



Mornington Peninsula Surf School

ASI Accredited Surf School

Risk Management Register and SOPs

Surfing

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ASI Academy of Surfing Instructors
Setting the World Standard in Surfing and Paddle Education

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RISK MANAGEMENT POLICY STATEMENT

The ASI Accredited Surf School aims to use world's best practice in risk management. Our aim is to minimise reasonably foreseeable harm, and undesirable occurrences, to people, the environment and loss or damage of assets as a result of the school's organised events and activities.

We will ensure risk management is an integral part of all our decision-making processes, we identify and take advantage of opportunities, as well as minimising adverse effects and we will strive to continually improve our risk management practices.

PROCESS

A risk management systematic process has been established, based on the Australian Standard AS/NZS ISO 31000:2009. Everyone involved with the application of risk management should use this process for guidance.

The ASI Accredited Surf School attempts to address potential hazards before they actually lead to problems.

This approach focuses on:

1. risk identification
2. risk assessment
3. a risk elimination or reduction plan
4. implementation of the plan
5. constant evaluation and modification of the plan

MONITORING AND REVIEW

Regular monitoring and review of risks is an important part of the ASI Accredited Surf School's operations. The CEO regularly reviews the Risk Manager Register to ensure it is up to date.

RESPONSIBILITIES

The ASI Accredited Surf School's CEO is responsible for the implementation of the risk management process and ultimately responsible for the management of risks for the ASI Accredited Surf School's activities.

All staff and volunteers are responsible for managing risks in their areas and have a responsibility to comply with the ASI Accredited Surf School's risk management policy and procedures and not knowingly put themselves or others at risk.

Risk Management - Surfing

Risk Management Matrix

Likelihood Matrix

Level	Descriptor	More Detail
A	Almost certain	Is expected to occur
B	Likely	Will occur at most times
C	Possible	Might occur at some time
D	Unlikely	Is not expected to occur / could occur sometime
E	Rare	May occur only in exceptional circumstances

Consequence Matrix

Level	Descriptor	Injuries	More Detail	Financial Impact
1	Insignificant	None	Little or no impact, injury or disruption or inconvenience	<\$1000
2	Minor	First Aid	Minor impact, injury or disruption or inconvenience requiring minimal effort to manage <i>Public embarrassment, low impact and low news</i>	<\$1-\$10,000
3	Moderate	Medical Assistance	Moderate impact, injury or disruption or inconvenience that can be managed under normal circumstances. <i>Public embarrassment, moderate news item</i>	<\$10-\$50,000
4	Major	Extensive Treatment	Major impact, injury or disruption or inconvenience requiring considerable management effort. <i>Loss of production capabilities, public embarrassment, 3rd party action, high news impact</i>	<\$50-\$150,000
5	Catastrophic	Deaths	Extensive impact, injury or disruption or inconvenience requiring massive effort to manage. <i>Public embarrassment, 3rd party action, high news and impact</i>	+\$150,000

Table 3: Level of Risk

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost Certain	M-28	M-40	H-60	E-88	E-100
	Likely	L-16	M-36	H-56	E-84	E-96
	Possible	L-12	M-32	M-52	H-72	E-92
	Unlikely	L-8	L-24	M-48	H-68	H-80
	Rare	L-4	L-20	M-44	H-64	H-76

Low risk (L-4 to L-24)	Manage via routine procedures
Medium risk (M-28 to M-52)	Manage via planned actions
High risk (H-56 to H-80)	Manage via prioritised actions
Extreme risk (E-84 to E-100)	Manage via immediate actions

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The following information is specific to Surfing and is to be read in conjunction with the ASI Accredited School's Workplace Health and Safety (WHS) Policy Manual, Standard Operating Procedures (SOP's) manual, Emergency Action Plan (EAP) and Risk Management Register (Environmental Impact).

	HAZARD	RISK RATING <i>(before risk treatment)</i>			RISK RATING <i>(after risk treatment)</i>		
		Beg	Int	Adv	Beg	Int	Adv
	Water Location Hazards						
1	Waves	E-92	E-92	E-92	L-20	L-20	L-20
2	Rips and currents	E-92	H-80	L-24	L-20	L-20	L-20
3	Dumping shore breaks	E-92	E-92	E-92	L-20	L-20	L-20
4	Sandbanks	E-92	H-72	H-72	L-20	L-20	L-20
5	Other surf users and surf craft	E-92	E-92	E-92	L-24	L-24	L-24
6	Rocks / reef	H-80	H-80	H-80	L-4	L-20	L-20
7	Changing tide conditions	H-80	M-48	M-48	L-20	L-20	L-20
8	Inshore holes	L-24	L-24	L-24	L-20	L-20	L-20
9	Marine creatures – dangerous	H-80	M-80	M-80	L-20	L-20	L-20
10	Marine creatures – non dangerous	M-44	M-44	M-44	L-4	L-4	L-4
11	Pollution	L-20	L-20	L-20	L-4	L-4	L-4
	Weather Hazards						
12	Lightning	H-76	H-76	H-76	L-4	L-4	L-4
13	Sun and heat	H-72	L-72	L-72	L-20	L-20	L-20
14	Rain and cold	H-72	H-72	H-72	L-20	L-20	L-20
15	Wind and windblown sand	H-72	H-72	H-72	L-4	L-4	L-4
16	Changing weather conditions	L-24	L-24	L-24	L-20	L-20	L-20
	Shore Location Hazards						
17	Hot sand	L-24	L-24	L-24	L-20	L-20	L-20
18	Sharp objects	H-76	H-76	H-76	L-20	L-20	L-20
19	Safe access on and off bus / vehicle	H-76	H-76	H-76	L-4	L-4	L-4
20	Traffic at pickup location	H-76	H-76	H-76	L-4	L-4	L-4
21	Uneven ground	L-24	L-24	L-24	L-20	L-20	L-20
22	Other park and footpath users	L-24	L-24	L-24	L-20	L-20	L-20
23	Insect bites	H-80	H-80	H-80	L-24	L-24	L-24
24	Public toilets	H-76	H-76	H-76	L-20	L-20	L-20
	Equipment						
25	Unsafe surfing equipment	M-32	M-32	M-32	L-20	L-20	L-20
26	Own surfboard	E-92	E-92	H-72	L-24	L-24	L-24
27	Leg-rope	E-92	E-92	E-92	L-24	L-24	L-24
	Instruction Hazards						
28	Surfing instructors experience	E-96	E-96	E-96	L-20	L-20	L-20
29	Wiping out	H-92	H-72	H-72	L-24	L-24	L-24
30	Dismount	H-72	M-48	M-48	L-24	L-24	L-24
31	Class size	E-92	M-32	M-32	L-20	L-20	L-24
32	Loss of communication	H-72	H-72	H-72	L-20	L-20	L-20
33	Lack of warm up	M-32	M-32	M-32	L-4	L-4	L-4
34	Gender difference	M-32	M-32	M-32	L-4	L-4	L-4
35	Different cultural or religious customs	M-32	M-32	M-32	L-4	L-4	L-4
36	Language differences	M-72	M-32	M-32	L-4	L-4	L-4
37	Equality of instruction	M-32	M-32	M-32	L-4	L-4	L-4
38	Client has an accident in surf	H-80	H-80	H-80	L-20	L-20	L-20
	Client Characteristics						
39	Swimming skill	E-92	E-92	E-92	L-20	L-4	L-20
40	Surfing ability	E-92	E-92	E-92	L-20	L-20	L-20
41	Low fitness level	E-92	E-92	E-92	L-20	L-20	L-20
42	Attitude	H-72	H-72	H-72	L-20	L-20	L-20
43	Medical conditions	H-76	H-76	H-76	L-20	L-20	L-20
44	Surfers myelopathy	H-76	H-76	H-76	L-20	L-20	L-20

