

Head Instructor & Teacher in Charge Briefing

Venue		Date of Visit	
School			
Teacher in Charge			
Other Teachers Present			
Number of Pupils attending		Year Level of Pupils	
Number of Parent Helpers			
Beach Ratio		Water Ratio	
<p align="center">SLSNZ Code of Practice Land Based Ratio = 20 : 1 and Water Based Ratio= 5 : 1 This ratio does not include Beach Ed instructors.</p>			
Head Instructor			
Instructors			

I have sighted and been consulted on:

☐

The RAM & Daily Hazard form – Clubhouse, Beach and Water Activities.

I have supplied to the Head Instructor:

☐

A completed Supervision Form

Teacher in Charge _____ (Signature)

Head Beach Ed Instructor _____ (Signature)

Head Instructor send a text to **COORD PHONE** Date, Club, School and number of students

Send this text ASAP in the morning (in case of an emergency the manager/supervisor needs to know the number of students, teachers and parents that might be in danger).

Operational Risk Assessment- Beach Education

Morning Conditions

Club				Date	/	/	Time AM	:	Name				Signature			
PREVAILING WEATHER CONDITIONS (CIRCLE)																
Wind Strength	Still				Light				Moderate				Strong			
Wind Direction	Northerly	Nor'Easterly	Easterly	Sou'Easterly	Southerly	Sou'Westerly	Westerly	Nor'Westerly	Nil							
Weather	Clear		Scattered Cloud		Overcast		Showers		Heavy Rain		Storm					
Wave Height	<0.5		-1		-1.5		-2		-2.5		-3		-3.5		-4	
Surf Condition	Glassy			Slight Chop			Choppy			Rough			Very Rough			
EVENTS IN PROGRESS (CIRCLE)																
Year Group	1	2	3	4	5	6	7	8	Other							
Activities																
Locations																

Afternoon Conditions

Club				Date	/	/	Time PM	:	Name				Signature			
PREVAILING WEATHER CONDITIONS (CIRCLE)																
Wind Strength	Still				Light				Moderate				Strong			
Wind Direction	Northerly	Nor'Easterly	Easterly	Sou'Easterly	Southerly	Sou'Westerly	Westerly	Nor'Westerly	Nil							
Weather	Clear		Scattered Cloud		Overcast		Showers		Heavy Rain		Storm					
Wave Height	<0.5		-1		-1.5		-2		-2.5		-3		-3.5		-4	
Surf Condition	Glassy			Slight Chop			Choppy			Rough			Very Rough			
EVENTS IN PROGRESS (CIRCLE)																
Year Group	1	2	3	4	5	6	7	8	Other							
Activities																
Locations																

Hazards	Risk Description	Raw Risk Assessment				Control Measures	Risk Assessment				Alternative Control Measures	Decisions	
		Likelihood	Consequence	Risk Magnitude	Acceptable Risk?		Likelihood	Consequence	Risk Magnitude	Acceptable Risk?		Residual Risk Magnitude	Acceptable Risk?
ENVIRONMENT													
Weather Conditions	Exposure to sun, or extreme temperatures resulting in sunburn, hypothermia, hyperthermia				Y / N	Slip, slop, slat, wrap. Limit exposure to elements				Y / N			Y / N
Wave Conditions	Conditions are too intense for water users causing drowning				Y / N	Modify interaction/activities				Y / N			Y / N
Rips / Current	Water user coming into contact with rip causing drowning				Y / N	Relocate and or modify interaction or activities				Y / N			Y / N
Sand	In eyes causes irritation; if hot, burned feet												
Natural Debris	In water: drowning, head injury, soft tissue injury On sand: lacerations, fractures, bruises, puncture wounds				Y / N	Relocate and or modify interaction or activities				Y / N			Y / N
Rubbish	Lacerations, poisoning, illness				Y / N	Relocate and or modify interaction or activities				Y / N			Y / N
Pollution	Infective illness, burns, poisoning, chemical exposure,				Y / N	Relocate and or modify interaction or activities				Y / N			Y / N

Hazards	Risk Description	Raw Risk Assessment				Control Measures	Risk Assessment				Alternative Control Measures	Decisions	
		Likelihood	Consequence	Risk Magnitude	Acceptable Risk?		Likelihood	Consequence	Risk Magnitude	Acceptable Risk?		Residual Risk Magnitude	Acceptable Risk?
	gastrointestinal symptoms												
Stingers	Allergic reaction resulting in death, welts, hives				Y / N	Relocate and or modify interaction or activities				Y / N			Y / N
Holes	Drowning, psychological distress				Y / N	Fill holes or Relocate and or modify interaction or activities				Y / N			Y / N
Structures	In water: drowning, head injury, fractures On land: fall resulting in death, head injury, fractures, lacerations				Y / N	Relocate and or modify interaction or activities				Y / N			Y / N
Wet floors	Slipping, tripping, falling resulting in head injury fractures, lacerations				Y / N	Encourage drying off before entering				Y / N			Y / N
					Y / N								
PEOPLE													
Instructor's competency, health and wellbeing	Inability to provide for the H,S & W of others. Poor judgements resulting in harm to themselves or others				Y / N	Check in with instructors, assign duties appropriate to competencies				Y / N			Y / N

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Teacher's competency, confidence and health	Poor judgements that may harm people. Unable to follow instructions or cope with activities leading to harm				Y / N	Assess for competency throughout the day. Modify activities, leadership and delivery. Seek support from regional manager.				Y / N			Y / N
Children's competency, over or under confident, health?	Unable to follow instructions or cope with activities leading to harm				Y / N	Clear guidelines given for appropriate behaviour inside clubhouse. Boundaries clearly stated. Variable participation levels provided.				Y / N			Y / N
Parent's competency, over or under confident, health?	Poor judgements that may harm people. Unable to follow instructions or cope with activities leading to harm				Y / N	Assess for competency throughout the day. Modify activities, leadership and delivery. Seek support from regional manager.				Y / N			Y / N
Members of public	Member of public encourages and/or has an inappropriate interaction w/ student or volunteer				Y / N	Relocate activities. Seek public co-operation to move				Y / N			Y / N
					Y / N					Y / N			Y / N
					Y / N					Y / N			Y / N

