



## SURF SCHOOL RISK ASSESSMENT

## Appendix 1

<b>ESTABLISHMENT:</b> WELLINGTON SURF LESSONS	<b>ASSESSMENT DATE:</b> 30-9-18
<b>ACTIVITY/ LOCATION :</b> Surfing Instruction at LYALL BAY	<b>COMPLETED BY:</b> STUART CLARKE
<b><u>This activity is supported by a SOP and EAP</u></b>	<b>DATE REVIEWED:</b> 30-9-18

<b>1. Hazard</b> <i>List significant hazards which may result in serious harm or affect several people.</i>	<b>2. Who might be harmed</b> <i>List groups of people who are especially at risk from the significant hazards identified.</i>	<b>3. Is the risk adequately controlled?</b> <i>List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)</i>	<b>4. What further action is needed to control the risk?</b> <i>List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.</i>
<b><u>OFF THE BEACH</u></b>  1. Existing medical conditions  2. Inappropriate equipment	Instructors/ clients  Instructors/ clients	<ul style="list-style-type: none"> <li>• Check in advance (remember confidentiality)</li> <li>• Instructors to have own wetsuits and boots (if required)</li> <li>• Clients to have correct size wetsuits</li> <li>• Clients to have correct size boots (if required)</li> <li>• Clients to have correct thickness wetsuit</li> <li>• Clients to have appropriate size, weight and construction of board</li> <li>• All clients to have leashes in good repair</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure personal medications available as appropriate</li> <li>• Ensure adequate range of wetsuits, boots (if required) and boards</li> <li>• Ensure you have enough leashes in good condition and replacements readily available</li> </ul>

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<p>3. Dehydration</p> <p>4. Low energy levels</p>	<p>Instructors/ clients</p> <p>Instructors/ clients</p>	<ul style="list-style-type: none"> <li>• Check there has been adequate fluid intake prior to moving to beach</li> <li>• Check there has been adequate food/ nourishment intake prior to moving to beach</li> <li>• Check there has not been an over-intake of food/ nourishment</li> </ul>	<ul style="list-style-type: none"> <li>• additional supply of water available</li> <li>• time for appropriate food breaks</li> </ul>
<p><b><u>GETTING TO THE BEACH</u></b></p>			
<p>1. Traffic accidents</p> <p>2. Accidents whilst embarking and disembarking</p> <p>3. Falling, tripping and slipping</p> <p>4. Cuts and bruises</p>	<p>Instructors/ clients</p> <p>Instructors/ clients</p> <p>Instructors/ clients</p> <p>Instructors/ clients</p>	<ul style="list-style-type: none"> <li>• Ensure vehicle is in a roadworthy condition</li> <li>• Ensure appropriate insurance and carriage</li> <li>• Ensure appropriately qualified driver</li> <li>• Use of reputable coach/ minibus firm</li> <li>• Use of recognised routes to beach</li> <li>• Group briefed re: emergency procedures</li> <li>• All to wear seatbelts</li> <li>• Embark and disembark on side away from traffic</li> <li>• Group briefed about procedures</li> <li>• Advice given re: uneven surfaces</li> <li>• Wear appropriate footwear</li> <li>• Advice given re: uneven surfaces</li> <li>• Wear appropriate footwear</li> </ul>	<ul style="list-style-type: none"> <li>• Use of recognised pathway/ access to beach</li> </ul>

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<p>5. Sand dunes, flora and fauna (snakes, plants etc)</p>	<p>Instructors/ clients</p>	<ul style="list-style-type: none"> <li>• Briefing re: any possible encounters</li> <li>• Wear appropriate footwear and clothing</li> <li>• Use designated pathways</li> <li>• Check signs</li> </ul>	<ul style="list-style-type: none"> <li>• Check seasonal occurrence and local advice</li> </ul>
<p><b><u>ON THE BEACH</u></b></p> <p>1. Falling, tripping and slipping</p> <p>2. Beach-related debris (sharps, rocks, flotsam,)</p> <p>3. Sunburn</p> <p>4. Heat exhaustion/ heatstroke</p>	<p>Instructors/ clients</p> <p>Instructors/ clients</p> <p>Instructors/ clients</p> <p>Instructors/ clients</p>	<ul style="list-style-type: none"> <li>• Advice given re: uneven surfaces</li> <li>• Advice given by instructors</li> <li>• Supervision by instructors</li> <li>• Check with lifeguards</li> <li>• Apply high-factor sunscreen</li> <li>• Replenish sunscreen as appropriate</li> <li>• Instructors to wear caps/ hats as appropriate</li> <li>• Clients made aware of dangers of over-exposure to sun</li> <li>• Instructors to monitor group</li> <li>• Instructors to ensure adequate liquid intake</li> <li>• Buddy monitoring</li> <li>• Wetsuit ventilation as appropriate</li> <li>• Clients made aware of dangers</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid kit available on beach</li> <li>• Extra sunscreen carried in First Aid dry bag</li> <li>• Check prevailing weather conditions</li> </ul>

