



ARUN YOUTH AQUA CENTRE GUIDELINE

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TITLE	INSTRUCTIONS FOR BEACH DUTY PERSONNEL	
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APPROVED BY	R. Elliman	Chairman Management Committee
SIGNATURE		

1. PURPOSE

This guideline is for the general guidance of the Senior Instructor of a Centre session or delegated adult for information required to be given to the person/s who is/are to be on beach duty for the duration of the session.

2. SCOPE

This guideline covers all information required by the Beach duty person to be able to operate effectively as the “responsible adult” ashore during a Centre session.

3. DEFINITIONS

- Senior Instructor As defined within the Health and Safety Policy
- Delegated Adult A member of the management committee or adult helper who has sufficient knowledge of the Centre’s operations to carry out this guideline.
- Beach Duty Person (BDP) A member’s parent or guardian who for the session has been rostered to attend the session as the “responsible” adult for the session, ashore.

4. RESPONSIBILITIES

The Senior Instructor or member of Management Committee will ensure that the information is conveyed to the person on beach duty by him/herself or a delegated adult helper. This **MUST** include the Centre’s emergency procedure (Ref. PROC. 01 and PROC. 02) and child protection guidelines (Ref. G. 01).

The Senior Instructor will ensure that a completed boat list containing details of the crew in each craft (including attendant safety boats) is available to the BDP.

The Management Committee will ensure that a roster of personnel is circulated and maintained such that at least two BDP are assigned for each Centre Session.



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5. GUIDELINE

1. One of the main requirements of the beach duty person (BDP) is to ensure the safety of the members crossing Sea Road in accordance with guidance G. 05.
2. The essential means of communication is via the Centre's VHF Radio's and basic instruction should be given so that the BDP is able to select the appropriate channel, usually 37A (M1), and have knowledge of the safety boat call signs as well as the shore call sign "Shore Base" and be able to transmit. The location of the following must be covered:-
 - i. Centre's mobile phone.
 - ii. First Aid Box, on the work surface along the east wall of the meeting room
 - iii. Accident Book, hanging above the First Aid Box.
 - iv. Contact phone numbers, adjacent to the Accident Book
 - v. Medical Information, a "Y" by a members name on the full list indicates there may be a medical problem, details will be found in the First Aid box together with name and contact number for their GP
 - vi. Blankets and towels, in right hand cupboard along east wall of meeting room.
 - vii. Hot Drink ingredients, on shelf above east window.
 - viii. List of personnel on the water, located adjacent to the contact phone numbers.
 - ix. The Centre fire procedure should be pointed out, the location of the Fire Extinguishers and the Fire Alarm.
3. If the BDP wishes to stay on the beach or leave the compound for any time they should be reminded of the need to maintain security by locking the compound gates, both East and West. Under no circumstances should youngsters remain in the compound unaccompanied, the Centre Management will always endeavour to ensure there are at least two adults rostered for beach duty.
4. Any boats or individuals that return to shore before the normal end of the session will be noted and the crew met by the BDP on the shore.
5. The use of the Tea Urn has been identified as a particular hazard especially when there are significant numbers in the meeting room. The Urn must not be left unattended and should always be positioned well away from the edge of the work surface.
6. In order to be able to assist with the launching and recovery of dinghies/canoes it is recommended that at least one of the BDP is prepared to enter the water and brings the appropriate clothing. Buoyancy Aids MUST be worn if entering the water.