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HAZARD	RISK RATING (before risk treatment)	RISK RATING (after risk treatment)
Instructor Safety		
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45 Rain and cold	M-52	L-24
46 Burn out	M-52	L-24
47 Equipment and clients	H-72	L-24
48 Sun glare	M-52	L-24
49 Carrying surfboards	H-72	L-24
50 Surfboard repair glue and board cleaners	M-52	L-24

Mornington Peninsula Surf School - Risk Management Register & SOP's (Surfing)

No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
1	Water Location	Waves	BEGINNER Waves too large. Knock client over. Cuts, abrasions and other more serious injuries. Possibly death.	Possible	Catastrophic	E-92 Extreme	BEGINNER <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • Participant Declaration signed by client (advises surfing may be dangerous). • conduct location risk assessment. • choose location suitable for clients - spilling (crumbling) waves, less than 1 ½ feet (½ metre), ideal water depth of chest deep or less ➤ During activity: <ul style="list-style-type: none"> • monitor waves. • activity conducted by accredited surfing instructors. ➤ Cancel activity if conditions are/become unsuitable. ➤ Teach / advise clients: <ul style="list-style-type: none"> • always be aware of incoming waves. • surfboard to always be pointed vertical to the wave, not parallel. • catch broken waves only • how to avoid nose-diving the board and being dumped. • go out in waist deep water only. 	Rare/Minor L-20	Instructor / Coach
1	Water Location	Waves	INTERMEDIATE-ADVANCED Hold client under water, break board or leg-rope and have to swim to shore, waves pulls surfboard and you along with it. Cuts, abrasions and other more serious injuries. Neck injuries. Possibly death. Drowning from being held under water or tired out from having to swim back to shore	Possible	Catastrophic	E-92 Extreme	INTERMEDIATE-ADVANCED <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • Participant Declaration signed by client (advises surfing may be dangerous). • conduct location risk assessment. • choose location suitable for clients. ➤ During activity: <ul style="list-style-type: none"> • monitor waves. • activity conducted by accredited surfing instructors. 	Rare/Minor L-20	Instructor / Coach

Mornington Peninsula Surf School - Risk Management Register & SOP's (Surfing)

No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
							<ul style="list-style-type: none"> ➤ Cancel activity if conditions are/become unsuitable. ➤ Teach / advise clients: <ul style="list-style-type: none"> • they could be held under water by a wave (fitness). • how to get to surface if they are being pulled along by board. • always be aware of incoming waves. 		
2	Water Location	Rips and currents	<p>BEGINNER</p> <p>Dragged out of the safe zone. Possibly out to sea some way. Maximum consequence possibility of drowning.</p>	Possible	Catastrophic	E-92 Extreme	<p>BEGINNER</p> <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • conduct location risk assessment. • choose location away from rips/currents, minimal lateral current, small channel present • Participant Declaration signed by client (advises surfing may be dangerous). ➤ During activity: <ul style="list-style-type: none"> • monitor for rips. • rescue board on beach. • activity conducted by accredited surfing instructors. ➤ Teach / advise clients: <ul style="list-style-type: none"> • how to identify rips and how to get out of them. 	Rare/Minor L-20	Instructor / Coach
2	Water Location	Rips and currents	<p>INTERMEDIATE</p> <p>Misjudge exit from rip and be carried out to sea. Become tired paddling to stay in position. Maximum consequence possibility of drowning. Inexperienced instructor chooses unsafe surfing location (unable to identify</p>	Unlikely	Catastrophic	E-80 High	<p>INTERMEDIATE</p> <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • conduct location risk assessment. • choose location suitable for clients. • Participant Declaration signed by client (advises surfing may be dangerous). ➤ During activity: <ul style="list-style-type: none"> • adjust length of activity to suit fitness levels of client. 	Rare/Minor L-20	Instructor / Coach

Mornington Peninsula Surf School - Risk Management Register & SOP's (Surfing)

No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
			rips and correct exit).				<ul style="list-style-type: none"> monitor for rips. activity conducted by accredited surfing instructors. <p>➤ Teach / advise clients:</p> <ul style="list-style-type: none"> where the rips are, speed, strength and length. 		
2	Water Location	Rips and currents	<p>ADVANCED</p> <p>Get caught in a rip and become tired. No injury. Inexperienced instructor chooses unsafe surfing location (unable to identify rips and correct exit).</p>	Unlikely	Minor	L-24 Low	<p>ADVANCED</p> <p>➤ Prior to activity:</p> <ul style="list-style-type: none"> Conduct location risk assessment. Choose location suitable for clients. Participant Declaration signed by client (advises surfing may be dangerous). <p>➤ During activity:</p> <ul style="list-style-type: none"> adjust length of activity to suit fitness levels of client. monitor for rips. activity conducted by accredited surfing instructors. <p>➤ Teach / advise clients:</p> <ul style="list-style-type: none"> where the rips are, speed, strength and length. 	Minor / Rare L-20	Instructor / Coach
3	Water Location	Dumping shore breaks	<p>BEGINNER</p> <p>Cuts, abrasions, other more serious injuries. Possibly death. Damage to surfboard.</p>	Possible	Catastrophic	E-92 Extreme	<p>BEGINNER</p> <p>➤ Prior to activity:</p> <ul style="list-style-type: none"> Participant Declaration signed by client (advises surfing may be dangerous). conduct location risk assessment. choose location away from dumping shore-break. <p>➤ During activity:</p> <ul style="list-style-type: none"> monitor shore-break. activity conducted by accredited surfing 	Rare/Minor L-20	Instructor / Coach

Mornington Peninsula Surf School - Risk Management Register & SOP's (Surfing)

