

THE GLIDE SURF SCHOOL

**SURF &
STAND UP PADDLE BOARD (SUP)
COACHING AND INSTRUCTION**

RISK ASSESSMENT

Updated MARCH 2018

Possible Risk	Possible Risk to...			Action to be taken to minimise risk...
	Employees	Pupils	Public	
THE GLIDE SURF SCHOOL TRAILER, PREMISES AND PARKING AREA ON CROMER PROMINADE				
Traffic on slipway and promenade near to The Glide Surf School Trailer and shop premises – permit holders cars, delivery vehicles, NNDC service vehicles, lifeguards and emergency services use only. All traffic is slow moving and area is pedestrian orientated.	✓	✓	✓	<ul style="list-style-type: none"> • Move clients close to trailer and shop premises or in alcove and away from slipway and busy area of promenade as soon as possible. • Instructor to advise any clients of danger (particularly children and parents of children). • Instructor to get group of surf school clients on site then guide groups down onto beach. In busy periods groups to be staggered to avoid high numbers of clients crowding promenade.
Equipment inside of trailer, changing storage area and plastic shed– surfboard and SUP storage, wetsuit rails and boot racks, deck chairs and free seating for clients,	✓	✓	✓	<ul style="list-style-type: none"> • Only Glide Surf School Instructor/staff to go inside trailer, changing storage area and shed to get equipment down from racks and replace at end of day. • Ensure safe and secure storage – racks not to be overloaded, racks have been designed for specific purpose, wetsuit boot and equipment boxes not to be overfilled with heavy items. • Water-butt to be re-filled regularly and kept fresh. • Wetsuit hangers to be stored in buckets and kept close to trailer when not in use. • Dry wetsuits, boots, gloves and hoods to be either kept inside the trailer when not in use. • Employees to understand how to safely lift and handle equipment and heavy items and advise

	✓	✓	✓	<p>surf school clients safest way to lift and carry surfboards, SUP boards and paddles.</p> <ul style="list-style-type: none"> • Regular maintenance checks of all equipment.
<p>Equipment- outside of trailer– surfboard, SUP board and paddle storage, wetsuit rails and boot racks, cleaning water butt, hire clients belonging storage, steps to trailer, wooden seating blocks, Plastic Shed in alcove.</p>	✓	✓	✓	<ul style="list-style-type: none"> • All equipment outside of trailer to be kept neat and tidy at all times. If not in use and dry then to be put away in the trailer, store areas or shed. • Cleaning water butt, steps to trailer and outside seating blocks to be kept close to the wall and trailer so as not to get in the way of the public and convenient for clients. • Wet wetsuits, boots, gloves and hood rails to be places next to the sea wall out of the way of the walking and driving public on the promenade. If windy conditions move to alcove and ensure there is still access to storage and changing are. • Make sure hire clients belonging store box is locked when not in use.
<p>A-Frame Signs, flags, deckchairs, wetsuit and boot rails in front of The Glide Surf School Trailer and shop premises – possible risk of falling especially in high winds?</p>	✓	✓	✓	<ul style="list-style-type: none"> • Ensure they are close to promenade sea wall and in front of The Glide Surf School trailer and premises and not in the general public right of way. • During excessive high winds and or rain then remove from promenade to alcove or sheltered changing area.
<p>Fire – necessity for clear fire exit route from promenade.</p>	✓	✓	✓	<ul style="list-style-type: none"> • Environment in and around the trailer and shop premises is to be non-smoking. • Instructor to be aware of fire procedures. • Regular clearance of rubbish. Regular checking of exits on and off the promenade – in particular

				<p>on busy summer days.</p> <ul style="list-style-type: none"> • Fire/dangerous incident meeting place (promenade wall in front of premises) to be clearly assigned to clients as part of intro talk.
Slippery surfaces from water and sand brought back from beach on equipment or wetsuits	✓	✓	✓	<ul style="list-style-type: none"> • Reduced by non-slip surface promenade. • Signs to be put up around site. • Clients and pupils to be advised of any risk. • Clear up of wet surfaces and sand as soon as possible. • Do not leave wet boards and wetsuits on the promenade in public area. • Sweep and clean changing and shower area on a daily basis.
JOURNEY FROM GLIDE SURF SCHOOL TRAILER AND PREMISES TO CROMER BEACH				
Traffic	✓	✓	✓	<ul style="list-style-type: none"> • Good group management while travelling to the beach across the promenade. • Promote traffic awareness within client groups before leaving the trailer and shop premises.
Carrying equipment down the beach	✓	✓	✓	<ul style="list-style-type: none"> • Use buddy system to carry equipment if needed – using two people to carry one at each end to prevent accidental drops and knocks to the on the way down the beach. • Correct use of handles on boards, SUP's and paddles. • Awareness of general public using promenade and beach at all times.
Losing sight of pupils on the beach	✓	✓		<ul style="list-style-type: none"> • Stress need to stay as a group at all times. • Make regular headcounts. • Define meeting place for lost clients (promenade wall in front of surf school/shop premises). • Also to notify surf school/shop management and lifeguards if lost.

