

PRO-ACTIVE ADVENTURE

HEALTH AND SAFETY PROCEDURE

Activity: Body Boarding

Minimum Instructor Competence:
Water safety qualification, First aid, In house training

Date Reviewed: 1/03/18
Next Review Date: 1/03/19
Completed by: Clive Richley
Competence: Canoe Safety
Is the activity acceptably safe if managed as below? YES
Signature: *C. Richley*

Main Risks (numbered) People at risk: Participating staff and clients

- 1) Drowning
- 2) Drifting out to sea
- 3) Impact of objects to head
- 4) Abrasion injuries
- 5) Hypothermia from emersion (November – April)
- 6) Hypothermia from weather conditions (November – April)
- 7) Heat stroke (Height of summer if in the water for long period of time)
- 8) Sun Burn (Intensity of the sun heightened in the water)
- 9) Exhaustion
- 10) Environmental contamination

How to manage/control/reduce these risks safely (corresponding numbers):

Staff will hold relevant governing body qualifications and a first aid certificate. The matrix is approved by our technical expert.

- 1) Use individually fitted buoyancy aids. Go no deeper than waist deep in small surf and no more than knee deep in moderate surf. Use only life guarded beaches
- 2) Obtain weather report and observe tidal currents and wind direction
- 3) Use beach breaks only and discuss risk and preventative measures in safety briefing prior to entering the water
- 4) Use appropriately fitted wetsuit including boots and gloves when and where necessary
- 5) Do not body board with beginners during this period and make sure clients and staff have winter suits (including boots, gloves and hood if necessary)
- 6) Provision of fibre pile clothing, hats and shelter. Instructor will carry spare food and hot drinks
- 7) Take advantage of natural shade where available. Water to be provided
- 8) Provision and use of water resistant sun block
- 9) Sessions are planned within the capacities of the staff and clients. The instructor takes the tidal flow and wind into account
- 10) Locations chosen are environmentally clean and, if necessary, any open wounds are covered prior to the activity starting

Activity instructors must ensure that full emergency escape details and a full route plan is completed before the activity is undertaken and put in the Activity location file/board in the centre office.

Summoning Help: A call out person is appointed before the activity takes place. This person is contacted on completion of the activity. If not contacted, they will take appropriate action.

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MINIMUM EQUIPMENT TO BE CARRIED

Participants:

- 1) Wet suit
- 2) Buoyancy aid
- 3) Old trainers

Participants to report all equipment defects to the activity instructor immediately.

Instructor:

- 1) First aid kit
- 2) Group shelter
- 3) Hot drink in winter
- 4) Throw line
- 5) Fibre pile fleece, hat and gloves
- 6) Mobile phone and when practical a company radio

Note: The instructor must remove any defective equipment from service, clearly labelling the item with what is wrong and notify the stores person.