

Water Safety Guidebook

April 2024
Version 1



Contents

Please note that this document will be updated periodically.

 In order to avoid confusion or disappointment due to out of date information, please do not save this guidebook locally and check that you are opening the most up to date version.

Due to the size of this guidebook and to ensure we save on RNLI costs please do not print unless absolutely necessary. 

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Introduction

What are we trying to achieve?

To save every ONE by ensuring we are concentrating on the things that will stop the most people before they get into difficulty. We will also be working with partners to influence improved safety on and beside the water.

What are we asking of you?

To help us reduce drowning by communicating our key safety messages in your local community through face-to-face engagement, and promoting and installing lifesaving products.

Who is this booklet designed for and how will it help?

This booklet is a guide to let water safety volunteers and staff know about interventions, what resources are available and how to access them.

What supporting documents/information is there?

For more information on Water Safety Lifesaving Plans (WSLP's formally CLPs) please email water_safety@rnli.org.uk

Where do I find up to date RNLI facts and figures?

Follow [this link](#) to view the most recent RNLI Loud and Clear.

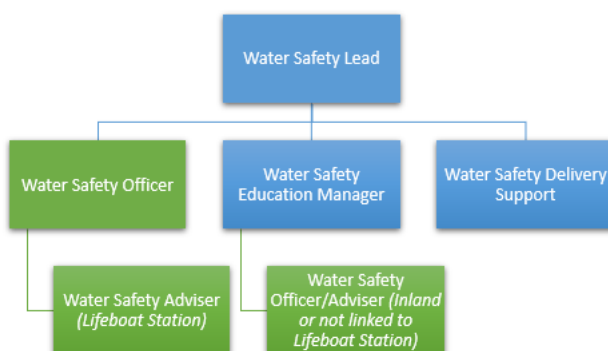
Follow [this link](#) to view the most recent RNLI OUR WATCH.

Team Structure

In October 2023 we created a new water safety volunteer structure bringing the line management of water safety volunteers back into the team, this change will better support you in your role. Watch Gareth Morrison Head of Water Safety share the update and benefits [here!](#)

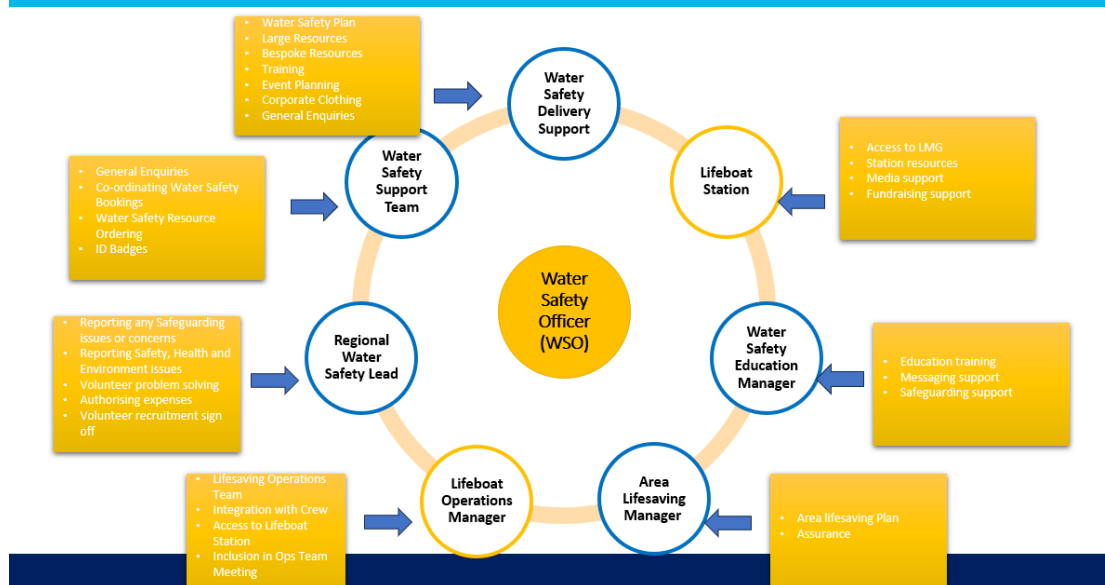
Water Safety Volunteer Structure

Line Management



These changes still mean you have close links to your local RNLI communities and work as part of the lifesaving effect within the lifeboat station if you are near to one. See below information on the day to day support available to you to achieve our vision to save everyone.

Water Safety Officer - Day to Day Support



Whichever region you come under Ireland, Scotland, Wales, North and East, South East or South West there is a big team behind you to enhance your volunteering experience.

Wider RNLI Regional Support



Water Safety Lifesaving Plans (WSLPs)

What are Water Safety Lifesaving Plans?

Water Safety Lifesaving Plans (WSLPs formally CLPs) are the key mechanism for the RNLI to plan and deliver community safety education and prevention at a local level.

Each plan profiles local risk, existing RNLI activity and the community we are seeking to help. This means that the community has an evidence based plan to work from in order to minimise risk in a local area. The plans should also outline the preventative activities and interventions that the RNLI intends to deliver, as well as those we will run in partnership with other local organisations.

Each plan is owned and looked after by the local community (currently identified as lifeboat stations) and is managed by the Water Safety Officer (WSO).

As of March 2022, a new iteration of WSLP(Formerly CLP) development is now in operation. This new format has been developed on the coast by both Water Safety Volunteers and stations and has been piloted at a number of stations around the UK & ROI.

What about Lifesaving Managers Plans (LMPs) and Area Lifesaving Plans (ALPs)?

For more information on LMPs and ALPs, please contact your local Area Lifesaving Manager (ALM). The info graphic below explains how they work with the WSLPs.



National Water Safety

The National Water Safety plan was introduced in 2020. Please see below which is the latest version 2020-2025.

[National Water Safety Plan](#)

Regional Water Safety Plans

The regional Water Safety plans were introduced in 2022. To find your local regional plan please click on the links below:

[Southwest Regional Water Safety Plan](#)

[Southeast Regional Water Safety Plan](#)

[Wales, West & IOM Regional Water Safety Plan](#)

[North and East Regional Water Safety Plan](#)

[Ireland Regional Water Safety Plan](#)

[Scotland Regional Water Safety Plan](#)

Each plan profiles local risk, existing RNLI activity and the demographic we are seeking to help. This is an evidence based plan to minimise risk in a local area. The plans should also outline the preventative activities and interventions that the RNLI intends to deliver, as well as those we will run in partnership with other local organisations.

Preventative Actions

There are a number of different ways that you can communicate key safety messages through face to face engagements and the use of lifesaving products to your local communities.

Individual F2F advice at a School or Youth Group

Face to face advice given to under 18's within an education environment or youth group.

Gazebo Event. Individual F2F advice at a local event

Face to face advice given at a local event - e.g. presence at marinas, boatjumbles, beach etc.

