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4. It is recommended that rescue equipment be positioned around the poolside, mounted on a clear panel for easy identification in an emergency and for routine checks. An alarm call point should be mounted on each panel. Equipment should be kept in good working order and in its proper place at all times.

### Training

1. Operators should ensure that all persons who use work equipment have received adequate training for the purposes of Health and Safety methods that may be adopted, any risks which such use may entail and what precautions taken.
2. Operators have the obligations to train:
  - Those who use the work equipment
  - Those supervising and managing them
3. The Management of Health and Safety at Work Regulations 1999 require employees to use equipment in accordance with any appropriate training and instructions they receive from their employers.
4. Operators should ensure that records are kept for each person showing initial training and refresher training given and also qualifications held.

### Maintenance

1. The operator shall ensure that the work equipment is maintained in an efficient working order and in good repair.
2. All work equipment should be regularly checked, recorded on a log sheet and kept up to date, eg drowning alarms - daily, fire alarms - minimum weekly, and pool equipment/aids - daily.
3. It is important that equipment is maintained so that its performance does not deteriorate to the extent that it puts people at risk. The frequency at which equipment needs to be checked is dependent on the equipment itself and the risk involved; it could be daily, weekly, monthly or even longer.
4. When checking equipment, any equipment found not up to the standard must be withdrawn from use immediately and preferably removed from the site at which it is stored. Where this is not possible the equipment must be clearly labelled 'out of use'. The equipment must be replaced or repaired immediately to ensure health and safety is maintained. All actions taken must be recorded in the maintenance log book to ensure all persons who manage the use of equipment are kept informed and up to date of any action taken.

5. Any maintenance work should be done by those who have received adequate information, training and instructions relating to that work.
6. Routine maintenance includes periodic lubrication, inspection and testing, based on recommendations of the equipment manufacturer, and should take account of any specific legal requirements.
7. Planned maintenance aims to prevent failure occurring while the equipment is in use.
8. Planned maintenance records should provide information for future planning and inform maintenance personnel and others of previous action taken.
9. The operator shall ensure that information and instructions are available for supervisors who manage the use of the work equipment. Those should include:
  - conditions and methods by which the equipment may be used.
  - foreseeable abnormal situations and action to be taken if such a situation occurs.
  - any conclusions to be drawn from experience in using the equipment.
  - information and instructions are readily comprehensible to those concerned.
10. Manufacturers and suppliers have a 'duty' to supply sufficient information including drawings to make possible correct installation, safe operation and maintenance requirements. Operators should ask and check that they are provided.

### **All Fire/Drowning Alarms should be maintained in accordance with BSI Standard BS5839**

- NB.** Use of pool rescue equipment may involve manual handling techniques therefore note must be taken of the "MANUAL HANDLING OPERATIONS REGULATIONS 1992".

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# USE OF A SPINE BOARD

REFERENCE NO: LG 010

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Trainers must ensure that only skills used for specialist rescue equipment as shown in the relevant and current handbook are undertaken during RLSS UK programmes.

In the case of a "spine board" the casualty or simulated casualty secured to the spine board should not be moved

back into the water after being once removed and placed on the poolside.

RLSS UK only approves the use of spine boards that meet the requirements of BS8403: 2002

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# RLSS UK NATIONAL POOL LIFEGUARD QUALIFICATION

REFERENCE NO: LG 011

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## Introduction

The qualification was launched in 1989 in direct response to the criteria set out in the publication 'Safety in Swimming Pool'. The 6th edition of the qualification was introduced in 1997. As a two-part programme, it aimed to address concerns expressed by pool managers that much of the lifeguard training that had previously been delivered did not include the application of the basic knowledge and rescue techniques as they applied in a working environment.

## The Vocational Background

The qualification has, since the early 90s, been closely linked with the NVQ occupational standards for sport and recreation at Level 2 and pool lifeguard candidates who were successful at independent assessment have been able to use the qualification as evidence of working towards a number of NVQ units.

More recently, there has been a move to regulate vocational training, particularly where it is aimed at 16-19 year age groups as part of further education programmes. The qualification has been recognised for its vocational nature and is included within the current DfES list of Approved Qualifications. The establishment of the regulatory body, the Qualification and Curriculum Authority (QCA) has further clarified the vocational nature of many qualification and given access to training providers to funding to support many courses including our own.

However, recognition has carried with it a number of important obligations. At a national level, the training and development organisation, in our case RLSS UK, must be seen to be distinct from and separated from the awarding body that sets the standards, determines that they are being followed and awards the qualification. To meet this requirement, IQL UK Ltd now acts as the awarding body for RLSS UK lifeguard qualifications and provides accreditation for training organisation and individuals to offer training and assessment for the qualifications.

## Providing Training and Assessment

Locally, training for an approved qualification must be carried out at an Approved Training Centre. To become approved:

- the physical facilities must meet a prescribed standard suitable for lifeguard training and assessment.
- there must be adequate administrative systems in place to include a sound system of record keeping and financial management.
- the centre must provide open access for training notwithstanding any constraints that may be imposed due to the safety nature of our work.
- there must be designated people to manage and administer all aspects of training and assessment.

## Delivering the Qualification

It is important to recognise that the qualification comprises two units, both of which must be completed before IQL UK Ltd will award the RLSS UK National Pool Lifeguarding Qualification. It is important to recognise that where a training provider seeks funding for a course, funding is only approved for the whole qualification.

Unit 1 provides training and assessment in a knowledge of the general aspects of pool operation, supervision, accident prevention and rescue. Unit 2 takes the skills and knowledge acquired during foundation training and puts them into an applied environment that relates to the operation of swimming pools.

Unit 1 must be delivered by an RLSS UK Pool Lifeguard Trainer Assessor who is in current membership of the Society and who has attended training or an in-service update within the previous 2 years.

Training for Unit 2 must be co-ordinated and approved by an ISRM Site Specific Module Trainer. The specialist nature of the material incorporated into this module means that not all of the training may be delivered by an ISRM trainer but at the conclusion of the module, the ISRM trainer MUST certify that all of the compulsory elements have been completed.