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5. Hypothermia	Instructors/ clients	<ul style="list-style-type: none"><li>• Use of correct-fitting wetsuits</li><li>• Use of correct-thickness wetsuits</li><li>• Use of wetsuit boots (depending on water temperature)</li><li>• Use of wetsuit hoods (depending on water temperature)</li><li>• Clients made aware of dangers</li><li>• Buddy monitoring</li></ul>	<ul style="list-style-type: none"><li>• Check prevailing weather conditions</li><li>• Include emergency cagoule/ blanket in First Aid kit</li></ul>
6. Other beach activities	Instructors/ clients	<ul style="list-style-type: none"><li>• Group advised to stay clear whilst traversing beach</li></ul>	

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<b><u>IN THE WATER</u></b>			
1. Drowning	Instructors  Clients	<ul style="list-style-type: none"> <li>• Use of qualified instructors</li> <li>• See EAP</li> <li>• Check swimming ability at time of registration</li> <li>• Follow SOP</li> <li>• Follow EAP</li> <li>• Buddy monitoring</li> <li>• Use of distress and recall signals</li> <li>• <b><u>Instructor to monitor and control group</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• Keep EAP's and SOP's up-to-date</li> <li>• Daily liaison with lifeguards</li> </ul>
2. Hypothermia	Instructors and clients	<ul style="list-style-type: none"> <li>• Use of correct-fitting wetsuits</li> <li>• Use of correct-thickness wetsuits</li> <li>• Use of wetsuit boots (depending on water temperature)</li> <li>• Use of wetsuit hoods (depending on water temperature)</li> <li>• Clients made aware of dangers</li> <li>• Buddy monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• Check prevailing weather conditions</li> <li>• Include emergency blanket in First Aid kit</li> </ul>
3. Other injuries	Instructors and clients	<ul style="list-style-type: none"> <li>• Follow SOPs and EAP</li> </ul>	
4. Water pollution	Instructors and clients	<ul style="list-style-type: none"> <li>• Use of appropriate beaches</li> <li>• Follow lifeguard advice</li> </ul>	<ul style="list-style-type: none"> <li>• Liaise with local councils</li> <li>• Follow cancellation/ refund procedures</li> </ul>
5. Marine stings	Instructors and clients	<ul style="list-style-type: none"> <li>• Use appropriate wetsuits and accessories</li> <li>• In areas/times where weaver fish are prevalent use of wetsuit boots</li> <li>• Check with lifeguards</li> <li>• Enquire re anaphylactic reactions during</li> </ul>	

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<p>6. Rips and currents</p>	<p>Instructors and clients</p>	<p>health check</p> <ul style="list-style-type: none"> <li>• <b><u>Instructor to monitor and control group</u></b></li> <li>• <b><u>Use professional judgement for advanced groups</u></b></li> <li>• Group made aware of dangers before entering water</li> <li>• Use of buddy system</li> <li>• Follow SOPs and EAP</li> </ul>	<ul style="list-style-type: none"> <li>• Liaison with lifeguards</li> <li>• Local knowledge of beach characteristics and prevalence of rips and currents</li> </ul>
<p>7. Other water users</p>	<p>Instructors and clients</p>	<ul style="list-style-type: none"> <li>• <b><u>Use designated surfing areas</u></b></li> <li>• Advice given re: space and surfing etiquette</li> <li>• <b><u>Instructor to monitor and control group</u></b></li> </ul>	
<p>8. Falling off board (wipeout)</p>	<p>Clients</p>	<ul style="list-style-type: none"> <li>• <b><u>Practice of wipeout action</u></b></li> </ul>	<p>Re-iterate wipeout action at regular intervals</p>