Showcase event. Individual F2F advice at an regional event

Face-to-face specific advice at an event that is larger than one community but not expected to attract national attendance, such as a County show.

Multi Departmental Event. Individual F2F advice at a national/large event

Face to face advice given at a large event such as a national show, London boat show, Great Northern dive show. More than one branch of the RNLI in attendance

Partnerships and third party advice

Training and equipping partners at local shops, activity clubs, beaches, car parks and other sites to share key safety messages and distribute resources on our behalf.

Public rescue equipment (PRE)

This could include anything from organising throw lines or a lifebuoy at a local site, to installing railings, planting gorse bushes or opening up safer paths on a cliff edge.

Interactive or information display

Installing safety information, such as signage about beach flags or with live tide information, in strategic locations.

Operational support (lifeguards and lifeboats)

Lifeguard patrols in high-risk areas or lifeboat exercises at hot spot locations.

Activity reporting

Why is it important to report?

The RNLI aims to **save every one**. Development and delivery of prevention activities are a key part of the RISE (Rescue, Influence, Supervise and Educate) model for reducing fatalities which means we need to know what we are delivering and where in terms of prevention so we can evaluate it to understand its impact, just remember to let us know how you are helping your community by using the barcode to report your activity after every intervention!

Water Safety Evaluation



What does reporting tell us?

By reporting regularly on your activity, this:

- Tells the rest of the organisation what Water Safety are doing, raises the profile of our team and enables you as Water Safety volunteers to get the recognition you deserve.
- Helps us to understand what impact we are having, and what more we need to do to successfully meet the organisational goal to save everyone
- Gives us the data to analyse and understand which interventions are working and which need to be reviewed.
- Allows the RNLI to justify more resource and support into the Water Safety team.

It is important that you report on your activity.

Okay, so how do we report?

Water Safety and Education Activity Reporting Form

Education Activity Reporting Form – [Download Form](#)

To report education interventions and presentations to a youth audience, please complete the booking form available to download above and email water_safety@rnli.org.uk before the event.

Then Fill in the Water Safety Evaluation form [here](#) or use the barcode here after the event.

Water Safety Evaluation



Activity Evaluation Form- (Events and Education)

Click [here](#) to complete the Water Safety Evaluation Form after every event or Scan here:



Other forms:

Pro formas should be filled out before each event. Please see each regions forms below. The process on how and why these should be filled out is below these links.

South West

South West [Pro Forma](#)

South West [Risk Assessment checklist](#)

South East

South East [Pro Forma](#)

South East [Risk Assessment checklist](#)

Wales and West inc Isle of Man

Wales and West [Pro Forma](#)

Wales and West [Risk Assessment checklist](#)

Ireland

Ireland [Pro Forma](#)

Ireland [Risk Assessment checklist](#)

Scotland

Scotland [Pro Forma](#)

Scotland [Risk Assessment checklist](#)

North and East

North & East [Pro Forma](#)

North & East [Risk Assessment checklist](#)

See next page for process to complete Pro Forma and Evaluation forms.

Step by step guide to using the Activity Reporting Microsoft Forms

- To access either the Pro Forma or Evaluation please click on the associated hyperlink (May require you to hold left CTRL and click)
- On the Microsoft Forms webpage, you may find it quicker to bookmark/favourite the webpage for easier access in the future. This varies by browser but is usually at the far right hand side of your web address search bar.
- Please fill out the required form (Education activity form or Pro Forma is for planning upcoming events, Evaluation is after the event has been completed) Both forms are required for each intervention that occurs. Please try and give 10 working days between submitting a Pro Forma and attending an Intervention.
- Please ensure any activity you wish to carry out is relevant and targeted based on your local Water Safety Lifesaving Plan (WSLP), the activity should also correspond to the 'Planned Interventions' section within the WSLP(formerly CLP's Community Lifesaving Plan).
- Once the forms has been completed, filling as much information as possible, click submit to submit the form (email Water_safety@rnli.org.uk for Education forms).
- At this point the form has been submitted, Pro Formas will go for approval to your Regional Water Safety Team. This will be completed as soon as they are capable. You will also be the opportunity to now save your results as a PDF.
- To do this, click on the box 'Print or get PDF of answers'. This will open your printing window with destination set as 'Save as PDF'. Upon clicking 'Save' you will then be able to choose the save location of the submitted form. We recommend to save all your submitted forms for your own records.
- Finally, ensure that each intervention has a Pro Forma completed beforehand, and a corresponding Evaluation is completed once the Intervention has taken place.

Risk Assessments

Return to Activity - Generic https://we.tl/t-JMzCBm0kwr	Gazebo Event https://we.tl/t-Ym6rPxQSR3
Presentations https://we.tl/t-Ym6rPxQSR3	Virtual Presentation https://we.tl/t-cUSCT3ZKSr
Virtual Presentation Safeguarding Guidance https://we.tl/t-uax1IYTRKa	Showcase Event https://we.tl/t-Ym6rPxQSR3
Multi dept Event https://we.tl/t-fO9jddWuRZ	On or near water (AOB) https://we.tl/t-Ym6rPxQSR3
Lifejacket Survey https://we.tl/t-xEFjXdKBRK	Third Party Insurance and Public Liability
Gazebo Safety Guidance	

For any other questions, please email water_safety@rnli.org.uk

SHE Reporting

REPORT SAFETY INCIDENTS





Use your phone camera or QR code reader to access the SHE Reporting Form

Put in your RNLI email address and password and the form will load shortly afterwards

Or follow this link via RNLI2 [Safety, Health and Environment Incident Form | RNLI \(rnli2.org.uk\)](#)

Resources introduction

All prevention work and resources are delivered by trained water safety volunteers. If you would like to know more, please contact your Water Safety Officer (WSO). Also your regional water safety delivery support is always available to help!

The next section of this guide will go through a full list of all the resources and tools available to help spread the key messages, broken down by activity (angling, diving, boating and so on) Below you'll find an example of how those resources will be laid out. Each activity section is split into three parts:

You can find images and descriptions of some of the resources available at the back of the guidebook.

Please allow enough time when ordering stock for a specific event or date. We recommend ordering stock **4 – 6 weeks** before it will be needed.

Please be aware that due to demand, we cannot guarantee that all products will be in stock. If you have placed an order and the product that you have asked for is currently out of stock, someone will be in touch to let you know within 5 working days.

Current Campaign Resources

To access resources for the current campaign, follow this link: <https://rnli.org/pages/beach-safety/beach-safety-resources>

<https://rnli.org/safety/float>

FLOAT Toolkit

The following link [here](#) takes the user to a range of digital images, short videos and a guidance document with innovative ideas of how to use the resources available across a range of platforms.

These resources are in English and Welsh



General resources

General products & programmes:

One of the most important tools available to support all this prevention work is the key message booklets.