Employment at the training facility is NOT a prerequisite for completion of Unit 2 although the site-specific elements of a comprehensive induction course will ensure that all of the elements of Unit 2 can be completed. All participants on a course can complete both of the modules at the training venue and training programmes should be structured to ensure that this can be done. As such, there is open access to all participants to gain the full qualification.

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Where a lifeguard is employed elsewhere or seeks employment elsewhere, it is a management responsibility to ensure that, for the new venue, the relevant site specific material is incorporated into an induction course and that participation in this training is recorded in the lifeguards development record.

### **Summary**

The RLSS UK National Pool Lifeguard Qualification is recognised as a vocational qualification. It has been approved by QCA as the Level 2 Certificate in Swimming Pool Supervision and Rescue (QCA listing reference 100/2850/X). It is approved for external funding. It is in 2 units and training for Unit 1 must take place at an Approved Centre. Both units must be completed before the Qualification is awarded.

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# KEY SKILLS AND RLSS UK NATIONAL LIFEGUARD QUALIFICATIONS

REFERENCE NO: LG 012

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## 1 Introduction

- The qualifications incorporated into the National Lifeguard Training Programme encompass a range of Key Skills.

- Candidates are encouraged to use the qualifications within the Programme to gain other National Qualifications that might not usually be directly associated with their role as a lifeguard or Trainer Assessor.

RLSS UK Qualification	Outline to skills found in the RLSS UK Qualifications	Link to Key Skills
National Lifeguard Qualification (Pool)  and	i) Advice to bathers  Dealing with emergencies and Teamwork  Team briefings  Presenting training and assessing information and programmes	i) Communication skills
National Lifeguard Qualification (Beach - Coastal)  and	ii) Assessing emergency situations  Dealing with difficult customers  Dealing with training standards  Dealing with assessing problems	ii) Problem solving skills
National Lifeguard Qualification (Beach - Inland)	iii) Swimming skills  Water rescue skills  Administering emergency aid	iii) Physical and mental skills
	iv) Dealing with safety systems and standards  Administrative duties including Report writing	iv) Literary skills
	v) Recording systems for safe pool operations  Recording the weather and water conditions  Candidate analysis for training and assessing programmes	v) Numeracy skills
	vi) Determining water quality  Risk assessing  Dealing with pollution  Safety and training and assessment centres	vi) Environmental studies

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RLSS UK Qualification	Outline to skills found in the RLSS UK Qualifications	Link to Key Skills
	vii) Swimming pool cleanliness Safe and clean beaches Care of injuries	vii) Health and Hygiene
	viii) Recording systems for safe pool and beach operations Training schedules systems Assessing reports and systems Monitoring customer needs Monitoring water quality Monitoring weather conditions Analysis of accident reports Preparation of training programmes	viii) Information technology skills

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**Note:**

- A number of these key skills are to be found across a wide range of lifeguard skills and knowledge.
- It is important to recognise that initial training and induction training may not cover all key skills. These skills are expected to be developed over a period of time as the lifeguard moves along a career path.

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# MANIKINS APPROVED FOR RLSS UK AWARD & QUALIFICATION ASSESSMENTS AND THEIR CLEANSING

REFERENCE NO: SH 001

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## Manikin Specifications

Resuscitation manikins should comply with the following criteria:-

- have human like chest compliance
- be hygienic
- be able to demonstrate controlled opening of the airway
- be able to demonstrate rising of the chest
- be able to simulate human like exhalation

*Reference: The 1992 American Heart Association Conference of Cardio-Pulmonary Resuscitation and External Chest Compression.*

Lifesavers Direct supplies manikins as listed in the current catalogue. Manikins that provide positive feedback to the rescuer and the Assessor in accordance with the above may be used for candidate assessment. Included in this list are the following:-

- Laerdal Skillmeter Resusci Anne (with or without Printer)
- Laerdal Resusci Junior\*
- Laerdal Little Junior
- Laerdal Resusci Anne (any model)
- Laerdal Resusci Anne Torso (with or without Skill Guide)
- Laerdal Little Anne
- Laerdal Resusci Baby (with or without Skill Guide)
- Laerdal Baby Anne

\*The current model does not have a nasal orifice and therefore the technique of mouth-to-nose ventilation is to be simulated.

Other manikins may be suitable for training although not necessarily for candidate assessment. If you are using an alternative manikin and wish to use this for candidate assessment, you should contact the Society's Head Office for further advice.

## Manikin Cleansing

Despite the widespread use of resuscitation manikins over many years there has been no case documented of the spread of infection (including AIDS) from their use during Rescue Breathing training.

Nevertheless, it must be assumed that infection (viral, bacterial, fungal) could be spread in this way and therefore the following procedures are recommended:-

- those with colds or other infectious diseases and those with open sores or broken skin around the mouth, should not share manikins with others during the same training session.
- manikins with damaged face areas should not be used, as organisms are difficult to eradicate from cracks at these sites.
- if the manikin incorporates a detachable face piece, or disposable single use "lung", the Society recommends that one of these should be provided for each student in the class.
- for other manikins or if the face piece has to be shared, cleansing should take place before use by each student, in the following manner:-

the whole face, particularly the nose and mouth area, should be wiped vigorously with a piece of clean cloth (not cotton wool, as this leaves fluff) soaked in a solution of 0.5% chlorhexidine in 70% ethyl or isopropyl alcohol. An acceptable alternative would be 70% ethyl or isopropyl alcohol on its own. Sufficient solution must be applied for the surface to remain wet for at least 30 seconds. At the end of that period, the surface must be allowed to dry by evaporation before the manikin is used again. Cleansing materials featured in the Society's catalogue will be acceptable.

- At the end of the session, or after use by anyone known to have an infectious disease, full cleansing of the manikin should be carried out in accordance with the manufacturer's instructions. RLSS UK recommend Laerdal Resusci Manikin Wipes for basic cleansing between operations. However many new manikins have disposable and/or personal use 'faces' and 'lung'.
- When two person Cardio-Pulmonary Resuscitation is practiced, a second student taking over Rescue Breathing should simulate this rather than applying his or her lips to the manikin, as it is not possible to clean the face area without interrupting the sequence.

