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| **Activity: Beach and Surf Activities** | Version: | 1.0 | Date: | 21 September 2021 |

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| **Value of this activity – what do we hope to achieve?** | |  |
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| **General Risk Assessment** | | | | | |
| **Harm**  What could go wrong? | **Hazard**  Why would this happen? | **Risk Rating?**  How serious? | **Controls**  How can it be prevented?  First try to e)liminate, then m)inimise the risk  Who is responsible for implementing the control? | **Check**  Controls implemented?  Reviewed in the field? | **Residual Risk Rating?** |
| Drowning | Leaders and/or supervisors, helpers etc. operating beyond their competencies  Non-swimmers or inadequate floating/ swimming skills for conditions.  Dangerous sea conditions, including strong rip currents.  Participants unable to follow instructions which will lead them to harm.  Parent and/or assistants unable to follow instructions given to them to prevent harm to participants or unable to themselves cope with the activity which will lead them and others to harm.  Lack of supervision | **High** | **Organisation**  Ensure sufficient number of competent leaders and supervisors who have been thoroughly briefed prior to activity (m)  Ensure leaders have the knowledge and competencies necessary for their role/s and the activity, including any proposed emergency response procedures (m)  Provide stronger supervision structure for less skilled swimmers, or in more challenging conditions (m)  **Leader**  Identify water competence of participants (such as swimming ability, diving under waves, ability to float on back, knowing their limit) and match with the environment and activity (m)  Ensure participants wear clothing that will aid not hinder their flotation – wetsuits if possible (m)  Ensure conditions including wind, wave height and tides are checked prior to commencing and again during activity in the water (m).  If on a patrolled beach with lifeguards on duty, approach a lifeguard and ask for advice on the current conditions (m)  Seek out local knowledge of the hazards, risks and potential controls associated with the designated beach, e.g. lifeguard services (m)  Clear briefing to participants and parent helpers/assistants, set boundaries both to the sides (flags, physical markers) and to the depth out (knee, waist, shoulder, helper), and check for understanding (m)  Ensure leaders and supervisors are competent, confident, and positioned so can easily respond to participants in trouble (m)  Identify any rip-currents, holes and/or gutters which could result in sudden drop offs (out of depth) for participants and do not allow participants in this area (m & e)  If there is lack of safe areas to enter the water along the beach due to consistent rip, currents or changing conditions then do not proceed with activity (e)  Ensure that necessary rescue equipment is present for the size and scope of the activity (m)  If swimming, a rescue tube should be attached to the leader at all times. During surf lessons, a rescue board/craft should be located on the beach within appropriate distance (m).  Ensure that competent personnel are available to implement the proposed emergency/rescue response (m) |  |  |
| Hypothermia  (too cold) | Cold water, cold and/or windy weather, inadequate clothing | **High** | **Organisation**  Avoid doing activity on cold days or time of year when cold water and/or wind are likely to prevail (e)  **Leader**  Ensure participants are dressed for conditions i.e. thermal clothing, wetsuits, wind protection (m)  Have spare clothing and shelter available (m)  Have hot drinks and snacks available (m)  Monitor participants and consider use of a buddy system to assist regular checks (m)  Modify activity to conditions (m) |  |  |
| Spinal injuries  Head injuries Concussion | Wave conditions, shallow sandbanks,  Collisions with hard objects/surfboard, diving into shallow water, other participants,  Lack of supervision,  Lack of instruction on how to manoeuvre around waves with or without a surf craft. | **High** | **Organisation**  Provide an appropriate area with no submerged rocks, dumping waves, shallow sandbanks etc. (m)  **Leader**  Assess the proposed area for appropriateness given the conditions and the group (e)  If the conditions are too hazardous, & cannot find somewhere safe then do not commence with the activity (e)  No diving in to dumping waves or shallow water(m)  Identify and assess hazards such as driftwood, rocks (m)  Clear briefing on how to manoeuvre amongst the waves, with and/or without a surfboard or bodyboard, in order to prevent collisions and protect head and neck/back (m)  Ensure board leashes are in good condition and are used (m)  Keep groups separated (m) |  |  |