CROMER BEACH AND WATER AREA

<p>General Risks in the water for surf and SUP lessons</p>	✓	✓	✓	<ul style="list-style-type: none"> • Check there are no medical problems that will affect clients in the water. Ask clients to remove jewellery and glasses. • All instructors to Liaise with lifeguards on duty as to best areas for lessons and hire equipment. • Provision of safety talk at waters edge before entering the water. • All clients and pupils are to have competent level of fitness and swimming ability. • Check previous surf/SUP/sea experience of each client/pupils before the lesson or hire. • Maximum number of 8 pupils per instructor. • Instructors to be trained to a minimum of ISA (International Surfing Association) coach level 1, WSA 'SUP safety & rescue', WSA 'Foundation SUP' and recognised beach lifeguard award (eg SLSGB). • Keep group together and close to shore. • Provide surf school vests for easy identification (fluro orange/green) • Advise clients of use of boards as flotation in dangerous conditions. • Offer use of wetsuit boots for protection against stones/ large pebbles and weaver fish.
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Specific Risks in the water for SURF and SUP lessons				
A SLIGHT to MODERATE CROSS OR OFF-SHORE WIND ON AN INCOMING TIDE; WITH A SWELL UP TO 3ft for SURF LESSONS or FLAT WATER FOR SUP LESSONS.	✓	✓		<ul style="list-style-type: none"> • Have particular awareness to any pupils floating on their surfboards without any feet stable on the sea bed as they are more prone to being blown out to sea. • Under these conditions for SUP LESSONS instructor will keep all the pupils inside the parameters of the two yellow marker buoys and as close to the shore-line as deemed safe. • In the case of a slight to moderate cross-shore wind pupils will be encouraged to stay closest to the side of the marked paddling area into the wind so avoid drifting across and outside of it. • The two yellow marker buoys will also be continually monitored and moved towards the shoreline when necessary so there distance never exceeds more than 50m from the shore line. • Especially true if the wind speed increases so be aware if it does and if needed re-call pupils to shore. • In the event that this occurs, or it appears that SURF or SUP lesson pupils are in danger of being carried out to sea, then both visual and verbal instructing and warnings will be given and appropriate action of finishing the lesson may be necessary to prevent them from being at further risk.
A SLIGHT to MODERATE CROSS OR OFF-SHORE WIND ON AN OUTGOING TIDE; WITH A SWELL UP TO 3ft for SURF LESSONS or FLAT WATER FOR SUP LESSONS.	✓	✓		<ul style="list-style-type: none"> • Again have particular awareness to any pupils floating on their surfboards without any feet stable on the sea bed as they are more prone to being blown out to sea. • Increased awareness of rips running out to sea should also be monitored and avoided as well. • Visual and verbal warnings should be applied so that

	✓	✓		<p>pupils should remain close to the shore line not beyond the breaking wave.</p> <ul style="list-style-type: none"> • If the instructor is confident a pupil can adequately surf green waves and confidently paddle against the offshore wind towards the shoreline they may proceed just beyond the breaking waves. • Under these conditions for SUP LESSONS the instructor will keep all the pupils inside the parameters of the two yellow marker buoys and as close to the shore line as deemed safe. • In the case of a slight to moderate cross-shore wind pupils will be encouraged to stay close to the opposite side of the marked paddling area so avoid drifting outside it. • The two yellow marker buoys will also be continually monitored and moved when necessary away from the shoreline with the outgoing tide. This is so the distance always remains safe and consistent from the shoreline to the most furthest paddling area out to sea indicated by the yellow marker buoy parameter. • If the wind speed increases during SURF or SUP LESSONS and it appears that pupils are in danger of being carried out to sea, then both visual and verbal instructing and warnings will be given. • If continued appropriate action re-calling pupils to the shore-line to prevent them from putting themselves at further risk. The lesson will then be reviewed as to whether to continue.
ANY SITUATION WHERE THERE IS A STRONG CROSS OR OFF-SHORE WIND	✓	✓		<ul style="list-style-type: none"> • No pupils in a SURF LESSON should be floating on their Surfboard as previously described (unless deemed very competent) as they are at a higher risk. • All pupils will be asked to remain closer to the shoreline, being able to keep feet on the sea bed at all times