This advice is published on behalf of the Chief Medical Adviser of The Royal Life Saving Society UK and further enquiries may be directed to the RLSS UK Head Office.

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# COMMUNICABLE DISEASES AND RESCUE BREATHING

REFERENCE NO: SH 002

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These current guidelines are based on a considered view of the available evidence and authoritative medical opinion. As AIDS continues to be the subject of considerable research world-wide, and as new publications are continually emerging, the Society will monitor closely all new information issuing further guidance as and when necessary.

- AIDS is a serious disease which is not yet fully understood. It is transmitted through intimate sexual contact, through contaminated blood or blood products, or from mother to unborn child.
- There is no evidence that the disease can be acquired through casual contact with an AIDS carrier or victim.
- Whilst HIV has been isolated from saliva there is no evidence that the disease can be transmitted by this route. No cases of AIDS have been shown in the UK or abroad to have been transmitted by mouth to mouth, or mouth to nose ventilation. This form of resuscitation does not, therefore, appear to carry any risk of transmitting the disease.
- There is a range of communicable diseases that may be spread through contact with body fluids or direct contact. These include Herpes and Hepatitis strains.
- Lifeguards and lifesavers should avoid contact with blood particularly if they have any breaks in the skin (i.e. cuts and grazes). For this reason the Health & Safety Executive have issued advice as follows:-

“Any exposed cuts and abrasions should be covered with a waterproof dressing before treating a casualty whether or not any infection is suspected. Whenever blood or other body fluids have to be mopped up, it is strongly recommended that disposable plastic gloves and an apron be worn and paper towels used. These items should then be placed in plastic bags and safely disposed of preferably by burning. The AIDS virus is killed by household bleach and the area in which any spills have occurred should be disinfected by using one part of bleach diluted with ten parts of water. Caution should be exercised since bleach is corrosive and can be harmful to the skin. If direct contact with another person's blood or body fluid occur, the area should be washed as soon as possible with ordinary soap and water. Clean cold tap water should be used if the lips,

mouth, tongue, eyes or broken skin are affected and medical advice sought.”

- In order to avoid direct contact between rescuer and casualty, some authorities have advocated the use of resuscitation airways or masks. It must be remembered that special skills are needed to use these devices safely and effectively; in any case, they do not guarantee protection from the interchange of secretions.
- There is no doubt that mouth-to-mouth Rescue Breathing is the most effective and easy-to-learn non-mechanical form of Rescue Breathing. The technique has been responsible for saving countless numbers of lives in the past and it is important that it remains an essential part of the standard first aid treatment given to non-breathing casualties.

Resuscitation training involving the use of manikins is not regarded as likely to lead to the acquisition of AIDS, provided that the recommended hygiene and cleansing procedures are followed. Statement of Policy, SH 001, gives advice on the cleansing of manikins.

Direct person-to-person contact is not recommended during resuscitation training involving live simulated casualties. The Society's current resuscitation teaching is contained in 'Life Support' which is obtainable from RLSS UK Branches or Lifesavers Direct.

Further enquiries on this subject should be directed to the Society's Chief Medical Adviser at RLSS UK.

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# HEALTH AND SAFETY AT WORK

REFERENCE NO: SH 003

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It is the Society's policy to take all reasonable and practicable steps to provide and maintain, for every employee, a safe and healthy environment in which to work and also to ensure that the health and safety of non-employees is not jeopardised at any time whilst using the Society's premises and facilities.

Every employee has a duty, as set out in Part 1, Section 7 of the Health and Safety at Work etc. Act, 1974, to cooperate with the Society in ensuring that the statutory regulations are complied with.

Employees are required to inform their managers of any

hazards of which they are aware in order that appropriate action can be taken to minimise the risk of injury. Employees are required to report any incident that may have led to an injury.

Where the Society's employees or members are undertaking activities in places other than the Society's premises and facilities, such employees have a duty to liaise with the manager of the premises in use at the time of the activity to ensure that the statutory regulations, as they apply to that premises, are complied with.

Reference must also be made to Policy Statement SH 004.

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# MANUAL HANDLING OPERATIONS REGULATIONS 1992

REFERENCE NO: SH 004

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The above Regulations came into force on 1 January 1993 and form a part of a set of European based regulations all intended to reinforce the Health and Safety at Work etc. Act, 1974.

It is recognised that the Regulations are intended to apply to employees in the workplace. However, the term employee need not apply only to those persons actually paid for providing work. There are occasions where individuals acting on a voluntary basis may also be considered to be in employment although no money actually changes hands. A volunteer lifeguard, for example, working in a supervisory or rescue capacity on a regular basis is bound as much by the principles of the Health and Safety at Work etc. Act as is the professional lifeguard.

The Lifeguard Training Programmes, Pool and Beach do not include unassisted manual lifting on the basis that, under most conditions, lifeguards are working as members of a team. The Lifesaving Programmes are however different and many of the skills are based upon the premise that the lifesaver "happens upon an already developing situation" and may have no option but to take action without assistance.

The Society has a responsibility to ensure that the training given to its members and members of affiliated groups is in line with the current health and safety legislation.

The following has been approved by the National Standing Committee and the RLSS UK Management Board:

- all unassisted lifting be removed from lifesaving assessment programmes and be replaced with assisted lifting.
- the hazards associated with lifting are included as a compulsory part of lifesaving training courses in a similar manner to those associated with diving to depth.
- the principles of good lifting practice be included as a compulsory part of all lifesaving programmes.

The following statement should be read to candidates at the commencement of both training courses and assessments:

**"The Society does not support the use of unassisted lifting during training and assessment. You should take note that all casualty lifting carries with it an element of risk."**

For Senior Lifesaving awards please read the instruction contained in the Awards Syllabus booklet.

The above was implemented from 1 July 1993.

