



STANDARD OPERATING PROCEDURE (SOP)

SWIMMING / ROCK JUMPS

NOTE: This SOP is applicable to river swims as well as swimming in a pool

Equipment needed:	Swimming pants, towels, shoes, sunscreen, life jackets
Facilitator equipment:	Life jacket, First aid kit, Cellphone with emergency contact details, rescue equipment like floating devices, etc.
Facilitator qualification:	N/A (qualified lifeguards will be preferable)
First aid requirements:	At least one person with a level 1 first aid qualification
Staffing:	Minimum 3
Ratio:	1:3 but never exceed 1:5

SUMMARIZED SOP







Check

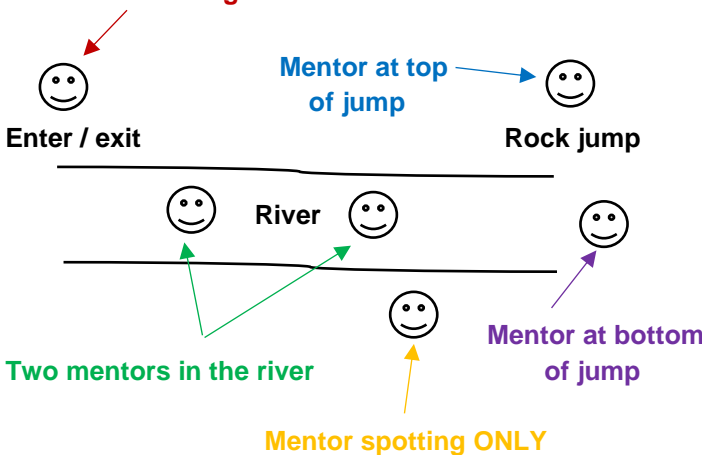
BEFORE - At the campsite	✓
Step 1 – Assess conditions	
Step 2 – Gather the group (mentors and boys)	
Step 3 – Pre activity line-up	
Step 4 – Check everyone's personal gear	
Step 5 – Introduce and discuss the activity	
Step 6 – Buddy system	
Step 7 – Hand out life jackets	
DURING - At the river / swimming pool	✓
Step 8 – Pre swim line-up	
Step 9 – Demonstrate how to put on the life jacket	
Step 10 – Check life jacket's	
Step 11 – Recap safety points	
Step 12 – Swimming area and mentor positioning	
Step 13 – Check swimming area	
Step 14 – Swimming / rock jumping activity	
Step 15 – Time to get out	
Step 16 – Post swim line-up	
AFTER – At the campsite	✓
Step 17 – Post activity line-up	
Step 18 – Life jackets neatly placed on the grass	
Step 19 – Store life jackets	


DETAILED SOP



BEFORE - At the campsite		
Step 1 – Assess conditions	Activity leader	<ul style="list-style-type: none"> • Check the weather. • If it seems like there is heavy rain and/or lightning on the way, rather postpone or cancel the activity.
Step 2 – Gather	Activity leader	<ul style="list-style-type: none"> • Gather the group (boys and mentors).
Step 3 – Line-up	Activity leader	<ul style="list-style-type: none"> • Do a line-up to make sure everyone is present before you start the activity briefing.
Step 4 – Check personal equipment	Activity leader	<ul style="list-style-type: none"> • Check to make sure the boys (and mentors) have everything they need for the activity.
Step 5 – Introduce and discuss	Activity leader	<ul style="list-style-type: none"> • Introduce the activity by telling the boys exactly where we are going for swimming so that they know what to expect. • Discuss the rules; <ul style="list-style-type: none"> ➢ Mentors and boys should keep their eyes open for any hazards. Examples include - metal or glass in the water, overhead branches that might fall, etc. ➢ No going into the water without a mentor telling you that it is safe to do so. ➢ Always stay within the allocated swimming area. ➢ Know your swimming abilities and limitations. ➢ When the water level exceeds waist depth, you must wear a life jacket (this includes MENTors not comfortable in the water). ➢ No diving, running or horseplay. ➢ No entering the water with an open wound. ➢ Report bad behaviour and injuries to a mentor. ➢ Always keep an eye on your friends. ➢ Encourage and help each other. ➢ When a call is made to evacuate the pool / or river everyone needs to do so immediately. ➢ Immediately evacuate when water levels rise or when lightning threatens.
Step 6 – Buddy system	Activity leader	<ul style="list-style-type: none"> • Establish a buddy system for all swimmers. Each swimmer should be paired up with another swimmer of similar ability and should stay with that “buddy” for the rest of the swimming activity.
Step 7 – Hand out life jackets	Activity leader	<ul style="list-style-type: none"> • Hand out life jackets asking the boys to take care of it. • Mention 2 rules regarding the use of life jackets. <ol style="list-style-type: none"> 1 - do not step on the life jackets. 2 - do not blow the whistle unless it is an emergency.

