



SURF SCHOOL RISK ASSESSMENT

Appendix 1

ESTABLISHMENT: WELLINGTON SURF LESSONS	ASSESSMENT DATE: 19/11/22
ACTIVITY/ LOCATION : Surfing Instruction at TITAHI BAY	COMPLETED BY: STUART CLARKE
<u>This activity is supported by a SOP and EAP</u>	DATE REVIEWED: 10/4/2023

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

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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"> • Check there has been adequate fluid intake prior to moving to beach • Check there has been adequate food/ nourishment intake prior to moving to beach • Check there has not been an over-intake of food/ nourishment 	<ul style="list-style-type: none"> • additional supply of water available • time for appropriate food breaks
<p><u>GETTING TO THE BEACH</u></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"> • Ensure vehicle is in a roadworthy condition • Ensure appropriate insurance and carriage • Ensure appropriately qualified driver • Use of reputable coach/ minibus firm • Use of recognised routes to beach • Group briefed re: emergency procedures • All to wear seatbelts • Embark and disembark on side away from traffic • Group briefed about procedures • Advice given re: uneven surfaces • Wear appropriate footwear • Advice given re: uneven surfaces • Wear appropriate footwear 	<ul style="list-style-type: none"> • Use of recognised pathway/ access to beach

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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"> • Briefing re: any possible encounters • Wear appropriate footwear and clothing • Use designated pathways • Check signs 	<ul style="list-style-type: none"> • Check seasonal occurrence and local advice
<p><u>ON THE BEACH</u></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"> • Advice given re: uneven surfaces • Advice given by instructors • Supervision by instructors • Check with lifeguards • Apply high-factor sunscreen • Replenish sunscreen as appropriate • Instructors to wear caps/ hats as appropriate • Clients made aware of dangers of over-exposure to sun • Instructors to monitor group • Instructors to ensure adequate liquid intake • Buddy monitoring • Wetsuit ventilation as appropriate • Clients made aware of dangers 	<ul style="list-style-type: none"> • First Aid kit available on beach • Extra sunscreen carried in First Aid dry bag • Check prevailing weather conditions

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

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

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