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# OPERATION OF OPEN WATER SITES

REFERENCE NO: SH 005

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It is our policy to ensure that all activities in or on open water - lakes, reservoirs, rivers, canals and coastal or estuarine waters - are conducted at recognised and safe locations under the supervision of either an RLSS UK Registered Lifeguard Club or a professional lifeguard service. When undertaking training and assessment for open water Lifesaving Awards and Lifeguard Qualifications safety provision must be made in accordance with Statement of Policy SH 006.

Any open water site should be assessed by a competent person, a Safety Audit and Risk Assessment be carried out and a written Schedule produced. The recommendations of such an audit or schedule should be studied by operators and managers and any appropriate action taken. A structured Normal Operating Plan and Emergency Action Plan should be drawn up and operators and managers should ensure that all lifeguards, patrol staff, wardens, attendants and other workers are thoroughly familiar with it. Operators and managers should ensure that a full record of operation, activity, personnel and training be kept and that all incidents, no matter how trivial, are properly recorded.

All owners and operators of open water sites (i.e. Government Departments, Local Authorities, Water and Rivers Authorities, private companies, landlords and clubs or societies) should be aware of and abide by their legal obligations. RLSS UK will be pleased to provide site owners, operators and managers with guidance upon the law's requirements.

All owners, operators and managers of open water sites should be thoroughly familiar with the following code of practice (further details of which can be found in the joint RLSS UK/RoSPA publication Safety on British Beaches) and they should ensure that operation of the site is in accordance with the code.

## The Code of Practice

- All open water sites (and especially those where swimming takes place) should be patrolled by qualified lifeguards. Training must be undertaken for the specific factors of individual sites, including the use of any rescue equipment. Suitable accommodation for a control point should be provided.
- Other personnel, such as patrol staff, attendants, and wardens at open water sites should be trained in Emergency Response and be competent to check and maintain any public safety equipment.
- Owners, operators and managers should ensure that fast and effective communication with the Emergency Services is available and that all staff are familiar with the system and procedures.
- Rescue equipment should be provided for public use. It must be simple to use, safe, and conform to recognised designs. Information on its use should be prominently displayed and it should be regularly checked and maintained.
- The quality of the water, especially the presence of pollutants, should be monitored by a qualified person (such as an Environmental Health Officer) at frequent intervals during the activity season.
- The temperature of both water and air should be measured on each day that swimming is allowed and the figures should be displayed on a notice board near the water's edge.
- The depth of the water at specified intervals from the water's edge should be measured and the information displayed on appropriate placed notice boards near the water's edge.
- Other information (such as hazards, water and weather conditions, safety factors and other directions) should be displayed prominently, either by means of signs (which should comply with BS 5378) or by other media such as flags. Further details are available from RLSS UK.
- First aid facilities and a qualified first-aider should be available at the site.

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# ORGANISING OPEN WATER TRAINING AND ASSESSMENT - LIFESAVING AND LIFEGUARDING

REFERENCE NO: SH 006

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## Site Specific

- Liaison must be made with the owners of the site prior to use, i.e. National Rivers Authority, Water company etc. Knowledge of the water conditions should be obtained from the local RLSS UK Lifeguard Unit, local RNLI or Coastguard Agency representative.
- The site should be checked for:
  - 1 availability of shelter for changing
  - 2 suitable points of entry and exit
  - 3 water depth and clarity
  - 4 underwater obstructions and the condition of the bottom
  - 5 Water temperature which should be a minimum of 12°C (54°F) for in-water activities except for Lifeguards who regularly train in colder water, and who use personal protective equipment, ie wetsuits, boots and gloves. This is permissible as long as neutral buoyancy is maintained.
- Weather conditions must be considered. Remember that moderate to high winds cause a chill factor, and exposure to the sun may be hazardous - see Statement of Policy SH 007.
- Water frequently used by other water-traffic should not be chosen.
- The relevant qualification for those providing safety cover is the National Beach Lifeguard Qualification or equivalent.
- Holders of the Emergency Response (Outdoor Activities Supervisor) with an appropriate endorsement, may provide safety cover for candidates working within RLSS UK training programmes.
- Adequate first aid equipment must be provided.
- Look-outs must be stationed to warn other traffic and water users.
- The area of activity must be signposted and marked with red/yellow flags.

## Candidates and Swimmers

- Brightly coloured hats must be worn so that they are visible in the water.
- Candidates/swimmers must remain in visual contact with the shore, bank, or boat throughout and should not be allowed to become widely separated from each other.
- Protective footwear should be worn, which may be discarded during swimming rescues, at the candidates own risk.

## Safety Cover

- The services of qualified and experienced Open Water Lifeguards must be obtained. This will usually be a RLSS UK Registered Lifeguard Club.

## Clothing

- The “Open Water Lifesaving Awards and Lifesaving Awards” booklet and Policy Statement GN 006 give full details of clothing to be worn by candidates and casualties. In the case of casualties, those who choose to wear a wet suit must obtain neutral buoyancy and abide by all of the safety regulations as described in the awards booklet.

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# SUN PROTECTION

REFERENCE NO: SH 007

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## Sun Facts

Over the last 20 years the incidence of skin cancer has dramatically increased in the UK and it is vital that anyone operating outdoors has a basic knowledge of the effects of the sun and how to protect themselves.

- UVA and UVB indicate the two wavelengths of ultra-violet sunlight to reach the skin
- UVA (A = Ageing) are longer wavelengths which penetrate deeply and cause wrinkling, trigger allergies and increase the carcinogenic effects of UVB.
- UVB (B = Burning) are shorter wavelengths that stimulate melanin production (tanning pigment). They cause sunburn, freckles and skin cancer in high levels.
- Sun Protection Factors (SPFs) indicate UVB protection but it is the UVA factor which potentiates UVB. There is a labelling system of four stars for indicating UVA protection with 4 star being the maximum level.

SPFs come in two types:

- 1 Chemical protection, for example PABA, works by absorbing the rays. But the chemicals can trigger skin reactions so it is important to test them first.
- 2 Titanium Dioxide reflects the sun's rays and is less likely to cause skin reaction.