DURING - At the river / swimming pool		
Step 8 – Line-up	Activity leader	<ul style="list-style-type: none"> Do a line-up to make sure everyone arrived safely at the swimming area.
Step 9 – Demonstrate	Activity leader	<ul style="list-style-type: none"> Demo to the boys how to put on the life jacket. <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>PLACE THE LIFEJACKET OVER YOUR HEAD</p> </div> <div style="text-align: center;">  <p>BRING THE STRAP AROUND YOUR BODY AND FASTEN THE CLOSURE.</p> </div> </div> <div style="text-align: center; margin-top: 10px;">  <p>ADJUST TO A SNUG FIT BY PULLING THE FREE END OF THE STRAP.</p> </div>
Step 10 – Check life jackets	MENtors	<ul style="list-style-type: none"> Make sure that every boy's life jacket gets checked.
Step 11 – Recap safety	Activity leader	<div style="text-align: right; margin-bottom: 10px;"></div> <ul style="list-style-type: none"> Mentors and boys to keep their eyes open for any hazards. Examples include - metal or glass in the water, overhead branches that might fall, etc. No going into the water without a mentor telling you that it is safe to do so. Always stay within the allocated swimming area. Know your swimming abilities and limitations. When the water level exceeds waist depth, you must wear a life jacket. No diving, running or horseplay. Report bad behaviour and injuries to a mentor. Always keep an eye on your friends. How? The buddy system. When a call is made to evacuate the pool or river everyone needs to do so immediately. Immediately evacuate when water levels rise or when lightning threatens.

<p>Step 12 – Swimming area / positioning of mentors</p>	<p>Activity leader</p>	<ul style="list-style-type: none"> • Define the swimming area. Set clear boundaries. • Mentors go first, positioning themselves in key areas. • Identify mentors to be spotters ONLY. • Place a mentor at the entrance / exit to the swimming area. <p>Mentor controlling entrance / exit</p> 
<p>Step 13 – Check swimming area</p>	<p>MENtors</p>	<ul style="list-style-type: none"> • The safety of the venue and swimming area should have been previously ascertained, and all reasonable precautions taken to ensure the safety of the boys. • Check for and clear the swimming area of any hazardous materials. • Check that the river / pool water is clean (for example – previously we’ve found dead animals in the river a little upstream or downstream from where we were supposed to swim). • Make sure that the swimming area safely slopes into deeper water. • Always check the depth, especially when doing rock jumps. • Evaluate your swimmers’ abilities. • Establish and enforce boundaries for non-swimmers, intermediate and qualified swimmers with ropes and other markings. • Non-swimmers should not go beyond waist-deep water; intermediate swimmers should not swim into water deeper than their shoulders and qualified swimmers may have access to the entire swimming area (always wear a life jacket, unless receiving swimming lessons from a qualified person).

