

## SURF SCHOOL RISK ASSESSMENT Appendix 1

ESTABLISHMENT: WELLINGTON SURF LESSONS	ASSESSMENT DATE:	6/1/22
ACTIVITY/ LOCATION: Surfing Instruction at OTAKI	COMPLETED BY:	STUART CLARKE
This activity is supported by a SOP and EAP	DATE REVIEWED:	23/3/2023

List significant hazards which may	2. Who might be harmed List groups of people who are especially at risk from the significant hazards identified.	3. Is the risk adequately controlled? List existing controls or note where the information may be found. (e.g. Information, instruction, training, systems or procedures)	4. What further action is needed to control the risk? List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.
OFF THE BEACH  1. Existing medical conditions	. Instructors/ clients	Check in advance (remember confidentiality)	Ensure personal medications available as appropriate
2. Inappropriate equipment	Instructors/ clients	<ul> <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> <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>

<ul><li>3. Dehydration</li><li>4. Low energy levels</li></ul>	Instructors/ clients Instructors/ clients	<ul> <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> <li>additional supply of water available</li> <li>time for appropriate food breaks</li> </ul>
GETTING TO THE BEACH			
1.Traffic accidents	Instructors/ clients	<ul> <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> </ul>	
Accidents whilst embarking and disembarking	Instructors/ clients	<ul> <li>Embark and disembark on side away from traffic</li> <li>Group briefed about procedures</li> </ul>	
<ul><li>3. Falling, tripping and slipping</li><li>4. Cuts and bruises</li></ul>	Instructors/ clients	<ul><li>Advice given re: uneven surfaces</li><li>Wear appropriate footwear</li></ul>	
4. Outs and bruises	Instructors/ clients	<ul><li>Advice given re: uneven surfaces</li><li>Wear appropriate footwear</li></ul>	<ul> <li>Use of recognised pathway/ access to beach</li> </ul>

5. Sand dunes, flora and fauna (snakes, plants etc)	Instructors/ clients	<ul> <li>Briefing re: any possible encounters</li> <li>Wear appropriate footwear and clothing</li> <li>Use designated pathways</li> <li>Check signs</li> </ul>	Check seasonal occurrence and local advice
ON THE BEACH			
1.Falling, tripping and slipping	Instructors/ clients	Advice given re: uneven surfaces	First Aid kit available on beach
<ul><li>2. Beach-related debris (sharps, rocks, flotsam,)</li><li>3. Sunburn</li></ul>	Instructors/ clients Instructors/ clients	<ul> <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> </ul>	<ul> <li>Extra sunscreen carried in First Aid dry bag</li> </ul>
4. Heat exhaustion/ heatstroke	Instructors/ clients	<ul> <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>	Check prevailing weather conditions

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5. Hypothermia	Instructors/ clients	<ul> <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> <li>Check prevailing weather conditions</li> <li>Include emergency cagoule/ blanket in First Aid kit</li> </ul>
6. Other beach activities	Instructors/ clients	<ul> <li>Group advised to stay clear whilst traversing beach</li> </ul>	

IN THE WATER			
1.Drowning	Instructors	<ul><li>Use of qualified instructors</li><li>See EAP</li></ul>	<ul> <li>Keep EAP's and SOP's up-to-date</li> <li>Daily liaison with lifeguards</li> </ul>
	Clients	<ul> <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>Instructor to monitor and control group</li> </ul>	
2. Hypothermia	Instructors and clients	<ul> <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> <li>Check prevailing weather conditions</li> <li>Include emergency blanket in First Aid kit</li> </ul>
3. Other injuries	Instructors and clients	Follow SOPs and EAP	
4. Water pollution	Instructors and clients	Use of appropriate beaches	
		Follow lifeguard advice	<ul><li>Liaise with local councils</li><li>Follow cancellation/ refund procedures</li></ul>
5. Marine stings	Instructors and clients	<ul> <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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6. Rips and currents	Instructors and clients	<ul> <li>Instructor to monitor and control group</li> <li>Use professional judgement for advanced groups</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> <li>Liaison with lifeguards</li> <li>Local knowledge of beach characteristics and prevalence of rips and currents</li> </ul>
7. Other water users	Instructors and clients	<ul> <li><u>Use designated surfing areas</u></li> <li>Advice given re: space and surfing etiquette</li> <li><u>Instructor to monitor and control group</u></li> </ul>	
8. Falling off board (wipeout)	Clients		Re-iterate wipeout action at regular intervals