



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	
SLSNZ Code of Practice Land Based Ratio = 20: 1 and Water Based Ratio= 5 : 1 This ratio does not include Beach Ed instructors.			
Head Instructor			
Instructors			

I have sighted and been consulted on:

The RAM/ ORA evaluation for all activities (Clubhouse, Beach, and Water).

I have supplied to the Head Instructor:

A completed Supervision Form

Teacher in Charge _____ (Signature)

Head Beach Ed Instructor _____ (Signature)

Head Instructor ensure all information is accurately entered on the Patrol App, this paper form is to support the discussion of Risk Management process with the Teacher in Charge.

The Patrol App should be started before school arrival and then updated after discussion with Teacher in Charge and again before water activities to update weather/ surf conditions.

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		
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EVENTS IN PROGRESS (CIRCLE)													
Year Group	1	2	3	4	5	6	7	8	Other				
Activities													
Locations													

- SLSNZ Risk Assessment utilises the conditions above inputted into a digital platform – Patrol App.

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, slap, wrap. Limit exposure to elements. Modify activities and time in environment.				Y / N			Y / N
Wave Conditions	Conditions are too intense for water users causing drowning				Y / N	Modify activities, use most suitable area, make activity area shallower/narrower.				Y / N	Don't do water activities		Y / N
Rips / Current	Water user coming into contact with rip causing drowning				Y / N	Relocate water area or modify activities used or both.				Y / N	Don't do water activities.		Y / N
Sand	In eyes causes irritation; if hot, burned feet				Y/N	Wear shoes while walking to beach. Don't use activities that increase risk of sand becoming airborne.				Y/N	Use an alternative grass area for dry games if sand is too hot.		Y/N
Natural Debris	In water: drowning, head injury, soft tissue injury On sand: lacerations, fractures, bruises, puncture wounds				Y / N	Check water and beach areas before activities. Remove debris if safe and manageable. Relocate and or modify activities				Y / N	Don't do water activities if debris is present and cannot be avoided.		Y / N

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Rubbish	Lacerations, poisoning, illness				Y / N	Remove rubbish if safe and achievable to do so. Check areas before use of activities. Relocate and or modify activities if rubbish cannot be removed.				Y / N		Y / N	
Pollution	Infective illness, burns, poisoning, chemical exposure, gastrointestinal symptoms				Y / N	Relocate and or modify interaction or activities				Y / N		Y / N	
Stingers and other marine wildlife	Allergic reaction resulting in death, welts, hives. Bites and/or emotional distress				Y / N	Relocate and or modify interaction or activities				Y / N	Do not do water activities	Y / N	
Holes in sand	Drowning, psychological distress				Y / N	Fill holes or relocate and or modify activities				Y / N	Place safety barriers around area.	Y / N	
Structures	In water: drowning, head injury, fractures On land: fall resulting in death, head injury, fractures, lacerations				Y / N	Make area out of bounds. Relocate and or modify interaction or activities				Y / N		Y / N	

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Wet floors	Slipping, tripping, falling resulting in head injury fractures, lacerations				Y / N	Encourage drying off before entering. Restrict areas wet people can enter.				Y / N	Use wet floor signage. Have an adult in high-risk areas to support safe behaviours.		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	Notify regional coordinator and get additional staff support.		Y / N
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	Head instructor to clearly communicate expectations of teachers and parent help. Monitor competency throughout the day. Modify activities, leadership, and delivery.				Y / N	Seek support from regional manager.		Y / N
Children's competency, over or under confident, health or ability differences.	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	Seek support from teacher in charge and or regional coordinator.		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	Clear communication from head instructor of role. Assess for competency throughout the day. Modify				Y / N	Seek support from teacher in charge and or regional manager.		Y / N

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						activities, leadership, and delivery.							
Members of public	Member of public encourages and/or has an inappropriate interaction w/ student, staff member, teacher, or other adult helper.				Y / N	Relocate activities. Seek public co-operation to move				Y / N	Seek support from regional coordinator or if necessary, police		Y / N
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
Body 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				Y/N	Inspect and isolate or remove. Remove keys.				Y / N			Y / N

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	in poisoning, limb injuries												
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 tissue injury, lacerations, bruises.				Y/N	Inspect and secure trailer when allowing children to inspect or sit in. In water use is not part of standard Beach Ed supervision.				Y / N			Y / N
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.				Y / N	Don't use if unsafe.		Y / N

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Patrol Tower condition & Size	Trip hazards, hard 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

<p>EMERGENCY RESPONSES</p>	<ul style="list-style-type: none"> • Tsunami – immediately implement local /club evacuation procedures to high ground. (CSOP) • Earthquake – Drop, cover & hold. Keep away from heavy furniture and windows. When shaking 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 MPAS procedures. 		
<p>RELEVANT INDUSTRY STANDARDS</p>	<ul style="list-style-type: none"> • Club Health and Safety Manual • SLSNZ Lifeguard Award Manual. 		
<p>POLICIES AND GUIDELINES RECOMMENDED</p>	<ul style="list-style-type: none"> • Club Health and Safety Manual • SLSNZ Policies <ul style="list-style-type: none"> - Lifeguarding Tsunami Response • SLSNZ NSOPs <ul style="list-style-type: none"> - General Risk Assessment - Operational Risk Assessment - SAFER Risk Management - Emergency Operations 		
<p>SKILLS REQUIRED BY ORGANISERS</p>	<p>Instructors (minimum):</p> <ul style="list-style-type: none"> • Surf Lifeguard Award (currently refreshed) • Surf First Aid • Beach Ed Instructor Induction Course or ‘on the job’ training • Online SAFER module • Online Safeguarding Children Module <p>Senior Instructor:</p> <ul style="list-style-type: none"> • As above plus two seasons experience and over 18 years of age. <p>Recommended:</p> <ul style="list-style-type: none"> • Advanced Surf First Aid • Senior Lifeguard Award Patrol Captain • Instructors Award or Surf Coaching/ Junior Surf Group Leader Course. 		
<p>FINAL DECISION ON IMPLEMENTING ACTIVITY</p>	<p>CHOOSE ONE</p>		
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">ACCEPT <input checked="" type="checkbox"/></td> <td style="width: 50%;">REJECT <input checked="" type="checkbox"/></td> </tr> </table>	ACCEPT <input checked="" type="checkbox"/>	REJECT <input checked="" type="checkbox"/>
	ACCEPT <input checked="" type="checkbox"/>	REJECT <input checked="" type="checkbox"/>	
<p>COMMENTS: Review of the Daily Hazard and Risk Assessment is required by all attending Beach Education Instructors and Teachers.</p> <p>Acceptance of the Daily Risk Assessment and Control Measures must be signed off by the Senior Instructor and Teacher in Charge.</p>			



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>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	
AM:	PM:
OTHER COMMENTS:	
Signed: Instructor in Charge:	Signed: Teacher in Charge:

Please also notify the Beach Ed Coordinator of any incidents immediately