

# The Glide Surf School

# Risk Assessment

<b>Key terms explained</b>			
<b>Hazard</b>	Something that can cause harm		
<b>Risk</b>	Likelihood of the hazard causing injury X severity of the injury		
<b>Control measure</b>	A safety system that is put in place to reduce the risk of injury		
<b>Risk assessment details</b>			
<b>Location</b>	Cromer beach		
<b>Activity</b>	All activities relating to Surfing and Stand Up Paddleboard (SUP) lessons delivered by The Glide Surf School		
<b>Name of assessor(s)</b>	Stuart Thompson on behalf of The Glide Surf School		
<b>Date of assessment</b>	19/05/2017	<b>Suggested review date</b>	19/05/2018

LIKELIHOOD	3 LIKELY	3 Medium Risk	6 High Risk	9 Very High Risk
	2 UNLIKELY	2 Low Risk	4 Medium Risk	6 High Risk
	1 VERY UNLIKELY	1 Very Low Risk	2 Low Risk	3 Medium Risk
		1 MINOR	2 MAJOR	3 FATAL
SEVERITY OF INJURY				

Hazard	Persons at risk	Likelihood X Severity = Risk level		Control measures in place	Residual Risk level after control measures	
		L	R		L	R
Vehicle traffic on the promenade	Clients Instructors Public	L 2	R 6	North Norfolk District Council (NNDC) speed restrictions NNDC vehicle access restrictions NNDC signage NNDC foreshore officer manages promenade vehicle use Glide Surf School (GSS) instructors to keep clients close to shop area or promenade wall when using promenade area GSS instructors to supervise all clients when walking to and from beach access points First aid equipment available in shop	L 1	R 2
		S 3			S 2	
Manual handling of equipment – GSS employees	Instructors Shop staff	L 2	R 4	Organised racking and storage system in place to prevent awkward lifting operations ‘Buddy’ system in place when moving heavier equipment e.g paddle boards GSS employees given induction on how to safely handle equipment First aid equipment available in shop All equipment checked regularly to ensure no defects which could cause injury during use Extra care taken when crossing uneven ground on the beach	L 1	R 1
		S 2			S 1	

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Manual handling of equipment – clients and members of the public	Instructors Clients Members of the public	L 2	R 4	<p>Clients not to move any equipment except their own surfboards or paddle boards</p> <p>Clients briefed by GSS instructors on safe handling techniques at beginning of each lesson</p> <p>Clients briefed to be aware of other clients, members of the public and water users when moving and handling equipment</p> <p>First aid equipment available</p> <p>All equipment checked regularly to ensure no defects which could cause injury during use</p> <p>All clients to be briefed to take extra care when crossing uneven ground on the beach</p>	L 1	R 2
		S 2			S 2	
Use of storage areas (container, board storage area and hire storage areas) by clients and GSS employees	Clients Instructors Shop staff	L 2	R 4	<p>All storage areas to be kept clean, tidy and well organised</p> <p>Clear pathway to be maintained through changing area at all times</p> <p>Boards to be stored safely and securely after each use</p> <p>Safe handling techniques to be observed by all GSS employees at all times</p> <p>Clients not be involved in storage of any equipment</p> <p>Hanging rails and boot storage rail to be kept away from any pathways during operational hours. Wheels to be locked whenever stationary.</p> <p>Hire storage area to be kept locked at all times – excepting when hire customers are storing or retrieving items. Keys kept on key hooks in shop and managed by shop staff.</p> <p>All equipment checked regularly to ensure no defects which could cause injury during use</p>	L 1	R 1
		S 2			S 1	
Use of advertising materials on promenade (a-frame signs and flags)	Clients Instructors Shop staff Members of the public	L 2	R 4	<p>All equipment checked regularly to ensure no defects which could cause injury during use</p> <p>Correct manual handling techniques to be observed by GSS staff when moving signs and flags</p> <p>Signs and flags not be used during high winds</p> <p>Signs and flags not be block access along main thoroughfare</p>	L 1	R 1
		S 2			S 1	
Slippery surfaces	Clients Instructors Shop staff Members of the public	L 2	R 4	<p>All wet areas to be regularly mopped and dried during operational hours</p> <p>Clients to be advised of risk, particularly using changing areas</p> <p>Avoid leaving wet equipment in high traffic areas</p> <p>Wet floor signs positioned in wet areas</p>	L 1	R 1
		S 2			S 1	
Fire	Clients Instructors Shop staff Members of the public	L 3	R 9	<p>All areas non-smoking</p> <p>All employees made aware of fire procedures</p> <p>Rubbish and cardboard stored safely and regularly disposed of</p> <p>Fire muster point to be clearly defined to clients</p>	L 1	R 2
		S 3			S 2	
Poor visibility (e.g. sea mist and fog)	Clients Instructors	L 2		<p>Weather conditions to be assessed before each lesson</p> <p>Lessons not to be run in excessively poor visibility conditions</p>	L 1	R 1

