

**RISK ASSESSMENT – to be completed and updated annually**

Date Completed and Updated: 1/3/2019

Hazard	Who might be harmed	Is the risk adequately controlled	What further action is needed to control the risk
<b>Off the beach</b>			
1. Existing medical conditions	Instructors/clients	<ul style="list-style-type: none"> <li>Controlled by checking instructors medical history.</li> <li>Customers filling out indemnity forms with medical details and history</li> </ul>	<ul style="list-style-type: none"> <li>Ensure any client medication is available at all times throughout lesson</li> </ul>
2. Dehydration	Instructors/clients	<ul style="list-style-type: none"> <li>Make sure clients and instructors have adequate fluid consumption before living the surf school.</li> </ul>	<ul style="list-style-type: none"> <li>Supply water to be taken down to the beach in first aid kit</li> </ul>
3. Sunburn	Instructors/clients	<ul style="list-style-type: none"> <li>Make sure instructors and clients have applied waterproof sunblock (factor 30) to all exposed areas.</li> <li>Instructors to wear hats on sunny days</li> </ul>	<ul style="list-style-type: none"> <li>Extra sunscreen carried to the beach in first aid kit</li> </ul>
4. Slipping (on decking & in changing rooms)	Instructors/clients	<ul style="list-style-type: none"> <li>Ensure deck is kept as dry as possible and sand is regularly swept away</li> <li>Floors to be mopped at start and end of each lesson</li> </ul>	<ul style="list-style-type: none"> <li>Keep the drains clear to ensure water run off from showers</li> </ul>
5. Trip hazard when going up / down the steps from surf school deck to path	Instructors/clients	<ul style="list-style-type: none"> <li>Ensure all customers are aware of the steps</li> <li>Ensure steps are kept clear of debris</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
6. potential issue with surf boards breaking bulbs on festoon lighting on terrace	Instructors/clients	<ul style="list-style-type: none"> <li>Ensure surf boards are handled at low level, avoiding hitting lighting</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Distribute boards to clients with awareness of this risk</li> </ul>

<b><u>Getting to and from the beach</u></b>			
1. Traffic accidents (when walking beach, crossing the roads)	Instructors/clients	<ul style="list-style-type: none"> <li>Instructors spaced evenly within group for walk to beach. When crossing roads ensure one instructor leads communicating with clients at all times</li> </ul>	<ul style="list-style-type: none"> <li>Keep younger and less able members of the group close to instructors</li> </ul>
2. Falling, tripping, and slipping	Instructors/clients	<ul style="list-style-type: none"> <li>Wear appropriate footwear</li> <li>Instructors to warn clients of uneven surface</li> </ul>	<ul style="list-style-type: none"> <li>Always use designated public pathway</li> </ul>
3. Sharp objects	Instructors/clients	<ul style="list-style-type: none"> <li>Wear appropriate footwear</li> <li>Instructors to warn clients of sharp objects</li> </ul>	<ul style="list-style-type: none"> <li>Always use recognised footpath</li> </ul>
4. Moving projectiles (golf balls, when crossing golf course on route to Fistral beach)	Instructors/clients	<ul style="list-style-type: none"> <li>Fences in place to protect clients walking on the public pathway through golf course</li> </ul>	<ul style="list-style-type: none"> <li>Stay to the path and be aware at all times of your surroundings</li> </ul>

<b><u>On the beach</u></b>			
1. Falling, tripping and slipping	Instructors/clients	<ul style="list-style-type: none"> <li>Advice given by instructors. Re; uneven surfaces, prior to arriving at beach</li> </ul>	
2. Beach related debris	Instructors/clients	<ul style="list-style-type: none"> <li>Instructors to offer warning of potential trouble areas.</li> <li>Liaise with lifeguards for up to date information on the beach</li> </ul>	<ul style="list-style-type: none"> <li>First aid kit available on the beach</li> </ul>
3. Heat exhaustion/ heatstroke	Instructors/clients	<ul style="list-style-type: none"> <li>Instructors to monitor the group at all times ensuring adequate water consumed</li> </ul>	<ul style="list-style-type: none"> <li>Up to date check on weather and warn clients</li> </ul>
4. Hypothermia	Instructors/clients	<ul style="list-style-type: none"> <li>Always ensure correct equipment is used based on the time of year.</li> <li>Correct thickness of wetsuit</li> </ul>	<ul style="list-style-type: none"> <li>Check weather condition on a regular basis</li> <li>Include</li> </ul>

		<ul style="list-style-type: none"> <li>Boots and gloves if necessary</li> </ul>	emergency blanket in first aid kit
5. Wind blown objects, including surf boards	Instructors/clients	<ul style="list-style-type: none"> <li>If windy, ensure customers are aware of potential risk and advise to be alert</li> </ul>	<ul style="list-style-type: none"> <li>If any boards are left on the beach, ensure they are secured</li> </ul>

<b><u>In the water</u></b>			
1. Drowning	Instructors/clients	<ul style="list-style-type: none"> <li>Instructors to assess physical competence of each individual.</li> <li>All clients must be able to swim 50 m min</li> </ul>	<ul style="list-style-type: none"> <li>Instructors keeping all clients in waist to chest depth water. (Unless on advance lesson)</li> </ul>
2. Hypothermia	Instructors/clients	<ul style="list-style-type: none"> <li>Use of correct equipment based on the time of year.</li> <li>Correct size wetsuits offered.</li> <li>Boots, gloves and hoods if necessary</li> </ul>	<ul style="list-style-type: none"> <li>Emergency blanket on the beach in first aid kit</li> </ul>
3. Other injuries	Instructors/clients	<ul style="list-style-type: none"> <li>Follow NOP and EAP procedures</li> </ul>	
4. Water pollution / sewage outlet	Instructors/clients	<ul style="list-style-type: none"> <li>Follow advice of lifeguards on duty</li> </ul>	<ul style="list-style-type: none"> <li>Liaise with local council</li> <li>Follow cancellation /refund procedures</li> </ul>

5. Marine Stings	Instructors/ Clients	<ul style="list-style-type: none"> <li>• Use appropriate wetsuits and accessories.</li> <li>• Offer boots to avoid weaver fish stings</li> <li>• Enquire about anaphylactic shocks during health check at beginning of lesson</li> </ul>	
6. Client pulled into deep water (rips, currents)	Clients	<ul style="list-style-type: none"> <li>• All instructors briefed and receive training in local conditions.</li> <li>• The lesson will only take place when the sea state, tide and wind are within safe working distance</li> </ul>	
7. Collision with other water users	<ul style="list-style-type: none"> <li>• Clients/ instructors</li> </ul>	<ul style="list-style-type: none"> <li>• Clients to be briefed on avoidance techniques, flags and safe use of board.</li> <li>• Instructors to ensure clients are evenly spaced at all times and adhering to the safe code of practice</li> </ul>	
8. Spinal injury	<ul style="list-style-type: none"> <li>• Clients</li> </ul>	<ul style="list-style-type: none"> <li>• Due to the gradient of the beaches, the additional hazards of high tide surfing will be covered in the initial brief.</li> <li>• Surfing lessons will be planned around high tide if sea conditions are not within the safe working limit</li> </ul>	