It is important to know which factor protects you best. Recent research suggests that we should now be looking at Factor 20 as a minimum protection.

But remember - total sunblock must not be applied to the whole body. Your skin needs to breathe. And don't forget to protect the soles of your feet.

## Clothing and Hats

It is possible to be burnt through hats, caps and clothing. You must check that you are using ones that actually give protection from the sun.

- Sunglasses should always be worn when out in the sun - bright sun can damage your eyes. They should conform to British Standard BS2724: 1987.

Please make sure you know the Society's policy on Sun Protection. If you have any moles which change in shape or colour or itch or bleed then you must have them checked out by a nurse or doctor.

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# GUIDANCE ON SAFETY FOR TEACHING AND COACHING 'PROGRAMMED' ACTIVITIES IN PUBLIC, PRIVATE AND SCHOOL SWIMMING POOLS

REFERENCE NO: SH 008

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## Joint Agreement

This guidance has been agreed, jointly, by the Amateur Swimming Association, the Institute of Sport and Recreation Management, *Lifesavers* The Royal Life Saving Society UK and the Institute of Swimming Teachers and Coaches. This information should be used as an aid to the decision making process when determining the ratio of pupils to a swimming teacher or coach.

## Background

In accordance with the general duties and responsibilities placed upon them by the Health & Safety at Work etc Act 1974 and more recently by the Management of Health and Safety in the Workplace Regulations 1998, Owners/Operators/Occupiers of swimming pools are obliged to take all reasonable and practicable measures to ensure teaching and coaching activities are conducted safely. This includes determining the maximum safe ratio of pupils to swimming teachers/coaches.

## Defining a 'Programmed' activity

A programmed pool activity has a formal structure, is disciplined, supervised or controlled and is continuously monitored from the poolside. Examples include swimming lessons, coaching sessions and other tuition such as Aquafit. 'Management of Health and Safety in Swimming Pools' (current edition), a guidance document produced by the Health and Safety Executive and the Sports Council, differentiates between unprogrammed sessions and indicates that in a programmed session, under certain circumstances, the number of lifeguards may be reduced.

## Risk Assessment

As circumstances and the building design of swimming pools varies greatly, a standard solution to each situation may be impracticable. The starting point when deciding class size and supervision levels is the completion of a thorough Risk Assessment. This should be carried out in a way that identifies hazards, assesses risk and indicates those measures required, so far as is practicable, to control

them. Control measures should then be written down as Normal Operating Plans (NOPs) and Emergency Action Plans (EAPs) as a means of ensuring a consistency of standards.

When carrying out a Risk Assessment and preparing written procedures, management should liaise with swimming teachers, coaches, school teachers and others who bring groups to the pool for the teaching/coaching of pool activities to ensure the fullest consultation has taken place.

## Safety Considerations

Here are some of the factors which affect safety and should be considered when undertaking the Risk Assessment. The list is not totally inclusive - your situation may have additional factors.

### a) Pool Design

The suitability of the general design of the pool area for teaching/coaching purposes needs to be considered, factors include:

- shape
- visual "blind spots" resulting from the positioning of features
- glare and reflection
- poor lighting
- special water features such as sprays, inlets, wave machines etc.

### b) Depth of Water

The depth of water in relation to the ability and height of the pupils is important in the use of a pool for teaching/coaching purposes, factors include:

- the depth and extent of shallow water areas
- the extent of deep water areas
- the pool floor profile and in particular sudden changes in depth
- the possibility of being able to segregate the shallow water area (e.g. roping off/or use of a boom)

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c) **Pool Organisation**

The pool situation during the lesson requires consideration:

- is there exclusivity of use ?
- is there shared use with other activities ?
- if use is shared what are the implications ?

d) **Staffing**

The skills and number of staff are all important and consideration needs to be given to:-

- adequate numbers of teachers/coaches and/or lifeguards
- appropriate levels of skills of teachers/coaches and lifeguards
- the degree of support and help provided by responsible helpers, including parents, school assistants/auxiliaries
- who has the responsibility for the pool?

e) **Pupils and Ability**

Factors to be considered include:

- age of pupils
- range of swimming ability of pupils. The ability of pupils should be known to the teachers/coach and checked by the teacher using individual pupil demonstration in shallow water at the first lesson for newcomers to a class
- the ability of pupils to comprehend instructions including their command of English and how difficulties will be overcome
- any physical disabilities or learning difficulties

**General Guidelines for 'Programmed' pool activities**

Those involved in the safe delivery of programmed pool activities should be aware of the recommendation in the publication 'Management of Health and Safety in Swimming Pools' that both lifeguards and teachers/coaches providing a lifeguarding function should hold an appropriate current lifesaving award or lifeguard qualification.

Helpers and support teachers who are not qualified can play a valuable role in supporting qualified staff responsible for the safe delivery of programmed pool activities.

Where teachers are directly responsible for the 'supervision' of the swimming pool, by performing the role of a lifeguard in an unprogrammed pool session, it is recommended they hold a current nationally recognised pool lifeguard qualification such as the RLSS UK National Pool Lifeguard Qualification.

Alternatively, where a teacher is responsible for the safety of a 'programmed' session such as a swimming lesson, it is recommended he or she has a current swimming pool lifesaving award such as the National Rescue Award for

Swimming Teachers and Coaches. This award is jointly recognised by the Amateur Swimming Association, *Lifesavers*The Royal Life Saving Society UK, the Institute of Swimming Teachers and Coaches and the Institute of Sport and Recreation Management.

Where teaching or coaching sessions are taking place exclusively, teachers or coaches may provide the safety cover. In this situation they should hold an appropriate swimming teaching/coaching qualification and a current RLSS UK National Pool Lifeguard Qualification, its equivalent, or the National Rescue Award for Swimming Teachers and Coaches.

Where shared use is taking place and the pool is clearly divided, suitably qualified teachers and coaches may take responsibility both for lifeguard cover and teaching and coaching for that area of the pool only.

Where the shared use situation is not clearly defined between programmed and unprogrammed swimming, an effective lifeguarding service must be provided in accordance with the pool's Normal Operating Plans (NOP).