| Medical Incident | Allergic Reaction | **High** | **Organisation**  Ensure appropriately competent staff know how to recognise and respond to anaphylaxis (First Aid Certificate minimum) (m)  Collect accurate medical information, discuss allergy action plan, ensure info tagged to right person (m)  **Leader**  Ensure participant carries appropriate medication & that others know how to administer (m)  Minimise exposure to triggers:   * Jellyfish, wasps (m) * Known food allergy - manage food preparation, clearly labelled food, prevent cross contamination, personal hygiene (m) |  |  |
| Pre-existing Medical Condition | **High** | **Organisation**  Ensure appropriately competent staff - First Aid minimum (m)  Ensure medication is carried & supervisors know where the medication is and how to administer it (m)  **Leader**  Collect accurate medical information, discuss & ensure info tagged to right person (m) |  |  |
| Missing person on beach or at sea | Lack of supervision  Participants not following instructions  Sudden change of sea conditions  Adequate boundaries not established in the water or on the beach | **High** | **Organisation**  Ensure all staff have been thoroughly briefed on safety procedures prior to activity (m).  Participants to be easily identifiable – preferably with brightly coloured clothing/wetsuits (m)  Appropriate emergency response developed for missing person (m).  **Leader**  Organise groups and buddy system. Head counts before and after enter water (m).  Consider assistant or parent helper has small group that is identifiable (different coloured rash shirts, surf bennies or swimming caps) and regularly checks numbers (m).  Clear briefing to participants and parent helpers/assistants, set boundaries both to the sides (flags, large landmarks) and to the depth out (knee, waist, shoulder, helper), and check for understanding (m)  Use appropriate scanning techniques (m)  Clear boundaries set and expectations to participants explained, with behavioural issues dealt with ASAP by removal of participant from the beach and/or water (m & e).  Participants to inform leader if need to leave water. |  |  |
| Hyperthermia (overheating) / Dehydration | Hot weather (strong sun, no breeze) &/or overexertion | **Medium** | **Leader**  Ensure participants have plenty to drink, use sun hats/caps & sun screen and choose shady sites or provide shade where possible (m)  Ensure clothing is appropriate – sun protective, vent wetsuits if overheating  Adjust activity to conditions (m)  Ensure extra water, spare sun hats & sun-screen available (m)  Monitor participants regularly, provide breaks, and if necessary remove all participants from undertaking activity in the sun (e) |  |  |
| Injury - cuts, grazes, bruises etc | Unsafe behaviour  Natural debris, rubbish, holes, fish hooks in area  Lack of supervision  From equipment used – surfboard fin, leashes wrapping/tripping hazard | **Medium** | **Leader**  Check area prior to the activity (m)  Ensure participants wear footwear at all times (m)  Through briefing and supervision of safe behaviour and correct use of equipment (m)  Clear expectations and boundaries (m)  Avoid / monitor dune area behind beach (m)  Identify and assess in water hazards i.e. driftwood, rocks (m)  Ensure use leashes on boards (e)  Check quality of equipment e.g. no fiberglass dings (m) |  |  |
| Emotional distress | Unfamiliar environment,  Activity/ environment not suitable for participants,  Inadequate supervision | **Medium** | **Organisation**  Ensure leaders are capable and competent to manage the emotional responses of the group (m)  Collect accurate medical/behavioural information, discuss with participant and/or caregiver (m)  Choose an environment that matches participants water competence and experience level (m)  **Leader**  Check comfort levels prior to activity (m) |  |  |
| Cold Water Shock | Sudden immersion in cold water | **Medium** | **Leader**  Avoid very cold water (e)  Warn participants of the effect of very cold water (m) |  |  |
| Potential inappropriate interaction with the public | Proximity to public.  Lack of supervision. | **Medium** | **Leader**  Set-up of boundaries in a suitable position away from members of public (m).  Maintain a high level of supervision throughout the entire session on the beach and in the water (m).  Effective briefing to participants to stay within boundaries and to take instructions from leader and assistants/parent helpers only (m).  Any signs of public interaction which is inappropriate should be reported to the police (m). |  |  |
| Multiple injuries or fatalities | Earthquake &/or tsunami | **Low** | **Organisation**  Ensure appropriate emergency response plan in place (m)  **Leader**  Know how a tsunami alarm would be raised in area (sirens?)  Brief other leaders on emergency response plan and individual roles (m)  Brief participants and assistants on emergency response plan (m).  Clear water immediately if earthquake is felt and or signs of a tsunami present, and evacuate to higher ground (m) |  |  |