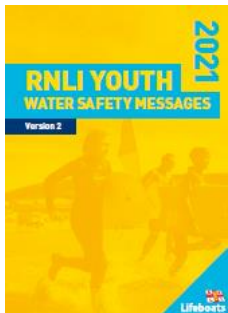
The water safety key message booklet is designed to give all volunteers and staff the key information they need to speak confidently to members of the public about safety around our coastline. It includes profiles, key messages and links to find out more.

The booklet is aimed at helping those who do not already have expert knowledge about every coastal activity to deliver consistent and credible safety advice to the general public backed up with the confidence of fully referenced research. The booklet itself is not for distribution to the general public but the information inside should be used to speak confidently about safety around our coasts.

The Youth Message Booklet is designed to share water safety messaging with a younger audience, and is spilt into the different key stage categories for learning and engagement.

Please download to your Smartphone tablet or mobile device.

General resources

<u>Description</u>	<u>Detail</u>	<u>How to order</u>
<p><i>Key message booklet</i></p> 	<p>Item & Downloadable</p>	<p>Please download HERE</p> <p>For a hard copy please email Water_safety@rnli.org.uk</p>
<p><i>Youth message booklet</i></p> 	<p>Item & Downloadable</p>	<p>Please download HERE</p> <p>For a hard copy please email Water_safety@rnli.org.uk</p>

MyStore

MyStore is an online ordering system for specific users within the Water Safety team, if you believe you require access, please speak to your line manager or local Water Safety Support.

Great news! Our new online ordering system MyStore, that replaces Marketing Unity (MU), is now live.

We're now all ready to go, so please read the following instructions as a reminder to help you prepare.

Access to MU

MU is now closed, from this point forward you can no longer access MU. Please do not log into your marketing unity account, any orders placed will not be processed.

Logging in to MyStore

Previous MU users should have been sent an email from *noreply@linney.com*, with the subject heading "Welcome to RNLI's MyStore".

This email will have a link to the system for you to create your own password. Your User ID will be your email address, to which you received the email.

The automated password link will expire after 24 hours, therefore, if you're unable to log in to MyStore within the first 24 hours of its launch, you will be able to reset your password easily following the same link and the instructions on the website. This is an additional measure to keep MyStore secure.

Queries

Should you need any additional help or support once the system is available, please contact the following teams:

Volunteer Experience	Water Safety
Email: VolunteerExperience@rnli.org.uk Phone UK: 0300 300 9913 Phone Ireland: 01 511 9835	Email: Water_safety@rnli.org.uk Phone UK: 01202 336 330 Phone Ireland: 01 895 1879

If you have any questions in the meantime, or your link expires, please don't hesitate to get in touch by emailing MyStore@rnli.org.uk.

Thank you for help and support.

Angling

Angling products and programmes:

To find out more about how to share the Angling safety messaging go to our webpage [here](#) for more information.

Advice On Board (AOB)

An AOB visit entails an open discussion - on a person's vessel, about how to use safety equipment, how to maintain it (particularly lifejackets) and how to plan for things that might go wrong out at sea. These visits take place wherever the person's vessel happens to be – a harbour, marina, boatyard or on the back of their trailer at home. Please bear in mind that these sessions are free and completely confidential.

Lifejacket clinics

A lifejacket clinic can be booked to take place at a variety of locations, including marinas, harbours and boat clubs. This clinic provides anglers with a chance to bring their lifejackets along and for you to show them how to check for faults and how frequently these checks should be made.

To view the lifejacket Clinic Disclaimer form [click here](#).

To find out more about lifejacket clinics and AOB visits, please contact your local WSO or email water_safety@rnli.org.uk

Angling Resource

Ref (Ax)	Description	Detail	How to order
	<i>Waterproof Pouch</i>	Item	Please email water_safety@rnli.org.uk subject to availability
	<i>Emergency Calling For Help Keyring (VHF & Mobile)</i>	Item	
	<i>Calling for Help Fold Out</i>	Item	
	Lifejacket Check	Literature	
	Lifejacket Keyring	Item	
	A Guide to Safer Sea Angling	Literature	
CS0515	How to Choose a Lifejacket	Literature	
CS0516	How to Choose a Buoyancy Aid	Literature	
	Advice Onboard Pad	Item	
	Are your lifejackets keeping you safe?	Literature	Please download HERE

To find out what downloadable resources are available for angling, including posters, leaflets and videos, please visit rnli.org/rtwresources

Boating

Boating Products & Programmes:

Advice On Board (AOB)

An AOB visit entails an open discussion - on a person's vessel, about how to use safety equipment, how to maintain it (particularly lifejackets) and how to plan for things that might go wrong out at sea. These visits take place wherever the person's vessel happens to be – a harbour, marina, boatyard or on the back of their trailer at home. Please bear in mind that these sessions are free and completely confidential.

To find out more about AOB, please contact your local WSO or email water_safety@rnli.org.uk.

Lifejacket clinics

A lifejacket clinic can be booked to take place at a variety of locations, including marinas, harbours and boat clubs. This clinic provides seagoers with a chance to bring their lifejackets along and for you to show them how to check for faults and how frequently these checks should be made.

To view the lifejacket Clinic Disclaimer form [Click here](#)

To find out more about lifejacket clinics, please contact your local WSO or email water_safety@rnli.org.uk

Lifejacket lockers

The RNLI lifejacket locker scheme is designed to encourage wearing of lifejackets while coming ashore in tenders, by placing a free, secure, short term storage facility on the shore at popular landing sites where visiting boaters access the shore from moorings.

To find out more about lifejacket lockers, including how to set them up in your area and what is required, please download the Lifejacket Locker Guidance [here](#) and watch the supporting webinar by downloading it [here](#)

To request for Lifejacket Lockers in your area please contact your regional water safety lead.

Boating resources:

<u>AX Ref</u>	<u>Description</u>	<u>Detail</u>	<u>How to order</u>
	Emergency Calling For Help Keyring (VHF & Mobile)	Item	Volunteers please email Water_safety@rnli.org.uk Subject to availability
	<i>Calling for Help Fold Out</i>	Item	
	Inboard Engine Checklist	Literature	
	Outboard Engine Checklist	Literature	
	Advice Onboard Pad	Item	
	A Guide to Safer Sea Angling	Literature	
	Choose It, Wear It leaflet	Literature	
	Are your lifejackets keeping you safe?	Literature	
CS0515	How to Choose a Lifejacket	Literature	
CS0516	How to Choose a Buoyancy Aid	Literature	
POD	INBOARD ENGINE CHECKLIST	Literature	
POD	Outboard Engine Checklist	Literature	

To find out what downloadable resources are available for boating, including posters, leaflets and videos, please visit rnli.org/rtwresources

Commercial Fishing

Commercial fishing products and programmes:

We have a dedicated Fishing Safety Manager who delivers behaviour change, safety advice and interventions within the fishing industry. The new organisational strategy and Water Safety Plan gives a greater opportunity to integrate this work within the new regional model and ways of working.