**Having taken into account all of the foregoing considerations, the following guidelines may be helpful in determining actual teacher/coach pupil ratios for programmed swimming activities.**

**The ratios given are for pupils in the water.**

**Additional consideration should be given where the teacher is also responsible for pupils not in the water but on the poolside.**

**It is recommended that the teacher/coach should remain on the poolside during each session. In the circumstance when the teacher/coach enters the water another adult must provide supervision of the pool.**

**Recommended maximum pupil to teacher ratios for Programmed pool activities**

a **Adult and Infant (baby) Classes**

Adult and Infant classes should be conducted on a 1 to 1 ratio - one adult in the water holding one infant. Up to twelve pairs to one teacher.

b **Non-Swimmers and Beginners**

Where young children (including nursery and primary aged children) or adults are being introduced to swimming it is recommended that they should not exceed a ratio of one teacher to twelve pupils.

In a school situation where a class of more than this number is being taught, utilising other adults, e.g. parents, auxiliaries, sixth form students training for a

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sport leader award etc. working under the supervision of the teacher may provide the additional safety resource necessary. The teacher must, however, make clear to these helpers the extent of their role.

**c Improving Swimmers**

For those swimmers of comparable ability who can swim at least 10 metres competently and unaided on their front and back, it is recommended that a ratio of one teacher to twenty pupils should not be exceeded and that the lesson is confined to an area of the pool where pupils are not out of their depth.

**d Mixed Ability Groups**

Where a group comprises pupils with a range of ability, from improver standard to competent swimmers but where the least able and least confident are working well within their depth, it is recommended that a ratio of one teacher to twenty pupils should not be exceeded. Account should be taken of the swimmers' technique, stamina and deep water experience.

**e Competent Swimmers**

For those swimmers who can swim at least 25 metres competently and unaided on front and back, and can tread water for two minutes, it is recommended that a ratio of one teacher to twenty pupils should not be exceeded.

**f Swimmers with Disabilities**

Each situation must be considered independently as people with disabilities do not form a homogenous group. Care must be taken to ensure that there are sufficient helpers in the water to produce a 1 to 1 ratio for those needing constant support and a sufficient number of other helpers to provide the degree of support demanded by the range of disabilities within the group. There are national organisations for specific disabilities from whom further guidance may be obtained.

**g) Coaching Sessions**

Where coaching and training is taking place in an organised form, coaches may provide the safety provision providing they hold an appropriate coaching qualification and the National Rescue Award for Swimming Teachers and Coaches or RLSS UK National Pool Lifeguard Qualification.

**h) Swimming**

**• Competitive Training**

With competitive swimmers the ratio in the water should not exceed one coach to thirty swimmers.

**• Synchronised Swimming**

Where synchronised swimming coaching and teaching is taking place the number of participants in the water should not exceed one coach to twenty

## EXCEPTIONAL CIRCUMSTANCES

We recommend swimming teachers should not exceed a ratio of one teacher to twenty pupils in the water. Sometimes however the organisational demands of a school or similar organisation can result in a teacher/pupil ratio greater than 1 to 20. In these circumstances a qualified, skilled, experienced teacher can adopt a number of strategies to help with the management of the group.

For example, an additional responsible person on the poolside, who is competent to recognise and respond to a pupil in difficulty may provide the necessary level of supervision. In a school this person could be an interested parent, a teaching auxiliary or a sixth form student training for a sport leader or similar award. They must always work under the supervision of the teacher and be absolutely clear on the nature and extent of their role.

An alternative strategy is teaching pupils to work in pairs as this immediately halves the number

in the water at any one time. The teacher shall instruct the resting pupil, who must be out of the water, to constantly observe his/her partner and to bring any concern to the immediate attention of the teacher.

Swimming teachers must only adopt these measures where they are included in the Normal Operating Plan for the pool in question.

Swimming teachers should not adopt these measures where there is:-

- a wide variation in the swimming ability of the pupils
- language or learning difficulties
- a large water area (more than 250 sq metres)
- deep water areas into which poor ability swimmers could stray and be out of their depth
- difficulty in seeing beneath the water surface due to glare or reflection from windows.

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swimmers at any one time. In deep water in excess of 1.8m the number of participants to each teacher/coach should be considered in relation to swimming competence and the activity taking place. The teacher/coach must be competent to carry out a rescue from the deepest part of the pool floor or be accompanied by the qualified pool lifeguard.

- **Water Polo**

Where water polo training is taking place, the number of participants in the water does not exceed twenty at any one time.

i) **Aerobics in Water**

- **Shallow Water**

Class size may be up to one teacher to thirty participants. Pupils may be restricted to water within which they can safely stand and all must have the ability to regain a standing position from a prone or supine (front or back) position.

- **Deep Water**

Class size may be up to one teacher to twenty participants. All participants must be water confident, be wearing an appropriate buoyancy aid or be competent in terms of swimming in deep water.

### **Conclusion**

Risk Assessment is the first essential step. Based upon the findings, procedures must be introduced to effectively manage the risks. The procedures necessary must be detailed in the Normal Operating Plan (NOP) and the Emergency Action Plan (EAP).

The Owner/Operator/Occupier of the premises has the overall responsibility for each and every person on the premises. The safety and supervisory requirements for all activities in the pool will be clearly laid down in the NOP and EAP. These arrangements must be known and understood by the swimming teacher or coach who has direct responsibility for those pupils in their care.

Where the Risk Assessment allows the role of the lifeguard to be undertaken by the teacher/coach, they must meet the qualification requirements, know the appropriate systems of work and work within the agreed teacher/coach to pupil ratios.

Teachers and coaches must be trained in and be able to carry out their role in the EAP for the premises in which the lesson is taking place. Measures should be taken to ensure:-

- the pupils understand and regularly practice their response in an emergency procedure (EAP).
- the emergency procedures to evacuate water and summon assistance are practiced regularly.