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		S 3	R 6	<p>GSS instructors to observe safety advice from RNLI lifeguards e.g. red flags</p> <p>If visibility deteriorates during lesson then GSS instructor to end lesson</p> <p>Instructor to make regular headcounts</p> <p>All clients to wear green rash vests for visibility</p>	S 1	
Large surf conditions	Clients Instructors Members of the public	L 2	R 6	<p>Surf conditions to be assessed before each lesson</p> <p>Open lessons to be run around mid to low tide when surf conditions are the most appropriate and safest for learning</p> <p>If surf conditions increase to what the GSS instructor deems to be unsafe during lesson, the lesson to end early</p> <p>All clients to be fully briefed on how to safely handle surfboards in surf conditions</p> <p>GSS instructors to have rescue board within easy reach</p> <p>All sessions run with a 1:8 instructor to client ratio</p> <p>All GSS instructors fully qualified and in possession of appropriate surf rescue certificate</p> <p>All clients to wear green rash vests for visibility</p> <p>Sessions to be run away from other surfing groups wherever possible</p> <p>First aid equipment available</p> <p>RNLI lifeguards on duty May – Sept</p>	L 1	R 2
		S 3			S 2	
Temperature and UV	Clients Instructors Members of the public	L 2	R 4	<p>Appropriate wetsuits, wetsuit boots, gloves and hoods to be made available to clients, depending on temperature</p> <p>Full warm up to be run at beginning of sessions</p> <p>Changing rooms made available for all clients to use</p> <p>Post session hot drinks promoted</p> <p>Clients monitored by instructors during sessions</p> <p>Sun cream and water recommended to clients on hot and sunny days</p> <p>First aid equipment available</p> <p>RNLI lifeguards on duty May – Sept</p>	L 1	R 1
		S 2			S 1	
Offshore winds	Clients Instructors Members of the public	L 2	R 4	<p>SUP lessons not be run in strong offshore wind conditions</p> <p>Clients instructed on how to safely handle surfboards in offshore wind conditions</p> <p>All clients to wear green rash vests for visibility</p> <p>RNLI lifeguards on duty May – Sept</p>	L 1	R 1
		S 2			S 1	
Other water users	Clients Instructors Members of the public	L 2	R 4	<p>RNLI Lifeguard flagged areas to be observed by instructors</p> <p>Sessions to be run away from other water users wherever possible</p> <p>First aid equipment available</p> <p>RNLI lifeguards on duty May – Sept</p>	L 1	R 1
		S 2			S 1	
Dangerous marine life (weever fish, jelly fish)	Clients Instructors Members of the public	L 2	R 2	<p>Wetsuits and wetsuit boots made available to all clients and instructors</p> <p>First aid equipment available</p> <p>RNLI lifeguards on duty May – Sept</p>	L 1	R 1
		S 1			S 1	

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<b>Sharps and other dangerous items on beach</b>	<b>Clients Instructors Members of the public</b>	L 2	R 4	<b>Items to be reported to lifeguard service, or coastguard if lifeguard service not patrolling First aid equipment available</b>	L 1	R 1
		S 2			S 1	