Please contact Frankie_Horne@rnli.org.uk for more information.

PFD roll out

We are working in partnership with the Fishing Industry Safety Group (FISG) by providing training to commercial fishermen in the use of purpose built personal floatation devices (PFDs) which have been provided by our partners with the help of the European Union (EU) funding.

For more information on the scheme or to take a look at some real life stories, please visit our website: RNLI.org/safety/choose-your-activity/commercial-fishing

Commercial fishing resources:

	<u>Description</u>	<u>Details</u>	<u>How to order</u>
	<i>Calling for Help Fold Out</i>	Item	Volunteers please email Water_Safety@rnli.org.uk Please note CF products are delivered by the RNLI Commercial Fishing Safety Team.
	PFD Guidance Leaflet	Literature	
	HRU Installation – Fishing Safety (PDF)		Please download HERE

To find out what downloadable resources are available for commercial fishing, including posters, leaflets and videos, please visit rnli.org/rtwresources

Kayaking

Kayaking products and programmes:

Advice On Board (AOB)

An AOB visit entails an open discussion, on a person's vessel, about how to use safety equipment, how to maintain it (particularly lifejackets) and how to plan for things that might go wrong out at sea. These visits take place wherever the person's vessel happens to be – a harbour, marina, boatyard or on the back of their trailer at home. Please bear in mind that these sessions are free and completely confidential.

To find out more about AOB, please contact your local WSO or email Water_safety@rnli.org.uk

Area specific kayaking guides

A map guide which includes locally relevant information and highlights safe launch points, key hazards, locations of facilities, and communicates key safety messages for an area as well as key partners. This is a printed resource that folds away to pocket size.

We currently have maps for the following locations:

- Anglesey
- St Ives
- Poole

Stock is kept locally so please contact your regional team for more information. For reprints please email water_safety@rnli.org.uk

Kayaking Resources:

AX REF	Description	Details	How to order
	<i>Emergency Calling For Help Keyring (VHF & Mobile)</i>	Item	Please email Water_Safety@rnli.org.uk Subject to availability
	<i>Waterproof Pouch</i>	Item	
	<i>Calling for Help Fold Out</i>	Item	
	Kayak Leaflet	Literature	
	Kayak Label	Item	
	A Guide to Safer Sea Angling	Literature	
	How to choose a Buoyancy Aid	Literature	

To find out what downloadable resources are available for kayaking, including posters, leaflets and videos, please visit rnli.org/rtwresources

Scuba Diving

Diving products and programmes:

RNLI Diver Sea Survival course

The RNLI Diver Sea Survival course will provide divers with the skills and knowledge to survive. We've developed the course in partnership with the British Diving Safety Group (BDSG) and it's being delivered by diving agencies themselves, not the RNLI. This is a one day course or workshop which can include two open water dives to practise the safety skills and techniques the student has learnt.

To find out more about the RNLI Diver Sea Survival course, please email water_safety@rnli.org.uk

Diving resources:

Please note that we are discontinuing a number of the diving specific resources due to costs and effectiveness. Once the products are out of stock they will not be being reordered. The following products will still be available:

<u>Ax Ref</u>	<u>Description</u>	<u>Details</u>	<u>How to order</u>
	<i>Emergency Calling For Help Keyring (VHF & Mobile)</i>	Item	Please email water_safety@rnli.org.uk Subject to Availability
	<i>Calling for Help Fold Out</i>	Item	
	<i>Stickers</i>	Item	
	<i>Heart keyring</i>	Item	
	<i>Dive Signals Leaflet</i>	Literature	
	<i>Scuba Diving A5 Leaflet (Promoting health campaign and sea survival course)</i>	Item	

To find out what downloadable resources are available for scuba diving, including posters, leaflets and videos, please visit rnli.org/rtwresources

Stand Up Paddleboarding

Stand up Paddleboarding products and programmes

Stand up Paddleboarding

Stand-up paddleboarding (SUP) is one of the fastest growing watersports. Whether it's on an inflatable SUP or a solid one, SUPing is a great way to have fun on the water and to get fit.

Key Messaging

- Wear a buoyancy aid
- Carry a phone in a waterproof pouch
- Wear the correct leash
- Avoid offshore winds

Area specific SUP guides

We currently have maps for the following locations:

- St Ives

Ax Ref	Description	Details	How to order
CS040E	<i>Emergency Calling For Help Keyring (VHF & Mobile)</i>	Item	Please email Water_Safety@rnli.org.uk Subject to availability
COA012	<i>Waterproof Pouch</i>	Item	
CS042E	<i>Calling for Help Fold Out</i>	Item	
CS0502	Labels for SUP	Item	
CS0509	SUP Key Safety Message Poster	Item	
CS0519	SUP Key Safety Message Handout A5	Item	
CS0516	How to Choose a Buoyancy Aid	Item	

Walking

Walking products and programmes:

Text for tide

This is a free to use request text service that gives safe crossing times for a specific area.

This service is currently running in:

- Cramond Island, Scotland
- Coney Island, Republic of Ireland

To find out more about text for tide, please email water_safety@rnli.org.uk

Walking resources:

AX Ref	Description	Detail	How to order
CS0518	<i>Dog Walking Leaflet</i>	Literature	Volunteers please email Water_safety@rnli.org.uk Subject to availability
	<i>Emergency Calling For Help Card (Mobile Only)</i>	Item	
	<i>Calling for Help Fold Out</i>	Item	
N/A	Rambling Editable Poster – A4 PDF	Download	Please download HERE
N/A	Rambling Editable Leaflet – A5 PDF	Download	Please download HERE
N/A	Dog Walking Editable Poster – A4 PDF	Download	Please download HERE
N/A	Dog Walking Editable Leaflet – A5 PDF	Download	Please download HERE
N/A	Beach Walking (V1) Editable Poster – A4 PDF	Download	Please download HERE
N/A	Beach Walking(V1) Editable Leaflet – A5 PDF	Download	Please download HERE
N/A	Beach Walking (V2) Editable Poster – A4 PDF	Download	Please download HERE
N/A	Beach Walking(V2) Editable Leaflet – A5 PDF	Download	Please download HERE
N/A	Editable Cut off by tide poster – A4 and A5 PDF	Download	Please download HERE

To find out what downloadable resources are available for walking & waterside, including posters, leaflets and videos, please visit rnli.org/rtwresources

Waterside and in-water play

Waterside and in-water play prevention work and resources are delivered by trained Water safety volunteers. If you'd like to know more, please contact your area lifesaving manager (ALM) or Water Safety officer (WSO).

Waterside and in-water play products and programmes:

Live tide signage

A sign displaying live information about when it is safe to cross the path/causeway at that location.

Text for tide

This is a request text service that gives safe crossing times for a specific area. This service is currently running in:

- Cramond Island, Scotland
- Coney Island, Republic of Ireland

To find out more about text for tide and live tide signage, please contact your regional delivery support.