Safety considerations must always be paramount. If an employer/organiser insists on pupil/ teacher ratio considered by the teacher involved to be inappropriate and potentially unsafe then the concern should:

- a) be made verbally to the appropriate supervisor and/or employer at the time
- b) be recorded in written form and passed to the appropriate supervisor and/or employer

In extreme circumstances a teacher may have to consider whether it is safe to continue with a swimming lesson.

### **Further information and guidance are available from:**

Amateur Swimming Association (ASA),  
Harold Fern House, Derby Square,  
Loughborough LE11 OAL  
Tel: 01509 618700

The Royal Life Saving Society UK (RLSS UK)  
River House, High Street, Broom,  
Warwickshire B50 4HN  
Tel: 01789 773994

Institute of Sport and Recreation Management (ISRM),

Sir John Beckwith Centre for Sport  
Loughborough University  
Loughborough  
Leicestershire  
LE11 3TU  
Tel: 01509 226 474

The Institute of Swimming Teachers and Coaches (ISTC),  
41 Granby Street, Loughborough, Leicestershire, LE11  
3DU Tel: 01509 264357

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# ASTHMA

REFERENCE NO: SH 009

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Asthma is a condition that affects the airways and results in difficulty in moving air in and out of the lungs causing shortness of breath and wheezing. This occurs as a consequence of inflammation and narrowing of the airways. Viral infection, exercise, allergy and other triggers may result in this inflammation.

1. Persons with asthma should not be prevented from participating in lifesaving activities.
2. It is possible that individuals may wish to keep an inhaler with them or close by the side of the pool. This request should be facilitated.

During an attack an individual should be offered their inhaler and may choose whether or not to use it.

This policy has been drawn up in consultation with other associated bodies

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# DIABETES

REFERENCE NO: SH 010

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The main concern is that people with diabetes may develop a low blood sugar level during aquatic or poolside activity. This complication is usually only seen in insulin dependant diabetes. People with diabetes treated by diet alone or with tablets are unlikely to develop a low blood sugar and may participate.

1. The presence of diabetes should not preclude a person from lifeguarding or poolside activities.
2. The International Lifesaving Federation recommends those whose diabetes requires insulin therapy should only participate in aquatic activity if they have the approval of their medical practitioner.
3. It is advisable that people with diabetes should inform the facility operator and colleagues that they have diabetes. It is desirable that persons with diabetes wear a bracelet or necklace advising others of their condition and any medication they are taking. They should also inform the facility supervisor and those with whom they are swimming. They should ensure a ready supply of sugar (or equivalent) is available should hypoglycaemia develop.
4. People with diabetes need to manage their diet carefully if working for long periods of time. Those requiring insulin may need to make adjustments to their therapy if working shifts. Employers need to allow some flexibility in the timing of shifts to facilitate this.

This policy has been drawn up in consultation and in conjunction with other associated bodies

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# EPILEPSY

REFERENCE NO: SH 011

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## Introduction

Most individuals with epilepsy will be under the care of a medical practitioner who may have provided advice concerning the safety of aquatic activity. The guidance offered in this statement does not presume to override advice given by a medical practitioner.

1. There is some debate as to how long an individual should be free from seizures before resuming water activities. Guidance is offered by the Medical Commission of the International Lifesaving Federation.

- Persons with epilepsy are medically eligible for all water safety and lifeguarding awards, activities and competition provided they have been free of seizures for two years. This is irrespective of whether medications are being taken or not.
- When a lifeguard, acting on medical advice, stops taking anti-convulsant medications, the lifeguard should not participate in aquatic activities for a period of three months. Still water activities should be either supervised or held in the company of others who are aware of the circumstances.

In the case of lifeguards, however, there are legal implications. Beach and pool operators may require the attending doctor to state the lifeguard is fit and safe to perform his/her duties. This is the responsibility of the beach/pool operator.

2. Where a qualified lifeguard has a recurrence of seizures, individual circumstances dictate what further action is required.

- Where the seizure is the result of omitted or forgotten medication, inadequate sleep or physical exhaustion, a further six months must elapse without seizure activity before water activities can be resumed.
- Where the seizure has occurred following withdrawal of medication on medical advice a minimum period of one month must elapse before water activities can be resumed.
- Where the seizure is the result of alcohol abuse, head injury or brain surgery, water activities may not be resumed for a further two years.

3. Where a currently qualified lifeguard develops epileptic seizures, a two-year period free from seizures will be required before water activities are allowed. Land based activities should be determined by the organisation medical adviser but in general may be allowed after one year free from seizures.

4. For officials with epilepsy the advice is

The official should be fit free for one year before operating independently. During this year, the official may participate in lifesaving activities but should be accompanied by a colleague who would be able to effect a rescue. If a swimmer requires rescue during a training session the person who is non-epileptic should enter the water to give assistance.

After one year of being fit free, the official who has epilepsy may operate on the poolside independently. He/she should avoid situations that may trigger a fit, the most common two being flashing lights and cold water.

5. The Medical Commission advises recreational swimmers with epilepsy.

- If an unsupervised swimmer has a seizure in the water this may result in a fatal outcome.
- Open water swimming is more dangerous than swimming in a pool. The recommendations for open water swimming are therefore more stringent than for swimming pools.

## Recommendations

- i. Individuals who have epilepsy should not swim in open water unless they have been free of seizures for at least one year.
- ii. They should not swim for at least three months after cessation of medications.
- iii. They should not swim alone. Companions should be aware of the potential for seizures and the possible need for rescue. Parents of children who have epilepsy must watch their charges at all times whilst swimming. They should only venture into shallow water on a gently sloping beach with gentle small waves. Direct contact should be maintained at all times whether in open water or swimming pool.

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- iv. They must not hyperventilate, this is particularly important prior to swimming and diving.
  - v. They should not engage in S.C.U.B.A. diving.

- vi. The advice given to board riders, surf ski and other craft users is similar to that for lifeguards. In addition, they are advised always to surf with friends who are aware of their condition and are familiar with the principles of surf rescue and resuscitation.

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# PHYSICAL FITNESS OF CANDIDATES

REFERENCE NO: SH 012

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Most of the Society's awards and qualifications demand a certain level of fitness of the candidate before the start of a course, if the candidate is to have a reasonable opportunity to achieve that award or qualification.