				<p>and surf inside the area of the breaking waves.</p> <ul style="list-style-type: none"> • In the case of strong cross-shore winds the above will apply as well as a designated marked surfing area on the beach to avoid drifting to far from the instructor. • An increased awareness of rips running out to sea should also be monitored and avoided as well. Visual and verbal instructing and warnings should be constantly applied. • No SUP LESSONS will take place in strong cross or Off-shore winds even if sea conditions are flat.
A STRONG SWELL BETWEEN 3-6FT WITH LONG SHORE DRIFT	✓	✓		<ul style="list-style-type: none"> • The instructor will be able to proceed with the SURF lesson providing the tide state is only between low or mid tide. • It must also be deemed safe by the head instructor for each pupil and that pupils are briefed on the conditions. • All pupils will be asked to remain closer to shoreline, being able to keep feet on the sea bed at all times and surf inside the area of the breaking waves. • Pupils should be instructed to return back to shore after each wave and remain inside the designated marked surfing area given by the instructor. • No SUP LESSONS will be given in these conditions.
A FULL HIGH TIDE; WITH SWELL FOR SURF LESSONS AND FLAT FOR SUP LESSONS	✓	✓		<ul style="list-style-type: none"> • High tide SURF LESSONS approximately 2 and half hours either side of the high tide time will generally be avoided unless safe conditions are deemed appropriate (eg. small swell; up to 3ft and on a neap high tide). • The instructor will recall pupils and finish the lesson if the tide pushes up too high so there is a heavy shore break on the high tide line of pebbles and stones. • No surf lessons would be run on high tide if the swell has exceeded 3ft and the water line is past the high tide pebbled bank.

				<ul style="list-style-type: none"> • SUP LESSONS can offered in flat conditions over the high tide. • Special attention must be given to pupils and equipment due the pebbles when getting in and out of the water. • All pupils must be offered wetsuit boots. • The depth of the water close to the shore line will also increase more dramatically due to the gradient of the beach increasing. All pupils should be made aware of the depth change and extra assistance entering and exiting the water if needed. • The yellow marker buoy paddling area will always be positioned well away from any submerged groynes.
VERY ROUGH AND HEAVY SEA SWELL 6FT+, WITH OR WITHOUT STRONG WIND	✓	✓		<ul style="list-style-type: none"> • The instructor must, at the indication of a red flag or conditions the same as when this would be raised in if no lifeguard duty is present, either cancel the lesson or remove the group from the sea, as the conditions may be unsafe. • No SUP LESSONS would be given in these conditions.
VISIBILITY	✓	✓		<ul style="list-style-type: none"> • Where, for any reason, the instructor's visibility of the sea, their pupils and the shoreline (when instructing from sea) for SURF or SUP LESSONS is restricted and proper observations cannot be carried out, the pupils will be re-called from the sea and kept out of the water until conditions clear. • This sort of occurrence could occur when heavy sea fog rolls in and it becomes difficult or impossible to observe the pupils that are in the water. • If conditions cease to clear the lesson will be cancelled.
THE SEA AT HIGH TIDE	✓	✓		<ul style="list-style-type: none"> • Special attention is required when the incoming tide reaches the vicinity of the rocks/ large pebbles and groynes at the full high tide mark on the beach. • Pupils in SURF LESSONS are more at risk in this type of situation and the danger of injury as the waves hit the

				<p>rocks/pebbles and groynes must not be under estimated.</p> <ul style="list-style-type: none"> • The Glide Surf School Instructor must therefore exercise due diligence when the incoming tide is approaching the rocks and groynes and move any pupils to a safer position in the sea or end the SURF LESSON. • Pupils in SUP LESSONS would need to be instructed on the change in depth of water. • Extra care of themselves and the equipment should be taken when entering and exiting the sea. • More shelter on a high tide is offered from offshore wind conditions making this safer for paddling. • Long shore drift can increase slightly on an incoming high if there are cross-shore wind conditions. On a dropping high tide the long-shore drift will decrease. Pupils should be instructed on this so as they can adapt paddling and position in the sea. • The yellow marker buoy paddling area will always be positioned well away from any submerged groynes.
<p>THE SEA ON A LOW TIDE</p>	<p>✓</p>	<p>✓</p>		<ul style="list-style-type: none"> • Persons in the sea at low tide are at a greater risk with any offshore wind conditions as there is less shelter from the buildings, land and cliffs. So more regular observations of the pupils are necessary during that period. • As looking out to sea a low tide reef towards the right hand side of the fishing slope can be a hazard when exposed. This area is to be avoided during any SURF LESSONS unless completely covered with water and beyond the area of the breaking white water waves. This area can be used during SUP LESSONS, however the depth of water must always exceed 4ft in depth. • According to the situations that prevail over the low tide for 1-2 hours before and after, flint rock areas on occasions can become exposed. The instructor