Sand signage

Sand signage is a light touch volunteering role where safety messaging is engraved into the sand so members of the public can read water safety messaging, also share pictures on social media to reach a wider audience.



When?

These signs are used to highlight local hazards and conditions so when you will be asked to do this can be variable. You will be linked with a local member of the RNLI Lifesaving team to identify times and patterns when this signage will be effective.

Where?

This will be in your local area and works best on sandy beaches with a high elevation that the public can view the messaging from. Sand Signage is proven to be a highly effective way of providing timely localised messaging.

Why?

We are looking for support from within the local communities to deliver this; together we truly believe we can save lives. Over half the people that get into trouble in the water didn't expect to get wet. We need support from local people to deliver this timely, adaptable messaging. If you have any questions, please contact water_safety@rnli.org.uk.

To download the Sand Signage Guidance document, click [HERE](#)

If you know of anyone in your community who could help with sand signage, direct them to sign up here: <https://rnli.org/support-us/volunteer/volunteering-opportunities/sand-signage>

Local Ambassador Scheme

How can I help?

Do you have a business near the beach? If so, you could help save lives by promoting some of our key water safety messages.

When?

Whenever suits you. We'll ask you to download and display our Beach Safety Campaign Poster. In the downloadable pack we will detail what to do if you see someone in trouble and include our key water safety messages. This is so you can informally deliver safety messaging to customers and members of the public when the opportunity arises.

Where?

This could be as simple as a poster in the window of your business premises, an informal conversation, or sharing via your social media channels. Safety messages delivered locally are exceptionally powerful, together we truly believe that we can save lives.

Why?

We need your help more than ever this summer to deliver our safety messages; lifeguards can't be everywhere. Over half the people that get into trouble in the water didn't expect to get wet. As a local business or organisation, you can help be the eyes and ears and champion those messages in local communities. Together we can save lives.

Questions?

Please contact Water_Safety@rnli.org.uk

<https://rnli.org/support-us/volunteer/volunteering-opportunities/rnli-local-ambassador>



Waterside and in-water play resources:

<u>AX Ref</u>	<u>Description</u>	<u>Detail</u>	<u>How to order</u>
			Please email Water_safety@rnli.org.uk subject to availability
	<i>Emergency Calling For Help Card (mobile only)</i>	Item	
	<i>Calling for Help Fold Out</i>	Item	
	Beach Safety Leaflets	Literature	
	Beach Safety Leaflets Bilingual (Welsh)	Literature	
	Family Beach Editable Poster – A4 PDF	Download	Please download HERE
	Family Beach Editable Leaflet – A5 PDF	Download	Please download HERE
	Beach Walking (V1) Editable Poster – A4 PDF	Download	Please download HERE
	Beach Walking(V1) Editable Leaflet – A5 PDF	Download	Please download HERE
	Beach Walking (V2) Editable Poster – A4 PDF	Download	Please download HERE
	Beach Walking(V2) Editable Leaflet – A5 PDF	Download	Please download HERE
	Lifeguarded Beach Time Editable Poster – A4 PDF	Download	Please download HERE
	Editable Cut off by tide poster – A4 and A5 PDF	Download	Please download HERE

To find out what downloadable resources are available for walking & waterside, including posters, leaflets and videos, please visit rnli.org/rtwresources

Other water based activities

Prevention work and resources for **other water-based activities** are delivered by trained water safety volunteers. If you'd like to know more, please contact your area lifesaving manager (ALM), water safety officer (WSO), or water safety delivery support (WSDS).

Other water based activities include:

- Swimming/dipping
- water skiing
- paddle boarding
- wakeboarding
- windsurfing
- surfing
- manually-powered craft
- coastering
- body boarding
- tombstoning
- personal watercraft (PWC)
- climbing
- rowing and sculling
- dinghy sailing

Other water based activities resources:

AX Ref	Description	Detail	How to order
	Waterproof Pouch	Item	Please email Water_safety@rnli.org.uk
	Emergency Calling For Help Card (mobile only)	Item	
	Calling for Help Fold Out	Item	
	Paddling Guidance Leaflet	Literature	Please download HERE
	Go Paddling Safety Leaflet	Literature	Please download HERE
	Paddling Leash Infographic	Image	Please download HERE
CS0515	How to Choose a Lifejacket	Literature	
CS0516	How to Choose a Buoyancy Aid	Literature	

To find out what downloadable resources are available for walking & waterside, including posters, leaflets and videos, please visit rnli.org/rtwresources

Youth – under 18s

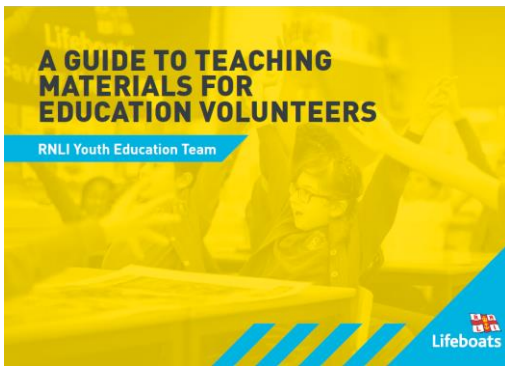
Youth prevention work and resources are delivered by the Water Safety team. You can find out more about youth education by visiting RNLI.org/youth-education

Youth products and programmes:

School and youth group programme

Any organised talks and presentations to the youth audience should be delivered by a specialist water safety education volunteers, as they have been appropriately trained on safeguarding and key messages. To find out who your local water safety education presenter is, please email water_safety@rnli.org.uk or contact the support team on 01202 336330.

Guide for Water Safety Education Volunteers



The above guide will help you to make sense of the activities and materials available, and how to use them to present to different groups of children, the age groups are lower primary (ages 3-7), upper primary (ages 7-11), lower secondary (ages 11-14) and upper secondary (age 14-18). To find out more about materials for water safety volunteers focusing on Education please [click here](#).

Young Adult Programme

The Young Adults Programme is designed for students aged between 16 and 25 who are making, or preparing to make, the transition from education to the world of work and need to develop transferable skills. The programme reflects course curricula for level 3 students, but is also highly relevant for all students on any course that requires leadership or teamwork skills.

To find out more about Education interventions and programmes, please contact your regional water safety education manager.

Swim Safe

Swim Safe is an annual programme of free open water safety sessions for 7–14 year olds at beaches and lakes, through schools and for individuals during the summer holidays.