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EQUIPMENT													
Road Vehicles	Hit by a moving vehicle resulting in death, head or spinal injury, crush injury, fractures, lacerations				Y/N	Ensure significant distance from moving vehicles, keep vehicles a distance away from activities				Y / N			Y / N
Boogie board	Tripping over leash, nose diving or flying in wind resulting in head, spinal, limb injuries				Y/N	Ensure leash is attached to arm before mobilising, avoid use in high winds, give adequate instruction on wave catching				Y / N			Y / N
ATV	Poor vehicle condition causing fuel spill, pollution, malfunctioning moving parts. May result in poisoning, limb injuries				Y/N	Inspect and isolate or remove. Remove keys.				Y / N			Y / N
IRB	On land: lacerations from prop guard or knife, rusted or sharp trailer. Head or soft tissue injury from falling from IRB. Fuel exposure. In water: death, head injury, fractures, soft				Y/N	Inspect and block trailer when allowing children to sit in. Do not use.				Y / N			Y / N

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		Likelihood	Consequence	Risk Magnitude	Acceptable Risk?		Likelihood	Consequence	Risk Magnitude	Acceptable Risk?		Residual Risk Magnitude	Acceptable Risk?
	tissue injury, lacerations, bruises.												
Club house condition-access and egress	Blocked exits or access points				Y/N	Ensure exits are clear at all times and fire exit doors are unlocked.				Y / N			Y / N
First Aid Room Condition & size	Coming into contact with contaminated materials or sharp objects				Y/N	Limit numbers in the room. Inspect for hazards. Regular cleaning after use.				Y / N			Y / N
Shower & toilet condition & size	Non-functioning locks on doors, toilets; minimal privacy in showers and changing rooms, adults and children dressing in same area				Y/N	Limit numbers in the room. Inspect for hazards and hot water is <65. Regular cleaning. Don't use				Y / N			Y / N
Patrol Tower condition & Size	Trip hazards, table edges, cramped conditions				Y/N	Limit numbers. Regular cleaning, inspect for hazards.				Y / N			Y / N
Kitchen condition and size	Contact with sharps or hot surfaces				Y/N	Limit numbers and surveillance, check for hazards.				Y / N			Y / N
					Y/N					Y/N			Y/N

EMERGENCY RESPONSES	<ul style="list-style-type: none"> • Tsunami – immediately implement local /club evacuation procedures to high ground. • Earthquake – Drop, cover & hold. Keep away from heavy furniture and windows. When shacking stops, evacuate the building. Take phones, wallets and emergency supplies. Then follow the Tsunami evacuation procedure. • Fire – immediately evacuate the building using the designated exits and assemble away from the building in a prearranged location. • Missing person at sea – immediately implement the local/club MPAS procedures, i.e. call ECOS, regional Beach Ed. coordinator and initiate search protocols 		
RELEVANT INDUSTRY STANDARDS	<ul style="list-style-type: none"> • Club Health and Safety Manual • SLSNZ Lifeguard Award Manual. 		
POLICIES AND GUIDELINES RECOMMENDED	<ul style="list-style-type: none"> • Club Health and Safety Manual • SLSNZ Policies and Procedures 		
SKILLS REQUIRED BY ORGANISERS	<p>Instructors (minimum):</p> <ul style="list-style-type: none"> • Surf Lifeguard Award (currently refreshed) • First Aid Certificate (Unit Standards 6401 and 6402) • Beach Ed Instructor Induction Course or 'on the job' training <p>Instructors (recommended):</p> <ul style="list-style-type: none"> • SLSNZ Introduction to Surf Coaching. • One Instructor who meets Senior Regional Guard minimum standards. • First Aid Unit Standards 6400 		
FINAL DECISION ON IMPLEMENTING ACTIVITY	CHOOSE ONE		
	ACCEPT <input checked="" type="checkbox"/>		REJECT <input type="checkbox"/>
	COMMENTS: Review of the Daily Hazard and Risk Assessment is required by all attending Beach Education Instructors and Teachers. Acceptance of the Daily Risk Assessment and Control Measures must be signed off by the Senior Instructor and Teacher in Charge.		

Club: _____ **Date:** _____

<p>Group Name: _____</p> <p>Person in charge: _____</p> <p>Instructors: _____</p> <p>_____</p> <p>Experience Level (Instructors) :</p> <p>_____</p>	<p>Date: _____</p> <p>No. of Participants : _____</p> <p>No. of Supervisors : _____</p>
<p>Medical Conditions Present: _____ Yes/ No</p> <p>Description of Medical Conditions:</p> <p>_____</p> <p>_____</p> <p>Special Needs Consideration</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Participant/ Supervisor RATIO FOR ACTIVITIES:</p> <p>_____</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Land Based = 20 : 1</p> <p>Water Based = 5 : 1</p> <p style="color: red;">This ratio does not include instructors.</p> </div> <p>Time Planned for Water Activities:</p> <p>_____</p>

ACTIVITY AREAS: show total activity area in relation to clubhouse or delivery facility

<p>AM:</p>	<p>PM:</p>
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OTHER COMMENTS:

Signed:

Instructor in Charge:

Signed:

Teacher in Charge:

Please also notify the Beach Ed Coordinator of any incidents immediately **COORD PHONE**