No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
3	Water Location	Dumping shore breaks					<p>instructors.</p> <ul style="list-style-type: none"> ➤ Cancel activity if conditions are/become unsuitable. 		
			<p>INTERMEDIATE-ADVANCED</p> <p>Cuts, abrasions, other more serious injuries. Possibly death. Damage to surfboard.</p>	Possible	Catastrophic	E-92 Extreme	<p>INTERMEDIATE-ADVANCED</p> <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • Participant Declaration signed by client (advises surfing may be dangerous. • conduct location risk assessment. • choose location suitable for clients. ➤ During activity: <ul style="list-style-type: none"> • monitor shore-break. • activity conducted by accredited surfing instructors. ➤ Cancel activity if conditions are/become unsuitable. ➤ Teach / advise clients: <ul style="list-style-type: none"> • not to ride wave all the way into the shore break (close-out). • time your water entry between dangerous sets • correct exit techniques. • could be held under water by a wave (fitness). 	Rare/Minor L-20	Instructor / Coach
4	Water Location	Sandbanks	<p>BEGINNER</p> <p>Diving onto shallow sandbanks. Nose diving board into sandbanks. Possible serious injury.</p>	Possible	Catastrophic	E-92 Extreme	<p>BEGINNER</p> <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • Participant Declaration signed by client (advises surfing may be dangerous. • obtain local knowledge of sandbank shift patterns • conduct location risk assessment. • choose location suitable for clients- away from shallow sandbanks ➤ During activity: 	Rare/Minor L-20	Instructor / Coach

Mornington Peninsula Surf School - Risk Management Register & SOP's (Surfing)

No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
4	Water Location	Sandbanks					<ul style="list-style-type: none"> • monitor sandbanks. • activity conducted by accredited surfing instructors. <ul style="list-style-type: none"> ➤ Cancel activity if conditions are/become unsuitable. ➤ Teach / advise clients: <ul style="list-style-type: none"> • not to dive on but rather to fall flat on the water's surface • location of sandbanks • nose-dive avoidance techniques. 		
			INTERMEDIATE-ADVANCED Wipe-out, can be pushed into shallow sandbank - possible serious injury.	Possible	Major	H-72 High	INTERMEDIATE-ADVANCED ➤ Prior to activity: <ul style="list-style-type: none"> • Participant Declaration signed by client (advises surfing may be dangerous. • obtain local knowledge of sandbank shift patterns • conduct location risk assessment. • choose location suitable for clients -away from shallow sandbanks. ➤ During activity: <ul style="list-style-type: none"> • monitor sandbanks. • activity conducted by accredited surfing instructors. ➤ Cancel activity if conditions are/become unsuitable. ➤ Teach / advise clients: <ul style="list-style-type: none"> • to be aware of location of sandbanks. 	Rare/Minor L-20	Instructor / Coach
5	Water Location	Other surf users and surf craft e.g. General Public swimmers	BEGINNER Collision with other users and/or their equipment resulting in cuts, abrasions to clients and the general public.	Possible	Catastrophic	E-92 Extreme	BEGINNER ➤ Prior to activity: <ul style="list-style-type: none"> • conduct location risk assessment. • conduct activity away from large crowds, areas with other surfers and watercraft and motorized watercraft • conduct lessons in approved areas only, as per 	Unlikely/Minor L-24	Instructor / Coach

Mornington Peninsula Surf School - Risk Management Register & SOP's (Surfing)

No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
		kayaks jet skis, boogie boarders other surfers	<p>Swimmer moves into surf school lesson area, potential to be hit by surfboards.</p> <p>Surfer or other water craft moves into the surf school lesson area, potential to be hit by beginner surfboards.</p> <p>Motorised watercraft, including jet skis moved into the surf lesson area potential injury to clients and the general public.</p> <p>Breathing in exhaust fumes from jet ski and hard for clients to hear instructions above jet ski noise.</p>				<p>local laws:</p> <ul style="list-style-type: none"> ○ not “between the flags” designated for swimmers only ○ no less than 60 metres either side of the flags <ul style="list-style-type: none"> • if lifeguard on duty, always ask them for permission to use your designated location. • organise groups of clients – no more than 1 accredited instructor to 8 clients. • Use softboards, with soft fins and leashes (to minimise injury if hit by board) <p>➤ During activity:</p> <ul style="list-style-type: none"> • monitor for other surfers and surf craft • monitor clients awareness. • activity conducted by accredited surfing instructors • put up “surf activity in progress” signs (as per local laws). <ul style="list-style-type: none"> • If swimmer moves into the lesson area. Stop the lesson / regroup clients. Instructor to advise the swimmer that a lesson is in progress (dangers), and ask them to move back to the area designated for swimmers or out of surf lesson area. • If surfer or other watercraft move into the lesson area. Stop the lesson / regroup clients. Instructor to advise watercraft that lesson in progress (dangers) and if they can move out of the activity area, until lesson is finished or out of surf lesson area. • if jet ski or motorised craft comes too close to surf activity, instructor to call clients out of water. If authorities are at the beach at the time of the surf activity, instructor to advise authorities of jet ski / motorised craft problems otherwise instructor to advise Surf School CEO who will inform authorities. 		

Mornington Peninsula Surf School - Risk Management Register & SOP's (Surfing)

No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
							<ul style="list-style-type: none"> • move clients or modify lesson if too many beach users or watercraft move into activity area. • cancel or postpone activity if too many surf craft and/or surfers and is unsafe for clients. <p>➤ Teach / advise clients:</p> <ul style="list-style-type: none"> • 360-degree surf awareness – always look out for swimmers and other water users • remain still or to move out of a surfer's path who is on the wave. • the prohibition of using surf craft in designated swimming area 		
5	Water Location	Other surf users and surf craft	INTERMEDIATE-ADVANCED Could collide with persons, other surfcraft. Injury to persons and equipment.	ossible	Catastrophic	E-92 Extreme	<p>INTERMEDIATE-ADVANCED</p> <p>➤ Prior to activity:</p> <ul style="list-style-type: none"> • conduct location risk assessment. <p>conduct activity away from large crowds.</p> <p>➤ During activity:</p> <ul style="list-style-type: none"> • monitor for other surfers and surf craft • monitor clients awareness. • activity conducted by accredited surfing instructors • if jet ski comes too close to surf activity, instructor to call clients out of water. <p>➤ Cancel or postpone activity if too many surfers and surf craft and is unsafe for clients</p> <p>➤ Teach / advise clients:</p> <ul style="list-style-type: none"> • to be aware of other surf users and surf craft. • quickly judge other surfers skill level and be prepared to take evasive action. 	Unlikely/ Minor L-24	Instructor / Coach
6	Water Location	Rocks / Reef	BEGINNER Get washed onto, or fall onto, rocks causing cuts, abrasions and other more serious injuries. Possibly	Possible	Catastrophic	H-80 High	<p>BEGINNER</p> <p>➤ Prior to activity:</p> <ul style="list-style-type: none"> • conduct location risk assessment . • choose location away from rocks / reef. • Participant Declaration signed by client (advises of 	Rare/ Insignificant L-4	Instructor / Coach