To find out more about Swim Safe, please visit <http://www.swimming.org/swimsafe/> web address or email swimsafe@rnli.org.uk

Education resources:

AX Ref	Description	Detail	How to order
	Guide for Education Volunteers	Literature/ Download	Click HERE
	Education Resource Catalogue	Download	Click HERE
ED126	Water Smart Booklet	Literature/ Download	Please order via Marketing unity or email Water_safety@rnli.org.uk for stock or PDF
ED127	Primary Key Message Poster & vinyl banner	Literature/ Download	
ED130			
ED129	Youth Key Message Booklet	Literature/ Download	
ED144	Get Soaked Leaflet	Literature/ Download	
ED145	Welsh resources	Literature/ Download	
ED146			
ED163			
ED164			
ED159	Float poster	Item	
ED128	Youth Key Message Pull up Banner	Item	
ED134	Spot the Dangers – River (various sizes) & vinyl banner	Item	
ED135			
ED136			
ED137	Spot the Dangers – Sea (various sizes) & vinyl banner	Item	
ED138			
ED139			
ED131	Spot the Dangers – Beach (various sizes) & vinyl banner	Item	
ED132			
ED133			
ED143	Secondary youth poster	Item	

To find out what downloadable resources are available for education, including posters, presentations and videos, please visit <https://rnli.org/youth-education/education-resources>.

Recruitment

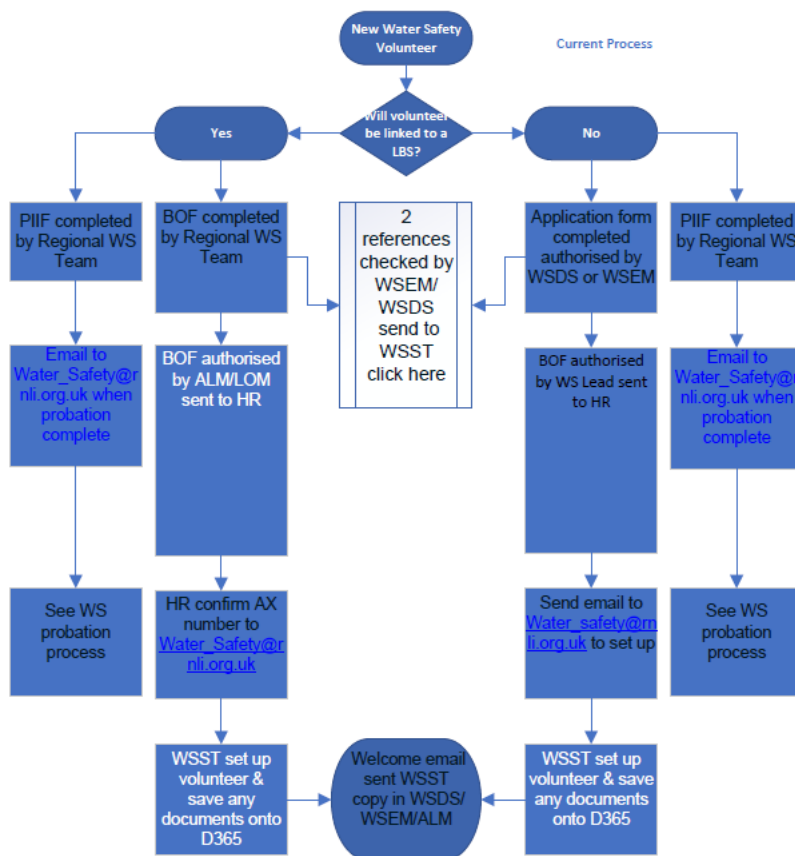
For more information about water safety volunteer recruitment and leaver process please go to the horizon page [here](#) or speak to your local water safety delivery support. All water safety volunteers should have 2 reference checks completed for this role.

For support with volunteer management information there is lots of useful information on the volunteer zone [click here](#) to take you to the webpage.

All volunteers have a trial period of up to three months before any equipment is issued to them.

Water Safety Volunteer Recruitment Process

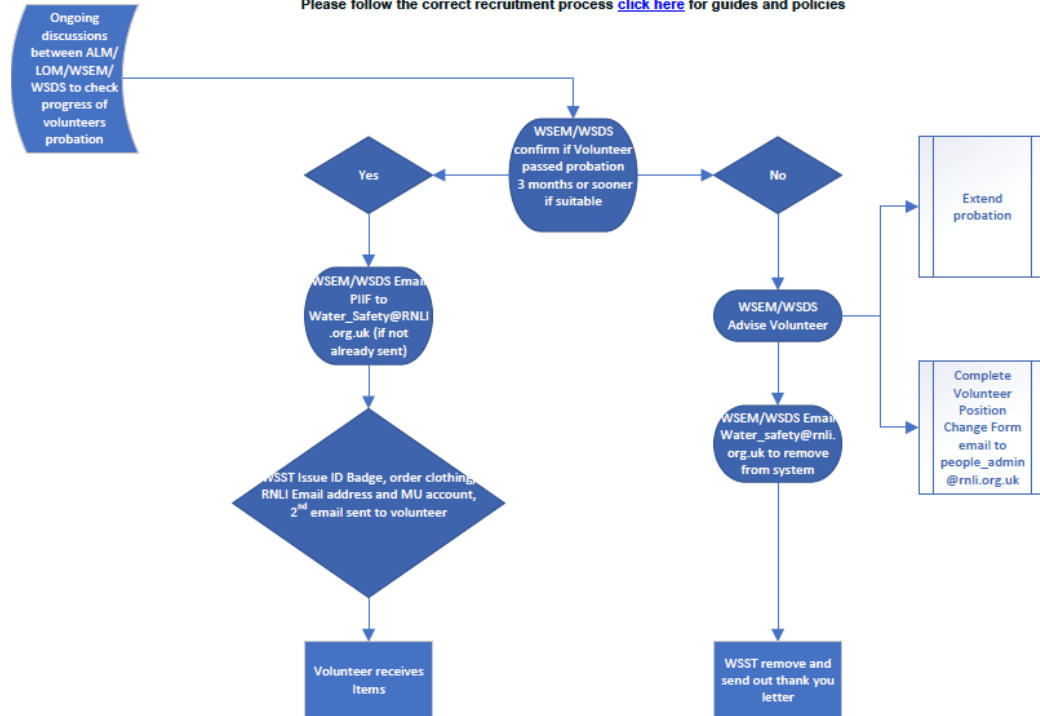
Please follow the correct recruitment process [click here](#) for guides and policies



WS volunteer recruitment process 2021

Water Safety Volunteer Probation Process

Please follow the correct recruitment process [click here](#) for guides and policies



WS volunteer recruitment process 2021

Documents

Water Safety Volunteer Enrolment Documents

WSO Role description	WSA Role description
Branch Official Volunteer Registration Form 2023 (PDF)	Personal Issue & Information Form 2021 (PDF)
Volunteer Resign/Retire/Leavers Form 2019 (PDF)	Education Application (Inland)
Reference Request Form	

Water Safety Volunteer Documents

Volunteer Expense Form 2018 – Sterling (Excel)	Volunteer Expense Form 2018 – Euro (Excel)
Expense policy	

Event/Presentation Documents

Event Kit Resources List – Issued (PDF)	Third Party Insurance and Public Liability
Accident Report Form (PDF)	Coleman Shelter Instructions (PDF)
Box Trailer Defect Log (Word)	Box Trailer Handover Checklist (Word)
Box Trailer Defect Log (PDF)	Box Trailer Handover Checklist (PDF)
Box Trailer Log Sheet (Word)	Request AOB Details for use at events (Word)
Box Trailer Log Sheet (PDF)	Request AOB Details for use at events (PDF)
Coleman Risk Assessment (Word)	Coleman Risk Assessment (PDF)
Virtual Presentation Safeguarding Guidance	
Life Jacket Clinic Disclaimer (PDF)	Life Jacket Clinic Checklist

Presentations

Water Safety Activity Presentations:

There are 15 standard activity presentations, 4 core youth education presentations and over 40 youth activities that have been developed and tested by staff and volunteers, taking into account the different audiences, time slots and requirements you all have when giving presentations.