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| **Reviewed by:** |  | **Date:** |  | **Approved by:** |  | **Next Review:** |  |

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| **Specific Site Hazard Analysis:** | By: |  | Date: |  |

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| Site Specific Hazards  - What else could go wrong (at this site)? | Management - How can we control this? |
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| Specific Hazards on the Day  - What could go wrong at this site:  1. On this day (weather, tide, current etc)  2. With these people (participants, staff etc)? | Management - How can we control this? |
| Consider & record each of: |  |
| Wind – Strength and Direction |  |
| Wave Height |  |
| Surf Condition |  |
| Rips, Current, Holes |  |
| Debris, rubbish, pollution |  |
| Wildlife or stingers |  |
| Instructing team, competence & confidence? |  |
| Participant competence, confidence, fitness? |  |
| Teacher/group leader and helpers competence, confidence, helpfulness |  |
| Public proximity, busyness |  |
| Past Incidents  - Any learnings to note? | Management - How can we control this? |
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| **Leadership and Supervision plan:** | By: |  | Date: |  |

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| Supervision Requirements | Consider the risk assessment and the staff required to manage this activity safely | Contact details (mobile phone no./radio no. etc |
| Who is in charge of the activity?  (The Leader) |  |  |
| Who are assisting the leader? |  |  |
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| Staff Competency  Names | Are there any designated roles based on skills/competency (e.g. first aider, life guard, driver etc) |  |
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| **Group members requiring specific management strategies:** Provide **specific management strategies** for participants requiring special attention |
| **Health** (e.g. asthma, allergies, medical conditions, current injury) |
| **Behaviour** (e.g. poor listeners, ADHD, socially inept, short tempers, disobedience/untrustworthy) |
| **Capabilities** (e.g. swimming ability, physical disability) |

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| **Staffing and Supervision Structure:** Specifically describe the **supervision structure** required for the event |
| Supervision structure (includes allocation of roles and allocation of students to supervisors)  (e.g. Number of groups and size, number of supervisors/leaders per group, leaders not directly supervising a group and their role) |

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| **Emergency Communication Plan:** | By: |  | Date: |  |

*This component should help users of the guide to consider site specific characteristics of their activity including details about evacuation procedure, communications (cell coverage), emergency resources and options that are available at the site.*

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| Assistance | | | |
|  | Detail | Location | Phone |
| Emergency | **Police, Fire or Ambulance** |  | 111 |
| Police | **Non-emergency** |  | 105 |
| Police | from **Sat Phone** | North Comms (covers New Zealand north of Turangi): | +64 9 571 2800 |
| Central Comms (covers North Island south of Turangi): | +64 4 381 2000 (ask for Comms) |
| South Comms (whole of the South Island): | +64 3 363 7400 (ask for Comms). |
| Xxxx Hospital |  |  |  |
| Nearest Medical Centre | Open hours? |  |  |
| 24 Hour Surgery | 24 hrs |  |  |
| Urgent Pharmacy |  |  |  |
| Poison Centre |  |  | 0800 POISON (0800 764 766) |

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| Organisation contacts | | | |
|  | Name | Email | Phone |
| Organisation | Office  Sat Phone |  |  |
| Duty manager | Names of people who will need to know about an emergency (who are not next of kin) |  |  |
|  | On Call Phone |  |  |
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| **Participant details/register:**  All participants including leaders, assistants, parents, helpers | | | | | | | By: |  | | Date: |  |
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| Participant Name | Role | Emergency Contact (next of kin, guardian, spouse etc) | Address | Phone | | | Critical Personal information | | |
|  | | e.g. participant, leader, parents/guardians, |  |  |  | | | Allergies, disabilities, medical conditions, medications carried etc | | |
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| **Site/Area Map:** | By: |  | Date: |  |

**Site/Area Map.** *Draw, paste or attach in a map, diagram or photo of your site and note the following if relevant: Access Points, Hazard/out of bounds areas, emergency evacuation/exit points, key locations, locations of landline phones/areas with/without cell reception, emergency service access points and addresses/heli landing area, traffic/parking areas, toilets, water sources, emergency meeting areas, activity areas, drinking water sources, flammable storage areas.*

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| **Resources and Equipment:** | By: |  | Date: |  |

*Use the* ***Beach and Surf Activities GPG*** *and the* ***General Guidance for Organised Outdoor Activities*** *to fill this out for your specific needs:*

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| Participant | Item | # Check | Item | # Check | Item | # Check |
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| **Post Event Review:** | By: |  | Date: |  |

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| Post Event Review  Critical learnings from this event and previous events. |  |
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