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No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
6	Water Location	Rocks and Reef	<p>leading to death. Damage to equipment. Leg-rope could get tangled around rocks. Can possibly break legs if slip in hole in reef/rock and wave hits you.</p>				<p>dangers in general).</p> <ul style="list-style-type: none"> ➤ During activity: <ul style="list-style-type: none"> • instructor to monitor for rocks/reef. • activity conducted by accredited surfing instructors. ➤ Teach / advise clients: <ul style="list-style-type: none"> • to stay away from rock/reef. 		
			<p>INTERMEDIATE</p> <p>Get washed onto, or fall onto, rocks causing cuts, abrasions and other more serious injuries. Possibly leading to death. Damage to equipment. Leg-rope could get tangled around rocks. Can possibly break legs if slip in hole in reef/rock and wave hits you.</p>	Unlikely	Catastrophic	H-80 High	<p>INTERMEDIATE</p> <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • conduct location risk assessment . • choose location suitable for client. • client signs Participant Declaration (advises of dangers in general). ➤ During activity: <ul style="list-style-type: none"> • instructor to monitor for rocks/reef. • activity conducted by accredited surfing instructors. ➤ Teach / advise clients: <ul style="list-style-type: none"> • location of rock/reef • to be constantly aware of location of rock/reef. • quick release of leg-rope. • be careful walking over reef / rock. • recommend wearing booties if walking over rock/reef. 	Rare/Minor L-20	Instructor / Coach
7	Water Location	Changing Tide conditions	<p>BEGINNER</p> <p>Increasing swell size, dumping waves. Swept out to sea, dumped by waves resulting in injury - cuts, abrasions, other more</p>	Unlikely	Catastrophic	H-80 High	<p>BEGINNER</p> <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • Participant Declaration signed by client (advises surfing may be dangerous. • conduct location risk assessment • choose tide conditions suitable for clients. 	Rare/Minor L-20	Instructor / Coach

Mornington Peninsula Surf School - Risk Management Register & SOP's (Surfing)

No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
7	Water Location	Changing Tide Conditions	serious injuries, possibly death.				<ul style="list-style-type: none"> ➤ During activity: <ul style="list-style-type: none"> • monitor tide conditions • activity conducted by accredited surfing instructors. ➤ Cancel activity if conditions are/become unsuitable. 		
			INTERMEDIATE-ADVANCED Increasing / decreasing swell size, dumping waves, rips get stronger, less water over reef /rock. Swept out to sea, dumped by waves injury - cuts, abrasions, other more serious injuries, possibly death. Injuries from walking over reef.	Unlikely	Moderate	M-48 Medium	INTERMEDIATE-ADVANCED <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • Participant Declaration signed by client (advises surfing may be dangerous. • conduct location risk assessment • choose tide conditions suitable for clients.. ➤ During activity: <ul style="list-style-type: none"> • monitor changing conditions • activity conducted by accredited surfing instructors ➤ Cancel activity if conditions are/become unsuitable. ➤ Teach / advise clients: <ul style="list-style-type: none"> • recommend clients wear booties over reef/rock bottom if you know tide will be dropping • rips may be stronger (fitness 	Rare / Minor L-20	Instructor / Coach
8	Water Location	Inshore holes	BEGINNER Fall in hole, twist ankle, possibly may break ankle	Unlikely	Minor	L-24 Low	BEGINNER <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • obtain local knowledge of inshore holes. • conduct location risk assessment . • choose area free of inshore holes. • client signs Participant Declaration (advises of dangers in general). ➤ During activity: 	Rare/ Minor L-20	Instructor / Coach

Mornington Peninsula Surf School - Risk Management Register & SOP's (Surfing)

No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
8	Water Location	Inshore Holes					<ul style="list-style-type: none"> instructor to walk into water first, leading clients and showing them the best route out. instructor to monitor for inshore holes. activity conducted by accredited surfing instructors <p>➤ Teach / advise clients:</p> <ul style="list-style-type: none"> to walk (not run) into water. check for inshore holes. not to jump or step from fast moving board. 		
			<p>INTERMEDIATE-ADVANCED</p> <p>Fall in hole, twist ankle, possibly may break ankle</p>	Unlikely	Minor	L-24 Low	<p>INTERMEDIATE-ADVANCED</p> <p>➤ Prior to activity:</p> <ul style="list-style-type: none"> obtain local knowledge of inshore holes. conduct location risk assessment client signs Participant Declaration (advises of dangers in general). <p>➤ During activity:</p> <ul style="list-style-type: none"> instructor to monitor for inshore holes. activity conducted by accredited surfing instructors. <p>➤ Teach / advise clients:</p> <ul style="list-style-type: none"> Location of inshore holes (if known) Look out for inshore holes. 	Rare/ Minor L-20	Instructor / Coach
9	Water Location	Marine creatures - dangerous	<p>ALL LEVELS</p> <p>Bites, attacks, stings, injuries. Possibly leading to death.</p>	Unlikely	Catastrophic	H-80 High	<p>ALL LEVELS</p> <p>➤ Prior to activity:</p> <ul style="list-style-type: none"> ➤ obtain local knowledge of marine creatures. ➤ consult with lifeguard / relevant authorities (as applicable) for warnings of dangerous marine creatures. ➤ conduct location risk assessment. ➤ choose activity area away from marine creatures. <p>➤ During activity:</p> <ul style="list-style-type: none"> monitor for dangerous marine creatures. 	Rare/ Minor L-20	Instructor / Coach

Mornington Peninsula Surf School - Risk Management Register & SOP's (Surfing)

