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Jersey Surfboard Club Normal Operating Procedure (NOP) & Emergency Action Procedure & Risk Assessment (EAP)

Introduction:

The procedures in this document apply to surfing activity programmes organised by the Jersey Surfboard Club (JSC) on behalf of junior members, Surf Academy, and children taking part in specific JSC/community projects.

JSC Committee members, coaches/instructors, team leaders, managers, lifeguards and external freelance instructors must adhere to the following procedures:

There are two sections:

Section One - Normal Operating Procedure (NOP)

Section Two - Emergency Operating Procedure & Risk Assessment (EAP)

SECTION ONE

Normal Operating Procedure (NOP)

Qualifications and documentation:

1 coach/instructor with 7 surfers, maximum.

Coach/Instructor Qualifications:

First Aid Qualification.

All coach/instructors to hold Surf Life-saving award.

All coach/instructors to hold ISA Level 1 coach or higher level.

Disclosure & Barring Service (DBS) approved documentation.

Please Note: External freelance coaches/instructors hired on a fee basis by the JSC, must possess the above qualifications and have arranged their own independent liability insurance.

Please Note: All children and parents, guardians or carers were asked to complete and sign a medical disclaimer, current injuries and swimming competence abilities prior to the season. All management groups are advised that medication (inhalers etc) can be put with the instructor's First Aid kit. Any medical condition or previous injuries are discussed with persons as appropriate. If a child's medical condition changes e.g. in mid-course of the season, the JSC managers must be advised of the fact(s) by the parent, guardian or carer and followed up in writing, immediately.

Instructor equipment (immediately accessible on the beach):

First Aid kit.

Rescue board.

Mobile phone.

Instructors wear a wetsuit suitable for the conditions, appropriate footwear and instructor vest.

Group equipment:

Steamer wetsuit.

Rash vest.

Surfboard.

Leash.

All of the above equipment is checked visually each week. Any damaged kit is placed in a separate area away from normal kit storage, and any repairs are dealt with on a weekly basis.

Kit check:

Wetsuits are checked for zip function, stitching and tears.
Surfboards are checked for dings, rips or tears, fins and plugs.
Leashes are checked for nicks or lacerations.
First Aid kits are checked and restocked.

Pre-session:

Each group manager should arrive at their session meeting points 20/30 minutes approximately before the start of their particular group session.

JSC group managers decide on the planned venue site for activities depending on the tide, sea conditions, swell height and wind chill; and also the number in their group and their previous experience. The manager is consulted by JSC senior management as to the venue and conditions. All group managers must get themselves fully equipped and ready before meeting their group.

Each group of surfers is met by their group manager, team leader, coaches/instructors at the designated meeting point at pre-arranged times. The managers have notified the groups, parents, guardians or carers (via email, website, Facebook) as to what to wear and what to bring with them for surfing if weather changes considerably. They wear their own swimming costume under their own wetsuit. They also need to bring a towel so they can get changed after surfing for the drive back.

At the venue:

All children to put on wetsuits and are checked for a correct fit. Each group of surfers use their own surfboards or are issued with surfboards (provided by surf school) and are instructed how to carry their boards correctly, if appropriate. Depending on weather conditions, surfers are to apply a suitable sunscreen and coach/instructor will advise accordingly.

Safety is paramount. Therefore, if surfers arrive up to 15 minutes late the session will be run on 15 minutes extra time. Any further delay beyond 15 minutes, the extra time at the end should be discussed with the coach/team manager (e.g. in the case of large groups or on a 1:1 lesson etc).

On the beach:

When the children reach the beach the coach/instructor will give a beach safety briefing and the session proceeds as per ISA guidelines.

End of the session:

Each group and coach/instructor gather on the beach. The equipment is checked correctly (e.g. fins not damaging other boards). Groups and coach/instructor change into dry clothes. Wetsuits are placed in the wetsuit bucket. Group de-briefings to take place either on the beach or other suitable venue. Everyone ensures all kit is accounted for (count in wetsuits) and a final check for litter before leaving. The coach/instructor returns the group to the designated meeting/collection point.

SECTION TWO**Emergency Action Procedure & Risk Assessment (EAP)**

This is broken down in to **five categories** under the following headings:

1 Looking for danger.

2 Risk to all that take part.

3 An incident that involves a minor injury to the surfer and requires no external assistance.

4 An incident that requires assistance from another JSC official.

5 A serious incident or an emergency that requires external assistance to JSC management.

(Following page. Further reference is made to categories 3, 4 and 5, and actions to be taken).

A Risk Assessment must be completed for each session by the coach/instructor with reference to the JSC management teams.

RISK CHART

The areas of surfing where there are clearly defined 'risks' to all that take part, are the following:

RISK	SEVERITY	LIKELIHOOD	TOLERABLE
Risk of drowning	5	0	Yes
Risk of hypothermia	3	0 - 1	Yes
Risk of injury from a surfboard	2	0 - 2	Yes
Risk from stings	1	0 - 1	Yes
Risk of minor injury (sprains and strains)	2	0 - 2	Yes
Risk of getting stuck in a rip	1	0 - 1	Yes
Risk of wetsuit rub	1	0 - 1	Yes

Please Note: All of the above risks can be minimised by following the JSC, International Surfing Association (ISA) and Surf Life Saving Great Britain (SLSGB) guidelines.

An accident or incident must be recorded in the JSC Accident & Incident Form and must be filled in, preferably, by a coach/instructor or a group manager.

Category 3 - actions

Whole group exits water whilst immediate First Aid is given to the injury.

The coach/instructor should then talk to the person and then decide whether they can continue with the session. If they decide not to continue they should return to the surf school or van, change into warm clothing and wait for the rest of the group to return to the surf school or van

Category 4 - actions

Whole group exits the water whilst immediate First Aid is given to the injury.

Other coach/instructor called over with their group, casualty is taken to the surf school or van where further First Aid can be given.

The other coach/instructor carries on with the session with the group, if the number does not exceed 7. If numbers do exceed 7 then the remainder of the session is carried out on the shore. First coach/instructor stays with the casualty where they can get changed in to warm clothes and further medical treatment is sought and applied.

Category 5 - actions

Whole group exits the water, immediate First Aid is applied to the injury.

Phone emergency services with details of the injury – location – number involved. Keep casualty warm and comfortable and monitor vital signs. Phone parents, guardian or carer and provide a full explanation of the incident, First Aid given, current status of the child and advise that emergency services are on their way.

Group returns to the surf school/van's meeting/collection point and get changed, and return to the coach/instructor. Coach/instructor gives any further instructions then calls senior JSC management, and waits for emergency services.

Emergency services deal with casualty (taken to hospital). Coach/instructor and group returns to the meeting/collection point. Senior JSC management go to the hospital. Coach/instructor then checks on casualty's well being before dealing with the end of session tidy up.

Ends.