Some guidance is given in various syllabuses for the information of the trainer and candidate. Where this is not given candidates should be able to declare that to the best of their knowledge and belief they are physically fit and do not have any condition which may impair their ability to perform the skills and techniques that will be demanded of them.

To minimise the risk of all involved in the delivery of training the trainer should ensure that the candidates are aware of the physical demands and climatic conditions that they will experience during their training and assessment.

For water-based assessments the candidate should be able to swim the maximum distance required in the award conditions within a time relatively close to that stated.

All Trainer Assessors or Teachers of the Society's programmes should ensure that the candidates are given the opportunity to advise them of any medical conditions. Such may include:

- Asthma, Diabetes, Epilepsy etc.
- Sight or hearing difficulties.
- Injury or disabilities
- Any prescribed medication.

**It is important that the candidate tells the course Trainer/Teacher if any prescribed medication is being taken for whatever reason, prior to the course commencement, or if it becomes necessary during the course.**

**In addition TAs and Teachers should be aware of the Society's Child Protection Guidelines as it may influence a training group of mixed ages.**

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# POLICY ON USE OF AUTOMATED DEFIBRILLATORS (AEDs)

REFERENCE NO: SH 013

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The Society supports the use of AEDs by independent individuals and groups within the guidelines of the European Resuscitation Council and the Resuscitation Council (UK).

The Society has used these guidelines to produce this policy. The following recommendations are intended to provide guidance to those responsible for the provision of cardiopulmonary resuscitation in all settings.

Any First Responder Programme must:

**i) form part of the Chain of Survival. These steps are:**

- recognition of cardiac arrest;
- early activation of the appropriate emergency services;
- early basic life support;
- early defibrillation;
- early advanced life support.

**ii) use equipment which fulfils these specifications:**

Automated external defibrillators must be totally reliable, simple to operate, of low weight, require little routine maintenance and be competitively priced. Recording facilities are considered essential to facilitate evaluation and audit. Standardisation of consumables (electrode pads etc.) connecting cables, control switches and testing procedures is strongly recommended. There is no consensus on standards for battery capacity at present. Equipment should be configurable to facilitate upgrading as new guidelines and treatment algorithms are developed.

Monophasic defibrillators should deliver energy in accordance with current advanced life support algorithms (200, 200, 360 joules).

Because it is occasionally necessary to cut through clothing and/or shave a patient's chest to facilitate electrode placement, it is recommended that AEDs are provided with a sturdy carrying pouch which should contain spare electrodes, strong scissors and a disposable safety razor. A towel is useful in pool situations.

**iii) provide training according to these standards:**

AEDs must be deployed within a medically controlled system under the direction of a suitably experienced medical practitioner. This Medical Director must be a consultant in Accident and Emergency Medicine,

Cardiology or Anaesthesia or a doctor from another discipline who has clinical expertise in resuscitation.

The Medical Director is responsible for setting and maintaining standards of training and assessment of AED users, and ensuring that competence is maintained through periodic refresher training. Training and assessment may be provided by appropriately trained individuals, e.g. resuscitation training officers, nursing staff, ambulance service trainers and other individuals (such as first aid trainers accredited in AED training).

Basic Life Support skills, as well as First Responder skills need to be taught, assessed and refreshed in accordance with current guidelines.

**iv) operate within these guidelines**

The Medical Director of any AED scheme should ensure that due emphasis is placed on all the components of the 'Chain of Survival'. In particular, AED users must recognise the importance of sending for advanced life support providers in the community - an emergency ambulance.

There are at present two main ways in which AEDs are used in out of hospital emergency care in 'lay' hands: -

**AEDs in Public Places**

Plainly the responsibility for the availability, training, updating and insurance of the operators and the maintenance of the equipment and its safe operation must rest with the owner or operator of the site. *Lifesavers* strongly commends to such owners or operators the adoption of this AED Policy.

Where such sites seek the endorsement of *Lifesavers* for their operation (for example some swimming pools employing RLSS UK trained Lifeguards) the adoption of this Policy is a requirement of such endorsement.

**AEDs used by 'First Responders' in the community**

AED operators in the field working within schemes endorsed by *Lifesavers* must be part of their local Ambulance Service Scheme. This will ensure they can be contacted in an emergency, it forms part of the basis for proper 'medical control' and proper quality

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assurance. It is essential that they have a means of mobile communication, e.g. pagers, radio or mobile telephone.

Statutory ambulance services as well as *Lifesavers* and the other Voluntary Aid Societies may identify, train, and equip first responders to provide basic life support and AED defibrillation prior to the arrival of trained ambulance crews. Members of schemes endorsed or supported by *Lifesavers* should only be mobilised by ambulance control and in addition to the mobilisation of the ambulance.

*Lifesavers* believes it has a leading contribution to make to the success of these schemes and wishes to do so. Ambulance Services will however normally take the prime responsibility for ensuring individuals suitability, availability, competence and that skills in basic life support and AED use are kept up to date. In such circumstances Ambulance Services should be responsible for insurance and liability arrangements. Care should in all cases be taken to ensure that these responsibilities have been clearly defined. It is also essential that some individual or organisation assumes responsibility for the provision and maintenance of AED equipment.

**iv) conform to these guidelines:**

Mechanisms should be in place to audit the use of AEDs. The widely recommended format follows the Utstein style, which is used by RLSS UK.

When a non-medical person has used an AED he/she must report the event to the Medical Director (or designated deputy) within 48 hours. Use the forms available from RLSS UK. The memory module from the AED must be sent in for analysis. The Medical Director should ensure that appropriate support is available for AED users to receive 'critical incident debriefing' following a resuscitation attempt.

The Resuscitation Council (UK) strongly recommends that organisations contemplating deployment of AEDs should seek the advice of a recognised training organisation, e.g. a statutory ambulance service, a voluntary aid or rescue society or other similar body.

The availability of AED equipment to lay individuals who are not part of a medically controlled system is not supported.