No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
10	Water Location	Marine creatures – non dangerous	ALL LEVELS Whales, dolphins, turtles, seals, otters. Clients could collide with them causing injury	Rare	Moderate	M-44 Medium	<ul style="list-style-type: none"> ➤ Cancel activity if dangerous marine creatures present. ALL LEVELS ➤ Prior to activity: <ul style="list-style-type: none"> • obtain local knowledge of marine creatures. • conduct location risk assessment. • choose activity area away from marine creatures. ➤ During activity: <ul style="list-style-type: none"> • monitor for marine creatures. ➤ Cancel or postpone activity if marine creatures are in the location of the activity area, and pose a safety threat. 	Rare/ Insignificant L-4	Instructor / Coach
11	Water Location	Pollution	ALL LEVELS Possible sickness / infection	Rare	Minor	L-20 Low	<ul style="list-style-type: none"> ALL LEVELS ➤ Prior to activity: <ul style="list-style-type: none"> • obtain local knowledge of pollutants (e.g. storm water drains). • conduct location risk assessment. • choose activity away from polluted area. ➤ During activity: <ul style="list-style-type: none"> • instructor to monitor for signs of pollution. ➤ During activity: <ul style="list-style-type: none"> • cancel activity if pollution presents a danger. 	Rare/ Insignificant L-4	Instructor / Coach
12	Weather	Lightning	ALL LEVELS Client is hit by lightening causing injury and possibly death.	Rare	Catastrophic	H-76 High	<ul style="list-style-type: none"> ALL LEVELS ➤ Prior to activity: <ul style="list-style-type: none"> • check weather reports for storm activity. • conduct location risk assessment. ➤ During activity: <ul style="list-style-type: none"> • instructor to monitor lightning conditions. 	Rare/ Insignificant L-4	Instructor / Coach

Mornington Peninsula Surf School - Risk Management Register & SOP's (Surfing)

No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
							<ul style="list-style-type: none"> ➤ Lessons are cancelled, or postponed, if lightning storms are threatening. 		
13	Weather	Sun and heat	ALL LEVELS Sunburn, dehydration, heat exhaustion, heat stroke	Possible	Major	H-72 High	ALL LEVELS <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • check weather conditions/temperatures. • conduct location risk assessment. • for skin sensitive people (fair skinned) - could plan activity outside hottest part of day i.e. before 10 am or after 2 pm (if tides and conditions permit). • provide sunscreen (where applicable), long sleeve rash vests, drinking water, shade tent if no natural shade (as appropriate). ➤ During activity: <ul style="list-style-type: none"> • monitor clients for sunburn / heat exhaustion including asking clients how they are feeling. • clients to be brought into shade / provided with water as appropriate. ➤ Cancel activity if conditions get too hot for clients. ➤ Teach / advise clients: <ul style="list-style-type: none"> • to wear sunscreen and rash vest (if not allergic to these). • drink water. • to let instructor know if they feel hot/heat exhaustion. 	Rare/ Minor L-20	Instructor / Coach
14	Weather	Rain and cold	ALL LEVELS Hypothermia	Possible	Major	H-72 High	ALL LEVELS <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • check weather conditions/temperatures. • conduct location risk assessment. • provide wetsuits, sunscreen, drinking water. Can also provide booties/gloves/hood, (as applicable). 	Rare/ Minor L-20	Instructor / Coach

Mornington Peninsula Surf School - Risk Management Register & SOP's (Surfing)

No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
							<ul style="list-style-type: none"> ➤ During activity: <ul style="list-style-type: none"> • monitor clients including asking clients how they are feeling and observing if they are shivering. • clients to be brought into shelter (warmth) as appropriate. ➤ Cancel activity if conditions get too cold for clients. ➤ Teach / advise clients: <ul style="list-style-type: none"> • to wear wetsuits and booties/gloves/hood (as applicable) • let instructor know if they feel cold. 		
15	Weather	Wind and windblown sand	<p>BEGINNER</p> <p>Wind may blow sand into client's eyes. Wind can blow boards around on the beach and hit clients and other people and cause injury</p>	Possible	Major	H-72 High	<p>BEGINNER</p> <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • check weather reports for wind strength. • conduct location risk assessment. • choose suitable location – wind less than 20 kph ➤ During activity: <ul style="list-style-type: none"> • keep clients away from wind, in a sheltered area. • monitor wind conditions. ➤ Cancel activity if it is too windy for clients. ➤ Teach / advise clients: <ul style="list-style-type: none"> • danger of sand being blown into eyes. • how to carry boards in windy conditions. 	Rare/ Insignificant L-4	Instructor / Coach
15	Weather	Wind and windblown sand	<p>INTERMEDIATE-ADVANCED</p> <p>Flick board off wave, and there is a strong on-shore wind, board could blow board straight back and hit client / other surf users.</p>	Possible	Major	H-72 High	<p>INTERMEDIATE-ADVANCED</p> <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • check weather reports for wind strength. • conduct location risk assessment. • choose suitable location - wind less than 20 kph ➤ During activity: <ul style="list-style-type: none"> • monitor wind conditions. 	Rare/ Insignificant L-4	Instructor / Coach

Mornington Peninsula Surf School - Risk Management Register & SOP's (Surfing)

No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
							<ul style="list-style-type: none"> ➤ Cancel activity if it is too windy for clients. 		
16	Weather	Changing weather conditions	<p>BEGINNER</p> <p>Increasing swell size, dumping waves, rips get stronger Swept out to sea. Dumped by waves resulting in injury - cuts, abrasions, other more serious injuries, possibly death.</p>	Unlikely	Minor	L-24 Low	<p>BEGINNER</p> <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • check weather and wind forecasts information for suitable conditions. • conduct location risk assessment. • choose location suitable for clients. • Participant Declaration signed by client (advises surfing may be dangerous). ➤ During activity: <ul style="list-style-type: none"> • monitor changing conditions • activity conducted by accredited surfing instructors ➤ Cancel activity if conditions are/become unsuitable. 	Minor / Rare L-20	Instructor / Coach
16	Weather	Changing weather conditions	<p>INTERMEDIATE-ADVANCED</p> <p>Increasing swell size, dumping waves, rips get stronger Swept out to sea. Dumped by waves resulting in injury - cuts, abrasions, other more serious injuries, possibly death.</p>	Unlikely	Minor	L-24 Low	<p>INTERMEDIATE-ADVANCED</p> <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • check weather and wind forecasts information for suitable conditions. • conduct location risk assessment. • choose location suitable for clients. • Participant Declaration signed by client (advises surfing may be dangerous). ➤ During activity: <ul style="list-style-type: none"> • monitor changing conditions • activity conducted by accredited surfing instructors ➤ Cancel activity if conditions are/become unsuitable. 	Minor / Rare L-20	Instructor / Coach

Mornington Peninsula Surf School - Risk Management Register & SOP's (Surfing)