				<p>must be continually monitoring the area used for SURF and SUP LESSONS so as to try and avoid these.</p> <ul style="list-style-type: none"> On a dropping tide shallow water patrols should be taken to detect these and if any concern the lessons working area moved. Visual and verbal warning signs can also be given to the group necessary.
<p>THE USE OF FISHING BOATS AND OTHER SEA VESSELS LAUNCHED AT THE PUBLIC SLIPWAY</p>	✓	✓	✓	<ul style="list-style-type: none"> During the use of the use of the slipway the instructor will keep all pupils well away from any sea vessels and the slipway. On a higher tide if water space is at a minimum pupils will be kept out of the water until the sea vessel has completed entering/exiting and out of the way. Fishing vessels will also be landed at varied times on the beach during mid and low tides. During this process if in close proximity all pupils in either SURF or SUP LESSONS will be asked to leave the sea and wait in a designated safe area on the beach until the fishing vessel is safely landed.
<p>THE USE OF PERSONAL WATERCRAFT</p>	✓	✓	✓	<ul style="list-style-type: none"> For SURF, SUP LESSONS and beach safety consideration needs to be given to all types of Craft. This means that in terms of a safe beach/sea LESSON management, designated areas of use should be followed and adequate space in the sea given to the following: <ul style="list-style-type: none"> -Power Boats -Water Skiers -Sailing Dinghies -Wind / Kite Surfers -Surfboards / Stand Up Paddle Boards -Canoeists / Kayaks Every effort will be made to keep lessons away from members of the public also using watercraft the black and white flagged zone or marked areas.

Low temps of water	✓	✓		<ul style="list-style-type: none"> • Ensure correct equipment and wetsuits and clothing for all. • Ensure that clients stay constantly active in cold water. • Provision of sheltered changing and hot showers in the Glide Surf School/ NNSLSC shared facilities. Advice given to pupils to warm up at the end of the lesson- promote use hot drinks and food.
High/ hot weather conditions	✓	✓		<ul style="list-style-type: none"> • Use of thinner wetsuits, rash vests if necessary. • Ensure pupils use sunscreen and possibly head protection • Ensure pupils are hydrated before, during and after lesson by drinking water/ fluids. • Seek shade if needed
Risks from other water users/sea conditions for surf and SUP lessons.	✓	✓		<ul style="list-style-type: none"> • Provision of safety talk outlining hazards before session in water begins. (emphasis upon groynes and pier) • Vigilance of instructor. • Use of surf craft area marked out by lifeguard black and white flags on beach. • Use of marker bouys (yellow) out to sea for SUP (stand up paddle boarding) lessons to create a designated working area. Make sure all areas for surfing and SUP are not overcrowded. If so then move to an un-crowded area in the water and move flags if necessary.

FIRST AID

Fire prevention and action	✓	✓	✓	<ul style="list-style-type: none"> • All persons of the Glide Surf School should be made aware of fire procedures and prevention. • No smoking. • All clients should be aware of the fire meeting point designated at the start of the lesson. • Log and store on an incident report form if needed.
Weaver Fish/ wasp/ bee stings	✓	✓	✓	<ul style="list-style-type: none"> ▪ Report to the RNLI immediately and place in hot water as the pupil or client can handle. ▪ Check to see if client in anaphylactic. Report to RNLI immediately. Use waspeze. ▪ Log and store on an incident report form if needed.
Sun Burn	✓	✓		<ul style="list-style-type: none"> • All persons are advised to use sunscreen of a high factor when appropriate weather in the session whilst in the water. • Head protection is necessary. • Log and store on an incident report form if needed.
Misuse of Alcohol and Drugs	✓	✓		<ul style="list-style-type: none"> • Any person suspected of being under the influence of drugs or alcohol will not be permitted to participate in the lesson and asked to leave The Glide Surf School premises and area. • Log and store on an incident report form if needed.
HIV and Aids	✓	✓		<ul style="list-style-type: none"> • In the event of a first aid situation, all instructors

				<p>and first-aiders must wear protective gloves; however, the infected person must remain confidential to the rest of the group.</p> <ul style="list-style-type: none"> • Log and store on an incident report form if needed.
Hypodermic Needles and Syringes	✓	✓		<ul style="list-style-type: none"> • Whilst on the beach and teaching a class, if any of these are found the lifeguard patrol should be informed followed by the appropriate services. • Log and store on an incident report form if needed.

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