Each presentation has slides relevant to that activity including embedded video, animation and colourful informative infographics so please bear in mind that it may take a little time for the presentation to be downloaded due to the size.

Activity Presentations

We would recommend that you can download this easy step by step video ([here](#)) to show you how the presentations are laid out and how to use some of the functionalities – including menu buttons and hiding slides.

To download the presentations themselves, please click on the name of the presentation and format you would like below:

<u>Powerpoint Version</u>	<u>Keynote Version</u>
Angling	Angling
Boardsports	Boardsports
Coasteering	Coasteering
Dinghy Sailing	Dinghy Sailing
Kayaking	Kayaking
Motorboating	Motorboating
PWC	PWC
Rowing	Rowing
Scuba Diving	Scuba Diving
Stand Up Paddleboarding	Stand Up Paddleboarding
Swimming	Swimming
Tombstoning	Tombstoning
Walking	Walking
Waterside and In water play	Waterside and In water play
Windsurfing and Kitesurfing	Windsurfing and Kitesurfing
Yachting	Yachting

Youth Presentations

All presentations and activities are downloadable from the Youth Education webpage [here](#) if you need to regionalise the 4 core presentations please contact your regional education manager.

Age Group	Name	Link
Lower Primary (3-7)	Water Safety Passport 1	Click Here
Upper Primary (7-11)	Water Safety Passport 2	Click Here
Lower Secondary (11-14)	Challenge Passport	Click Here
Upper Secondary (14-18)	Tales from the Edge Rewind	Click Here

We hope you find these presentations a useful and valuable resource and we welcome any feedback you have to improve these presentations as we plan to do a review over the winter.

If you have any questions or feedback, please email water_safety@rnli.org.uk and someone will get back to you as soon as possible.

Volunteer Expenses

Your Water Safety Lead and Water Safety Education Manager is responsible for signing off and processing volunteer expenses. **All relevant expenses documents can be downloaded from the documents page of this guidebook.**

Please submit your expenses directly to your Water Safety Lead or your Water Safety Education Manager if you need any further support email water_safety@rnli.org.uk.

Volunteer to complete relevant expenses form (Sterling or Euro).

Volunteer to email the expenses form and supporting receipts to Water Safety Lead or Water Safety Education Manager.

Your expenses will be sent to the RNLI accounts department.

RNLI accounts department will process payment to your bank account.

Events

Events resources are delivered by trained Water safety volunteers. If you'd like to know more, please contact your area lifesaving manager (ALM) or Water safety officer (WSO).

Local event resources

We have a number of events resources to support your local events including:

- Calling For Help Display (new for 2019)
- Product & Leaflet Display (new for 2019)
- Lifejacket Table (new for 2019)
- Lifejacket Display (new for 2019)
- Gazebos
- Coleman Shelters
- Presentation kits

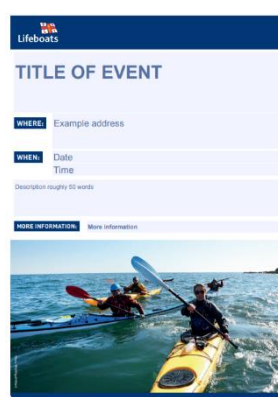
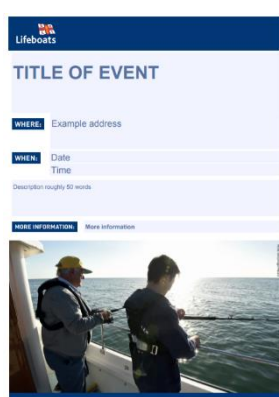
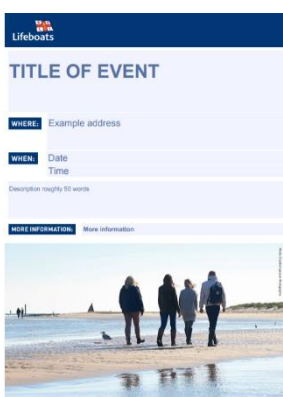
To find out what is available for your area and who you need to contact to request it for an event, please see the Events Resources Kit List on the [documents](#) page of this guidebook. All kit new for 2019 is currently being rolled out around the UK and Ireland but exact locations are still being finalised. Please watch this space for a full list of locations.

Requesting event resources

If you know where the kit is located, the best thing to do is contact the local WSO to see if the kit is available for the day you would like it and arrange locally. Otherwise, you can request for use of any of this kit when you complete the Intervention Proforma – by simply ticking the boxes of the kit you would like. The earlier you submit your proforma, the more likely we will be able to fulfil your request.

Event Posters

To help you advertise your local events or presentations, we have designed 16 editable posters ranging from Sailing to Walking that you can choose from. You can personalise the location, time, date and let your audience know a little bit about what they can expect to learn. You can download these new editable posters from the 'Editable Event Posters' page on www.rnli.org/rtwresources



Display Kit

This kit is new for 2019 and includes:

- [Calling For Help Display](#)
- [Product & Leaflet Display](#)
- [Lifejacket Table](#)
- [Lifejacket Stand Display](#)



You can click on each of the kit names above to download a step by step guidance sheet that shows what it looks like and talks you through how to set up and take down step by step instructions.

Gazebos

Each gazebo comes with a roof, 4 walls and 4 water weights. Please be cautious when using the gazebo as there have been a couple of incidents recently. Please make sure you have completed a gazebo risk assessment which can be download from the documents page of this guidebook.



Coleman Shelters

These event shelters can be assembled with a back wall, or completely open.



Presentation kits

There are a number of presentation kits that can be requested; kayaking, calling for help and MOB equipment. Each kit comes with a range of products and resources.

Training Courses

Since Water Safety has brought together Youth Education and Community Safety, we have been developing competency training for all volunteers to work towards. This framework starts with the basic induction and core skills, then branches out to other bolt on skills. This is a way to identify the subject matter expertise (SME) within the various activities and demographics.

WSV Foundation

You can start the **WSV Foundation** modules consisting of a face to face or virtual session and other E-Learning courses on RNLI2 or Cornerstone.

Please see picture below.