No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
17	Shore Location	Hot sand	ALL LEVELS Client suffers minor burns to soles of their feet.	Unlikely	Minor	L-24 Low	<p>ALL LEVELS</p> <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • check weather reports for hot weather. • conduct location risk assessment • choose area for best route to the wet sand ➤ Teach / advise clients: <ul style="list-style-type: none"> • sand is hot and to move quickly as possible. • wear thongs or footwear that is not valuable (in case it is stolen from beach/shore whilst in water). 	Rare/ Minor L-20	Instructor / Coach
18	Shore Location	Sharp objects	ALL LEVELS Sharp objects around set up area, at beach and car park (e.g. minor cuts from glass or sharp rocks and sticks). A needle injury may cause serious infection leading to long-term illness or death.	Rare	Catastrophic	H-76 High	<p>ALL LEVELS</p> <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • conduct location risk assessment (no sharp objects). • Where possible, choose activity area where the council regularly sweep gutters and roads and the beach is swept and groomed mechanically. ➤ During activity: <ul style="list-style-type: none"> • instructor to monitor the area for sharp objects. ➤ Cancel/alter activity location as necessary. ➤ Teach / advise clients: <ul style="list-style-type: none"> • to wear footwear until they head down to beach / shore. 	Rare/ Minor L-20	Instructor / Coach
19	Shore Location	Safe access on and off bus / vehicle	ALL LEVELS Falling on stairs when exiting bus / vehicle. Hit by passing vehicle when exiting/entering bus / vehicle. Twist or break ankle when falling on stairs. If a passing car hits client	Rare	Catastrophic	H-76 High	<p>ALL LEVELS</p> <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • choose safe place for pick up and drop off i.e. bus is parked in a safe place, close to the kerb. • meet clients at set down and pick up. ➤ Teach / advise clients: <ul style="list-style-type: none"> • to mind their step as they exit the bus. 	Rare/ Insignificant L-4	Instructor / Coach

Mornington Peninsula Surf School - Risk Management Register & SOP's (Surfing)

No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
20	Shore Location	Traffic pick up location	there is potential for major injury or death. ALL LEVELS Hit by passing traffic causing injury and possible death	Rare	Catastrophic	H-76 High	ALL LEVELS <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • identify the safest location for pick up / set down. • bus drivers informed of f safest location for pick up and set down. ➤ During activity: <ul style="list-style-type: none"> • escort clients to safe beach/park area. ➤ Teach / advise clients: <ul style="list-style-type: none"> • to be aware of car park traffic before exiting bus. 	Rare/ Insignificant L-4	Instructor / Coach
21	Shore Location	Uneven ground	ALL LEVELS Clients may roll ankles when walking over uneven ground in car park, grassy area or on the beach causing injury – twisted ankle, grazing	Unlikely	Minor	L-24 Low	ALL LEVELS <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • choose well maintained location and set down areas where there is even ground. ➤ Teach / advise clients: <ul style="list-style-type: none"> • to watch for holes in the sand, when walking along beach. 	Rare/ Minor L-20	Instructor / Coach
22	Shore Location	Other park of footpath users	ALL LEVELS e.g. someone riding bikes, running, playing ball sports, roller skating, skate-boarding – client knocked over and suffers minor bruising, grazes / cuts	Unlikely	Minor	L-24 Low	ALL LEVELS <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • choose set up area safe set up area away from footpath and other park users. ➤ During activity: <ul style="list-style-type: none"> • Instructor to escort clients at all times. ➤ Teach / advise clients: <ul style="list-style-type: none"> • to watch out for other park and footpath users and to stay out of their way. 	Unlikely/ Minor L-20	Instructor / Coach

Mornington Peninsula Surf School - Risk Management Register & SOP's (Surfing)

No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
23	Shore Location	Insect bites	ALL LEVELS e.g. spider, ant, bee, wasp, or any other insect – client is bitten and suffers stinging, itching. If client is allergic, may result in death	Unlikely	Catastrophic	H-80 High	ALL LEVELS ➤ Prior to activity: <ul style="list-style-type: none"> obtain local knowledge of insects that inhabit the location area and their locations. choose safe location free of insects and possible insect nests. client completes Participant Declaration (that identifies medical conditions). if allergic, ask clients if they have any medication and keep in handy location. 	Unlikely/ Minor L-24	Instructor / Coach
24	Shore Location	Public toilets	ALL LEVELS Children could be abducted or harassed, physical harmed	Rare	Catastrophic	H-76 High	ALL LEVELS ➤ Prior to activity: <ul style="list-style-type: none"> obtain local knowledge of dangers in the location. choose safe location. ➤ During activity: <ul style="list-style-type: none"> an adult (known to the instructor) escorts minors to toilets. children go in groups / pairs to toilets. 	Rare/ Minor L-20	Instructor / Coach
25	Equipment	Unsafe surfing equipment	ALL LEVELS Injury to client – cuts and abrasions	Possible	Minor	M-32 Medium	ALL LEVELS ➤ Prior to activity: <ul style="list-style-type: none"> check equipment for damage, in good working, suitable for clients. 	Rare/ Minor L-20	Instructor / Coach
26	Equipment	Own Surfboard	BEGINNER Rash received from own board. Injury received from damaged boards. Surfboard collision with others and own surfboard	Possible	Catastrophic	E-92 Extreme	BEGINNER ➤ Prior to activity: <ul style="list-style-type: none"> check board and fins for damage. conduct location risk assessment. choose a location that does not have a high number of other surf users. 	Unlikely/ Minor L-24	Instructor / Coach

Mornington Peninsula Surf School - Risk Management Register & SOP's (Surfing)

No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
			resulting in cuts, abrasions.				<ul style="list-style-type: none"> ➤ During activity: <ul style="list-style-type: none"> • use beginner special soft boards with flexible fins • monitor for other surfers / surfboards on waves • monitor and correct client's awareness. • rescue board on beach. • activity conducted by accredited surfing instructors ➤ Cancel or postpone activity if too many surfers on waves and pose a danger. ➤ Teach / advise clients: <ul style="list-style-type: none"> • how to protect from own surfboard. • areas of board that can cause injury. • correct board handling techniques. • 360-degree awareness 		
26	Equipment	Own Surfboard	<p>INTERMEDIATE</p> <p>Run over other people with surfboard. Surfboard breaks in larger waves and have to swim to shore. Surfboard held under water with strong recoil. Possible, cuts abrasions.</p>	Possible	Catastrophic	E-92 Extreme	<p>INTERMEDIATE</p> <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • check board and fins for damage. • conduct location risk assessment. • choose a location that does not have a high number of other surf users. ➤ During activity: <ul style="list-style-type: none"> • monitor for other surfers / surfboards • monitor and correct clients awareness. • adjust length of activity to suit fitness levels of client. • carry out activity near other surfers (as appropriate) in case board breaks. • activity conducted by accredited surfing instructors ➤ Cancel or postpone activity, if too many surfers on waves and pose a danger ➤ Teach / advise clients: <ul style="list-style-type: none"> • how to check tension in leg-rope before surfacing • 360 degree awareness 	Unlikely/ Minor L-24	Instructor / Coach

Mornington Peninsula Surf School - Risk Management Register & SOP's (Surfing)

