

RISK ANALYSIS & MANAGEMENT SURF SAFE PROGRAMME



Activity : Surf and Bodyboard Instruction

Venue :

Date :

School :


Number of Students :

Year level :


Teacher in charge :


Mobile No :


Procedures in this RAMS are detailed in the PSC Ltd Health and Safety Code of Practice.
All instructors need to be familiar with the PSC Ltd Health and Safety Code of Practice.


	RISK	RISK MANAGEMENT	EMERGENCY
 PEOPLE	<p>Injury by impact with other students</p> <p>Injury by impact with ocean bottom (i.e. shallow water)</p> <p>Drowning</p>	<p>Give clear instructions of behaviour and boundaries both in and out of the water.</p> <p>Students and instructors to maintain adequate spacing in the water.</p> <p>Give a clear recall signal.</p> <p>Students to stay in waist deep water.</p> <p>Give clear instructions on safe 'WIPEOUTS'.</p> <p>Students to practice safe 'WIPEOUTS' on land.</p> <p>Students ignoring instructor's advice will be removed from water.</p> <p>Wetsuits to be used to provide positive buoyancy.</p>	<p>Rescue boards readily available.</p> <p>First aid kit / cell phone on site.</p> <p>All emergencies to be coordinated by Head instructor.</p> <p>Staff trained in surf rescue / first aid.</p> <p>Staff trained in emergency procedures.</p> <p>School / teachers/ parents aware of emergency procedures.</p> <p>Water immediately cleared in an emergency.</p> <p>Instructors to perform rescue or first aid.</p> <p>Lifeboat / emergency services notified if required.</p> <p>Teachers / Parents to gather rest of group at designated assembly area.</p> <p>EMERGENCY CONTACT LIST BELOW PG 7</p>






	RISK	RISK MANAGEMENT	EMERGENCY
 PEOPLE	Loss of student in water	<p>Instructors to maintain constant head counts to ensure all group is accounted for.</p> <p>Head counts before and after entering water.</p> <p>Instructors to wear easily identifiable vests.</p> <p>Students to use easily identifiable wetsuits and boards.</p> <p>Students to notify instructor if they need to leave the water for any reason.</p> <p>No swimming / playing in water for students not in the surfing group.</p> <p>Maintain adequate instructor : student ratio. 1:6 ideal. 1:8 maximum recommended by Surfing NZ.</p>	<p>Rescue boards readily available.</p> <p>First aid kit / cell phone on site.</p> <p>All emergencies to be coordinated by Head instructor.</p> <p>Staff trained in surf rescue / first aid.</p> <p>Staff trained in emergency procedures.</p> <p>School / teachers/ parents aware of emergency procedures.</p> <p>Water immediately cleared in an emergency.</p> <p>Instructors to perform rescue or first aid.</p>
	<p>Pre-existing medical conditions</p> <p>Allergies</p>	<p>Gather personal medical info.</p> <p>Head instructor / School to identify any students with special medical needs.</p> <p>Ensure any special medication is readily available.</p> <p>Ensure all staff / teachers / parents are aware of location of local doctors.</p>	<p>Lifeboat / emergency services notified if required.</p> <p>Teachers / Parents to gather rest of group at designated assembly area.</p> <p>EMERGENCY CONTACT LIST BELOW PG 7</p>
	<p>Lack of trained instructors</p> <p>Untrained helpers in water</p>	<p>Instructors to have training to meet industry best practice qualifications. i.e. Surf Coach Level 1</p> <p>Maintain adequate instructor : student ratio 1 : 6 ideal 1:8 maximum recommended by Surfing NZ</p> <p>Instructors to wear easily identifiable vests.</p> <p>Ensure teacher / parent helpers have necessary skills to help in water.</p> <ul style="list-style-type: none"> - If not teacher / parents to be considered as same level as students 	

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 PEOPLE	Students not following instructors advice	<p>Instructors to wear easily identifiable vests.</p> <p>Instructors to use whistles and hand signals.</p> <p>Students ignoring instructors advice will be removed from water.</p>	
	Cultural issues regarding swimming and water	<p>School / head instructor to identify students with any cultural issues relating to water and swimming and make adjustments to programme where appropriate.</p> <p>Ensure appropriate clothing is worn in water i.e. clothing is designed for swimming, no cotton t shirts etc</p>	
	Use of public changing rooms	Teacher / parents to supervise students at changing rooms and public toilets at all times.	
	Fear or lack of confidence in water	<p>Confirm swimming abilities. Head instructor / school to identify any student with low swimming abilities.</p> <p>Instructors to look for signs of fear or lack of water skills during water session.</p> <p>Maintain waist depth rule.</p> <p>Increase instructor : student ratio if required or personal assistance.</p> <p>'Challenge by choice' policy.</p>	