WSV Foundation (5.5 to 6 hours delivery)	Introduction to Water Safety		Delivered as PP – Including Strategy, WHO, Roles & Responsibilities, Behaviour & Commitment	1 hour
	Cyber Security - Mandatory		E-Learning	10 mins
	Safeguarding – Mandatory		E-Learning	20 mins
	GDPR		E-Learning	30 mins
	Office 365		E-Learning	30 mins
	Introduction to Working Safely		E-Learning – Including, Manual Handling & Fire Safety	40 mins
	Driving RNLI Vehicles		E-Learning (Safe Driving)	20 mins
	Personal Safety		E-Learning (Personal Safety)	30 mins
	Incident Reporting		E-Learning	20 mins
	Inclusion & Diversity		E-Learning	10 mins
Media Awareness		E-Learning	35 mins	

Core Skills

The **Core Skills** contains modules that are relevant to **all** volunteers to give them the knowledge and skills to deliver our key messages and interventions.

Please see picture below.

	Course	Content	Time
WSV Core Skills Completed as face-to-face course Or Virtually (split up) (8 hours delivery)	Key Safety Messages	Youth and Key Safety Message booklets	45 mins
	Environmental Hazards	Tide, Weather, Pollution, Cliffs, Inland hazards (e.g. Rivers, strainers, weirs, canals, gorging)	1.5 hours
	Hazards of Immersion	Basic understanding of the effects of the body from entering water	1 hour
	Safeguarding	This course is being developed	
	Presentation Skills	This will provide you with the skills you need to present to the public	40 mins
	Calling for Help	Basic understanding of all means of calling for help in an emergency	1 hour
	Behaviour Change in Prevention	Looking at how behaviour change is key to safer activity	1 hour
	Community Safety Plans	Explaining how to develop and deliver a CLP	45 mins
	Water Safety Education – Overview	Overview and insight into current Water Safety Education programs	1 hour

The Bolt-on courses cover those specialised skills needed to carry out some interventions. Including topics like Lifejacket Clinics, Education, Advice on board and other subjects. Some of these will require prerequisites.

More information about all of these courses will be coming out soon, some will have the option to be delivered virtually, whereas some need to be face to face and include practical skills.

We have recorded several sessions from our 2023/2024 volunteer online training events. See below the list and links to the videos.

Training Sessions	Link	Date Recorded
Water Safety Activity Reporting	Click Here	Sep 2023
200 th Anniversary Overview & Sailing Event	Click Here	Sep 2023
Intro to the Support team (including Resources)	Click Here	Dec 2023
Festive Dips Ireland Region	Click Here	Dec 2023
Paddle Sports Intro & Risk Specific Hazards	Click Here	Jan 2024
Suicide Prevention & Awareness	Click Here	Feb 2024
Education Messaging Recap Passport 2	Click Here	Feb 2024
Core Skills (Calling for Help, Hazards of Immersion & Environmental Hazards)	Click Here	Feb 2024
Swimming Intro & Risk	Click Here	Feb 2024
Behaviour Change and Approaching the Public	Click Here	Mar 2024
Education Rewind (14-18) & Practical Delivery Signposting (Call, Tell, Throw)	Click Here	Mar 2024

Keeping Updated

There are a number of ways that you can keep up to date with on-going Water Safety work.

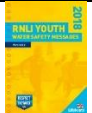










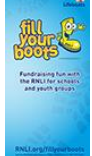
Water Safety Volunteer Newsletter

The Water Safety team run a 3 monthly newsletter as a way to share ideas, spark new ones, highlight successes and be a round up of some of the great things happening out in the communities. This is a volunteer newsletter with all the content written by Water Safety volunteers – so send in your stories to Water_Safety@rnli.org.uk for the chance to feature in the next issue.











Water Safety Facebook Page








The Water Safety facebook group is for Water Safety staff and volunteers to share ideas, photos and updates. To join, search for 'RNLI Water Safety Team' on facebook and request to join – remember to answer the two questions you will be asked to ensure we know you are part of the water safety team.

Resource Images

Image	Stock Item	Max Quantity to order
	ED129 RNLI Youth Water Safety Message Booklet 2018	5
	ED126 Water Smart Booklet (Primary, age 3-11)	600
	ED146 Water Smart Booklet Bilingual (Welsh + English)	600
	ED144 Get Soaked Booklet (Secondary, age 11-18)	600
	VOLA5POSTCARD Promotional Leaflet (A5 Flyer) 25 pack or 50 pack	5
	ChallengeCertificate Challenge Passport Certificate (11-14)	Download
	WSAFEPASS1DL Water Safety Passport 1 Certificate (3-11)	Download
	WSAFEPASS2DL Water Safety Passport 2 Certificate (7-11)	Download
	REWINDCertificate Rewind Attendance Certificate (14-18)	Download
	<i>Download:</i> THANKCERTGENDL – Generic Donation Certificate <i>Generic/Editable:</i> THANKCERTGEN <i>Pack of 10:</i> THANKGEN1 (max 5)	Download & Order
	MES079 Storm Force Membership Form UK £Pound Sterling	50
	MES080 Storm Force Membership Form UK £Pound Sterling	90
	ED105 Fill Your Boots Fundraising Information Leaflet	20

	ED106 Fill Your Boots Stickers <i>30 per sheet</i>	10
	MES048 Education Stickers 200 per roll	5
	CSO17E PDF Guidance Commercial Fishing Booklet	200
	CSO40E Emergency CFH & VHF (White)	100
	CSO41E Emergency CFH Card Phone (Blue)	100
	CS047E Water Safety Message Booklet	5
	CS0512 Kayaking Leaflet	100
	CS0502 PEEL & STICK ID STICKERS FOR KAYAKS & SUPS	100
	CS0507 Beach Safety Leaflets	200
	CS0508 Beach Safety Leaflets Bilingual	200
	BEA037 On the Coast – English	200
	BEA036 On the Coast – Bilingual Welsh	200

	Dog Walker Safety Message	Downloadable
	Spot the dangers posters	Contact support team
	Diving stickers	Contact support team
	Diving key rings	Contact support team
	A5 promotional leaflet and mask strap.	Contact support team
	Calling for help fold out	200
	Are your lifejackets keeping you safe?	Contact support team. OR Please download HERE
	Float Posters A5-A4 For Float Toolkit (Range of Digital Resources) English and Welsh HERE	25
	Float Pocket Guide A6 HERE	100
	Have Fun Paddle Safe 2023	100 Please download HERE

	SUP Leash	Contact support team. OR Please download HERE
	Dog Walking Leaflet	100
	How to Choose a Lifejacket	100
	How to Choose a Buoyancy Aid	100
	Outboard Engine Checklist	25
	Inboard Outboard Engine Checklist	25
	A guide to Safer Angling	100

Water Safety Guidebook
April 2024
Version 1

For any issues found in this document, please contact
Water_Safety@rnli.org.uk