No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
							<ul style="list-style-type: none"> • may need to swim back to shore if board breaks (good fitness) • stay near other surfers. • recommend a nose guard on board (as applicable). 		
26	Equipment	Own Surfboard	<p>ADVANCED</p> <p>Run over other people with surfboard. Surfboard breaks in larger waves and have to swim to shore. Surfboard held under water with strong recoil. Possible, cuts abrasions. Advanced level have more skill so less of a hazard.</p>	Possible	Major	H-72 High	<p>ADVANCED</p> <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • check board and fins for damage. • conduct location risk assessment. • choose a location that does not have a high number of other surf users. ➤ During activity: <ul style="list-style-type: none"> • monitor for other surfers / surfboards • monitor and correct clients awareness. • adjust length of activity to suit fitness levels of client. • carry out activity near other surfers (as appropriate) in case board breaks. • activity conducted by accredited surfing instructors ➤ Cancel or postpone activity, if too many surfers on waves and pose a danger ➤ Teach / advise clients: <ul style="list-style-type: none"> • how to check tension in leg-rope before surfacing • 360 degree awareness • may need to swim back to shore if board breaks (good fitness) • stay near other surfers. • recommend a nose guard on board (as applicable). 	Unlikely/ Minor L-24	Instructor / Coach

Mornington Peninsula Surf School - Risk Management Register & SOP's (Surfing)

No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
27	Equipment	Leg-ropes	<p>BEGINNER</p> <p>Recoil, fingers caught in leg-rope, Tangled around client</p> <p>Recoil resulting in collision with surfboard resulting in cuts, abrasions, possibly leading to death. Injury to, body parts and/or loss of fingers.</p>	Possible	Catastrophic	E-92 Extreme	<p>BEGINNER</p> <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • choose correct size leg-rope for board. • check leg-rope for damage • check leg-rope is correctly attached to board. ➤ During activity: <ul style="list-style-type: none"> • monitor and correct clients in leg-rope use. • activity conducted by accredited surfing instructors ➤ Teach / advise clients: <ul style="list-style-type: none"> • about leg-rope recoil. • not to put their fingers through leg-rope tie cord. • make sure leg-rope is not tangled around body. • one-hand release. • not to use leg-rope as a "tow" rope. • cover up procedures 	Unlikely/Minor L-24	Instructor / Coach
27	Equipment	Leg-ropes	<p>INTERMEDIATE--ADVANCED</p> <p>Recoil, tangled on rocks/reef. Leg-rope breaks in larger waves and have to swim to shore, maybe against rips/currents</p> <p>Recoil resulting in collision with surfboard resulting in cuts, abrasions, possibly leading to death. Carried out to sea by rips/currents. Tired out from swimming – possibly drowning.</p>	Possible	Catastrophic	E-92 Extreme	<p>INTERMEDIATE-ADVANCED</p> <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • use correct size leg-rope for board. e.g. use longer, thicker leg-rope for bigger boards and in larger waves • check leg-rope for damage and correctly attached. ➤ During activity: <ul style="list-style-type: none"> • monitor and correct clients in leg-rope use. • activity conducted by accredited surfing instructors ➤ Teach / advise client: <ul style="list-style-type: none"> • check tension in leg-rope before surfacing. • use one-hand release in emergencies. • may need to swim to shore if leg-rope breaks (fitness) 	Unlikely/Minor L-24	Instructor / Coach

Mornington Peninsula Surf School - Risk Management Register & SOP's (Surfing)

No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
28	Instruction	Surfing Instructors Experience	<p>Inexperienced surfing instructors, with poor surfing skill, choose unsafe surfing locations - not able to assess surfing conditions, suitable waves for client group, tides, weather conditions, correct equipment, etc. Putting clients at risk of injury, potential being caught in rips, injury from equipment, waves, other water users.</p> <p>Instructors not skilled in first aid, surf rescue. If clients get into danger, the instructors are not able to provide immediate aid (i.e. before help arrives, or in unpatrolled areas) which could result in more serious injury / death to clients.</p>	Likely	Catastrophic	E-96 Extreme	<ul style="list-style-type: none"> ➤ Lessons delivered by accredited surfing instructors with minimum: intermediate surfing skill (for teaching beginner to intermediate level) advanced surfing skill (for teaching advanced level) ➤ Surfing instructors hold current surf rescue and first aid qualifications. 	Rare/ Minor L-20	Instructor / Coach
29	Instruction	Wiping out	<p>BEGINNER</p> <p>Hit by board. Fall and hit sand bottom. Cuts, abrasions, possible spine damage.</p>	Possible	Catastrophic	E-92 Extreme	<p>BEGINNER</p> <ul style="list-style-type: none"> ➤ During activity: <ul style="list-style-type: none"> • monitor and correct clients wipe-out techniques • activity conducted by accredited surfing instructors ➤ Teach / advise client: <ul style="list-style-type: none"> • correct wipe-out procedures • to be aware of water depth at all times. 	Unlikely/ Minor L-24	Instructor / Coach
29	Instruction	Wiping out	<p>INTERMEDIATE-ADVANCED</p> <p>Hit by board, hit bottom – reef / rock / sand, caught in</p>	Possible	Major	H-72 High	<p>INTERMEDIATE – ADVANCED</p> <ul style="list-style-type: none"> ➤ During activity: <ul style="list-style-type: none"> • monitor and correct clients wipe-out techniques • activity conducted by accredited surfing instructors 	Unlikely/ Minor L-24	Instructor / Coach

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No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
			<p>impact zone of incoming waves</p> <p>Cuts, abrasions, other more serious injuries possible death to self or others.</p> <p>Possible drowning if caught in impact zone of incoming waves in large surf.</p>				<ul style="list-style-type: none"> ➤ Teach / advise client: <ul style="list-style-type: none"> • to be aware of water depth at all times. • don't kick off bottom on reef/rock bottom break without booties. • don't dive deep if shallow water • fitness level in case of held under water in impact zone • wipe-out procedures (e.g. correctly diving off board, feel for leg-rope tension, hands in position to protect body from surfboard recoil). • recommend clients wear booties over reef/rock bottom break. 		
30	Instruction	Dismount	<p>BEGINNER</p> <p>Student dismounts from board incorrectly - resulting in sprained ankles, possible spinal injuries from diving off board into shallow water.</p>	Possible	Major	H-72 High	<p>BEGINNER</p> <ul style="list-style-type: none"> ➤ During activity: <ul style="list-style-type: none"> • monitor and correct client's wipe-out techniques • activity conducted by accredited surfing instructors ➤ Teach / advise clients: <ul style="list-style-type: none"> • correct dismount procedures (eg. don't dive off board, fall flat) • be aware of water depth at all times. • don't jump off fast moving board – wait until it slows down (can sprain ankles) 	Unlikely/Minor L-24	Instructor / Coach
30	Instruction	Dismount	<p>INTERMEDIATE-ADVANCED</p> <p>Student dismounts from board incorrectly – caught in impact zone. Dives over shallow reef. Possible serious injury</p>	Unlikely	Moderate	M-48 Medium	<p>INTERMEDIATE-ADVANCED</p> <ul style="list-style-type: none"> ➤ During activity: <ul style="list-style-type: none"> • monitor and correct clients wipe-out techniques • activity conducted by accredited surfing instructors ➤ Teach / advise clients: <ul style="list-style-type: none"> • correct dismount procedures (e.g for the size of waves, impact zone) • be aware of water depth at all times. 	Unlikely/Minor L-24	Instructor / Coach