	RISK	RISK MANAGEMENT	EMERGENCY
 EQUIPMENT	<p>Injury by impact with equipment , Surfboard or Bodyboard</p> <p>Injury from sharp edges of equipment</p>	<p>Give clear instructions on equipment use.</p> <p>Give clear instructions on board handling in the surf.</p> <p>Give clear instructions on safe 'WIPEOUTS".</p> <p>Students to practice' safe 'WIPEOUTs' on land.</p> <p>Check equipment prior to commencement.</p> <p>Use of specialized soft surfboards.</p> <p>Students who persist in handling equipment incorrectly to be removed from water.</p>	<p>As per emergency procedure above</p>
	<p>Failure of leashes and legropes</p>	<p>Check equipment prior to commencement.</p> <p>Spare leashes readily available.</p> <p>Maintain waist depth rule.</p> <p>Wetsuits to be used to provide positive buoyancy.</p>	
	<p>Use of inappropriate clothing in water</p> <p>Faulty wetsuits</p> <p>Incorrectly fitted wetsuit</p>	<p>Ensure no inappropriate clothing is used in the water i.e no cotton t shirts, long pants etc.</p> <p>Wetsuits to be used.</p> <p>Check wetsuits in good repair before commencement.</p> <p>Check wetsuits are fitted correctly before entering water.</p>	
	<p>Inappropriate clothing on land</p>	<p>Ensure students have appropriate clothing. i.e. Sun hats, warm jackets, adequate foot wear.</p> <p>Provide spare clothing, sunscreen, warm blankets.</p>	
	<p>Tents and shelters blowing away</p>	<p>Ensure tents and shelters are well secured.</p> <p>Remove tents if wind conditions are too strong.</p>	

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 ENVIRONMENT	<p>Water hazards</p> <ul style="list-style-type: none"> - rips, currents - dumping waves - Large waves - Shallow water <p>Weather hazards</p> <ul style="list-style-type: none"> - strong winds -weather extremes, cold or hot -sudden weather change 	<p>Prior to commencement Head Instructor to check conditions to identify hazards both on land and in the water.</p> <p>Remove hazards where possible, eg large sticks, rocks or broken glass.</p> <p>Obtain weather / swell forecast.</p> <p>Head instructor to identify the most appropriate area for surfing.</p> <p>Define clear boundaries on land and in the water.</p> <p>Give a clear recall signal.</p> <p>Instructors to constantly monitor water conditions throughout day.</p> <p>Staff briefed from Head Instructor as to any notable hazards of the day.</p> <p>School / teachers / parents / students briefed from Head Instructor as to any notable hazards of the day.</p> <p>Give clear instructions to students about the beach, its hazards and how to avoid them (What the course is all about!!).</p> <p>Give clear instructions about what to do if caught in a rip.</p> <p>Rips identified and avoided by instructors.</p> <p>Instructors to maintain waist / chest depth rule.</p> <p>Give clear instructions about handling large or dumping waves.</p> <p>Give clear instructions about how to "WIPEOUT" safely.</p> <p>Class to be cancelled if weather, waves, wind are deemed too extreme by Head instructor in consultation with School.</p>	<p>Rescue boards readily available.</p> <p>First aid kit / cell phone on site.</p> <p>All emergencies to be coordinated by Head instructor.</p> <p>Staff trained in surf rescue / first aid</p> <p>Staff trained in emergency procedures.</p> <p>School / teachers/ parents aware of emergency procedures.</p> <p>Water immediately cleared in an emergency.</p> <p>Instructors to perform rescue or first aid.</p> <p>Lifeboat / emergency services notified if required.</p> <p>Teachers / Parents to gather rest of group at designated safe assembly area.</p> <p>EMERGENCY CONTACT LIST BELOW PG 7</p>

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 ENVIRONMENT	Hypothermia Hyperthermia Dehydration Sunburn exposure	Provide shelter (tent or surf club). Ensure appropriate clothing is worn on land. ie. Sun hats, warm jackets if cold, long pants etc. Wetsuit to be used in water. Instructors to monitor students for signs of hypothermia in water. Teachers/ parents to make sure students get changed quickly and warm up quickly after exiting water. Provide spare clothing, sunscreen, warm blanket.	
	Solid obstructions -injury from rocks, sticks or shells -broken bottles	Prior to commencement Head Instructor to check conditions to identify hazards both on land and in the water. Remove hazards where possible. eg large sticks, rocks or broken glass. Define clear boundaries on land and in the water. Staff briefed from Head Instructor as to any notable hazards of the day. School / teachers / parents / students briefed from Head Instructor as to any notable hazards of the day.	
	Dangerous animals in water. -sharks, sea leopards, jelly fish , bees , wasps	Instructors to look out for dangerous animals and to clear the water immediately if spotted. Give a clear recall signal. Gather personal medical info. Head instructor / School to identify any students with allergies to jelly fish ,bees.	

	RISK	RISK MANAGEMENT	EMERGENCY
 ENVIRONMENT	Danger of roads vehicles etc	Define clear boundaries on land. Teachers / parents to monitor road area. Adults only to retrieve balls that go on road. Any games near road, adapt rules of game to reduce incidence of ball going on road.	
	Earthquake, Tsunami	Clear water immediately if earthquake felt. Staff / teachers / parents /students all briefed as to earthquake / tsunami procedure. Tsunami sirens present in area. Have evacuation plan.	Head instructor to coordinate earthquake action plan. Group to assemble at designated safe area. If head instructor deems there is a threat of Tsunami, group to evacuate following tsunami evacuation route to Van Ash school. For more details please see PSC Ltd Health and Safety Plan.
 EMERGENCY	EMERGENCY CONTACT INFORMATION PSC LTD Director Aaron Lock 021 030 7231	POLICE , FIRE , AMBULANCE DIAL 111 EMERGENCY CONTACTS Canty Surf Lifesaving 3665591 Sumner Surf Lifesaving Club Blair Quane 021312660 Bart 021860746 or 3264018 Sumner Lifeboat Assoc. Dial 111 Fiona Canaway 0276470536	SUMNER DOCTORS ROOMS Sumner Medical Rooms 40 Nayland St (opposite supermarket) 3265644 Sumner Health Centre 35 Nayland St (opposite Marine Tavern) 3266288