<p>Step 14 – Swimming / rock jumping activity</p>	<p>MENtors</p>	<ul style="list-style-type: none"> • Make sure swimmers are wearing their life jackets at all times. • Check for hazards on a regular basis. • Keep track of who is swimming by creating a check-in/check-out station and requiring swimmers to check in when entering the swimming area and check out when leaving. • Have each swimmer find his buddy every 15-20 minutes. Swimmers who cannot find their buddy should notify a mentor immediately. • The mentor spotting should do a head count on a regular basis. <p><u>ROCK JUMPS:</u></p> <ul style="list-style-type: none"> • No more than 5 boys on the rocks at a time. • Only 1 boy can jump at a time (2 boys allowed when approved by the mentors supervising the jump). • Always have 1 mentor on the rocks with the boys and 1 mentor in the water (wearing a life jacket). • When jumping, enter the water feet first and with your arms crossed on your chest.  <p>IF ENTERING THE WATER CROSS YOUR ARMS ACROSS YOUR CHEST AND ENTER FEET FIRST.</p>
<p>Step 15 – Time to get out</p>	<p>MENtors</p>	<ul style="list-style-type: none"> • When the activity is finished, ask everyone to get out of the river / pool at the allocated exit.
<p>Step 16 – Line-up</p>	<p>Activity leader</p>	<ul style="list-style-type: none"> • Do a line-up to make sure everyone is present before you leave the swimming area.
<p>AFTER – At campsite</p>		
<p>Step 17 – Line-up</p>	<p>Activity leader</p>	<ul style="list-style-type: none"> • Do a line-up to make sure everyone is safely back at the campsite.
<p>Step 18 – Life jackets</p>	<p>Activity leader</p>	<ul style="list-style-type: none"> • All life jackets should be cleaned, and neatly placed on the grass so they can dry before they are stored.
<p>Step 19 – Store</p>	<p>Activity leader</p>	<ul style="list-style-type: none"> • All life jacket to be stored in the container on site.

NOTE:

- Remember that swimming is also a wonderful opportunity to teach the boys how to swim without a life jacket. This will equip them with a life skill that are extremely valuable.

Know the risks

DROWNING



Many factors can lead to a drowning: poor supervision, lack of swimming safety education, low swimming skills and exhaustion.

SECONDARY DROWNING



This can occur up to 72 hours after a near drowning incident when water enters the lungs. All near drowning incidents require medical attention.

INJURY



Injuries can result from reckless swimming or boating activity, misuse of water equipment, disregard of safety practices and other inadvisable activities.

DANGEROUS WATER



Tide or river currents can quickly pull a swimmer far from shore and cause physical exhaustion. Cold water can cause hypothermia in a matter of minutes. A good rule is to never swim in dangerous or unfamiliar waters.

WEATHER CONDITIONS



Threatening weather, like a thunderstorm, can lead to the electrocution of a swimmer in the water if lightning strikes.

What to do in a swimming emergency

If a swimmer is in trouble, **immediately call for help**. **Do not jump in the water unless you are wearing an approved PFD (personal floating device)**. Otherwise, only a certified lifeguard should attempt a water rescue. If you are unable to enter the water, remember:

Reach

Hold on to something sturdy in your surroundings and reach out to the swimmer with your hand, a pole, a paddle, etc.

Throw

If you can't reach the swimmer, throw something that will float or that you can pull them in with.

Don't go

- Remember, don't jump in the water unless you are wearing a PFD.
- Administer CPR and treat for shock if necessary.
- Always seek medical attention for a victim of a near drowning.

EMERGENCY NUMBERS

GAUTENG

MCSA Search & Rescue

074 125 1385 OR 074 163 3952

QRS (TCC Partner)

081 277 7777

HEMS (Hartbeespoort)

082 695 1240

WESTERN CAPE

MCSA Search & Rescue

021 937 0300

EASTERN CAPE

Fire / Rescue/ Emergency

043 705 9000