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No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
31	Instruction	Class size	BEGINNER With a high instructor to client ratio, instructor may not be able to effectively to watch all clients. Beginners may not have good surf skills, tire easily and get into trouble. Possible injury, drowning..	Possible	Catastrophic	E-92 Extreme	BEGINNER ➤ Prior to activity: <ul style="list-style-type: none"> recommended class size is no more than 8 clients to 1 instructor . Permitted 10 students to 1 instructor. Ideal is 4 clients to 1 instructor. adjust class size to suit conditions and client skill. ➤ During activity: <ul style="list-style-type: none"> activity conducted by accredited surfing instructors Instructor to position themselves where all clients can be seen and assisted. monitor class size is suitable for client group count number of clients at regular intervals including prior to and exiting the water. 	Rare/ Minor L-20	Instructor / Coach
31	Instruction	Class size	INTERMEDIATE-ADVANCED May not be able to effectively watch all clients. Washed onto rocks, taken out to sea in rips. Client could be tired but should have okay fitness and surf skills. Possible injury from hitting rocks.	Possible	Minor	M-32 Medium	INTERMEDIATE-ADVANCED ➤ Prior to activity: <ul style="list-style-type: none"> recommended class size is no more than 8 clients to 1 instructor . Permitted 10 students to 1 instructor. Ideal is 4 clients to 1 instructor. adjust class size to suit conditions and client skill. ➤ During activity: <ul style="list-style-type: none"> monitor class size is suitable for client group activity conducted by accredited surfing instructors activity conducted by accredited surfing instructors Instructor to position themselves where all clients can be seen and assisted. monitor class size is suitable for client group count number of clients at regular intervals including prior to and exiting the water. 	Rare/ Minor L-20	Instructor / Coach
	32	Loss of communication	BEGINNER Noise of waves and distance from client may mean it is	Possible	Major	H-72 High	BEGINNER ➤ During activity: <ul style="list-style-type: none"> activity conducted by accredited surfing 	Rare/ Minor L-20	Instructor / Coach

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No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
32	Instruction	Loss of communication	difficult to communicate to them. Beginner may have little surf knowledge, misunderstand communication, possibly resulting in injury.				<ul style="list-style-type: none"> instructors. Monitor noise and ability to communicate to clients <ul style="list-style-type: none"> ➤ Teach / advise clients: <ul style="list-style-type: none"> arm signals e.g. there has been an accident; proceed out to sea, go to the left, go to the right, remain stationary, call for assistance. whistle signals (as appropriate to location). 		
			INTERMEDIATE-ADVANCED Noise of waves and distance from client may mean it is difficult to communicate to them - possibly resulting in injury	Possible	Major	H-72 High	INTERMEDIATE-ADVANCED <ul style="list-style-type: none"> ➤ During activity: <ul style="list-style-type: none"> activity conducted by accredited surfing instructors. monitor noise and ability to communicate to clients ➤ Teach / advise clients: <ul style="list-style-type: none"> arm signals e.g. there has been an accident; proceed out to sea, go to the left, go to the right, remain stationary, call for assistance. whistle signals (as appropriate to location). 	Rare/Minor L-20	Instructor / Coach
33	Instruction	Lack of warm up	ALL LEVELS Injury including pulled muscles, back injuries, back strain	Possible	Minor	M-32 Medium	ALL LEVELS <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> do basic stretch warm-up. (Ask others if they play other sports, they may have their own warm-up routine). 	Unlikely/Minor L-24	Instructor / Coach
34	Instruction	Gender difference	ALL LEVELS Inappropriate touching, sexual harassment, assault	Possible	Minor	M-32 Medium	ALL LEVELS <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> instructor to be appropriately trained. ➤ During activity: <ul style="list-style-type: none"> instructors not to touch sensitive and personal areas and not to touch inappropriately. ➤ Teach / advise clients: <ul style="list-style-type: none"> that a simulation situation may involve some 	Rare/Insignificant L-4	Instructor / Coach

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No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
							physical contact with the instructor.		
35	Instruction	Different cultural or religious customs	ALL LEVELS Offending individuals and groups religion	Possible	Minor	M-32 Medium	ALL LEVELS <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • assess cultural beliefs (as applicable). • Instructor to be appropriately trained and act accordingly. 	Rare/ Insignificant L-4	Instructor / Coach
36	Instruction	Language difference	ALL LEVELS Misunderstanding that leads to clients taking unnecessary risks.	Possible	Major	M-72 Medium	ALL LEVELS <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • assess client's language skills. • organise a foreign language instructor (as appropriate). ➤ Cancel activity if instructor is not able to communicate with clients. 	Rare/ insignificant L-4	Instructor / Coach
37	Instruction	Equality of instruction	ALL LEVELS Offending individuals.	Possible	Minor	M-32 Medium	ALL LEVELS <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • instructor to be appropriately trained. ➤ During activity: <ul style="list-style-type: none"> • use appropriate language for all clients. • do not single out one group for more attention based on gender. • give both genders the same opportunity to learn. 	Rare/ Insignificant L-4	Instructor / Coach
38	Instruction	Client has an accident in surf	BEGINNER Other clients are neglected and left in the water unsupervised. Beginners may have little surf knowledge. Possible serious injury.	Unlikely	Catastrophic	H-80 High	BEGINNER <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • instructor to know emergency procedure for the location. • First aid equipment location is known and accessible (as appropriate) • instructor holds current first aid and water rescue qualifications. 	Rare/ Minor L-20	Instructor / Coach

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No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
38	Instruction	Client has an accident in surf					<ul style="list-style-type: none"> ➤ During activity: <ul style="list-style-type: none"> • follow emergency procedure. ➤ Teach / advise clients <ul style="list-style-type: none"> • what to do in the event of an accident. e.g arm signals e.g. there has been an accident, come into shore straight away. 		
			INTERMEDIATE-ADVANCED Other clients are neglected and left in the water unsupervised. Possible serious injury.	Unlikely	Catastrophic	H-80 High	INTERMEDIATE-ADVANCED <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • instructor to know emergency procedure for the location. • First aid equipment location is known and accessible (as appropriate) • instructor holds current first aid and water rescue qualifications. ➤ During activity: <ul style="list-style-type: none"> • follow emergency procedure. ