

Irish Water Safety's

Safety Plan for Summer Water Safety Weeks



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THE ROLE OF THE SUMMER WEEKS OFFICER

1. Ensure that the venues are suitable according to the criteria set out by IWS. If a venue is being used for the first time, it must be assessed by IWS personnel.
2. Make out the summer week programme in plenty of time. Send it to The Local Contacts and to HQ.
3. Organise the rota for instructors and examiners
4. Give to the Local Contacts:
 - a. Information on the role of the local contact
 - b. Information for registration – Fees to be charged, receipt book, prerequisites for Lifesaving classes.
 - c. Relevant contact numbers –summer week officer, instructor,
 - d. Designated Liaison Person, Treasurer.
 - e. Contact details for summer week and winter week programmes.
 - f. Posters
5. Give to the Instructors:
 - a. Information on the role of the instructor
 - b. Relevant contact numbers – summer week officer, local contacts,
 - c. examiners, instructors, Designated Liaison Person
 - d. Forms – lifesaving return forms, accident/incident report form,
 - e. summer week report form, claim form
 - f. Equipment – manikin, first aid kit, floats, syllabus and manuals

THE ROLE OF THE INSTRUCTOR

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

Irish Water Safety's Accident/Incident Report Form

Date _____ Time _____

Venue _____ Address _____

Details of person/people involved:

Name _____ Contact Number _____

Address _____

Details of Accident/Incident:

History – what led up to it?

What happened?

What assistance (if any) you received?

What action did you take?

First Aid given

After care

Witness Name(s) and contact numbers

Your Name _____ Contact Number _____

Signature _____

THE ROLE OF THE LOCAL CONTACT

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

EMERGENCY ACTION PLAN

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

PREREQUISITES FOR SWIMMING AND LIFESAVING CLASSES

<i>CLASS</i>	<i>AGE REQUIREMENT</i>	<i>PREREQUISITES</i>	<i>RECOMMENDED</i>
SEAL 1 - 5	None	None	
MARLIN 6 - 10	None	None	
ORCA 11 - 15	None	None	
CHALLENGE 1	None	None	
CHALLENGE 2	None	None	
SAFETY 1	None	None	
SAFETY 2	None	None	
SAFETY 3	None	None	
SAFETY 4	None	None	
ENDURANCE 1	11 Years on date of Assessment	None	
ENDURANCE 2	12 years on date of Assessment	None	
SURVIVAL 1	11 Years on date of Assessment	Open water	
SURVIVAL 2	12 Years on date of Assessment	Open water	Safety 4
RESCUE 1	12 years on date of Assessment	Safety 4 and Survival 1	
RESCUE 2	13 years on date of Assessment	Rescue 1 and Survival 2	
RESCUE 3	14 years on date of Assessment	Rescue 2	

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

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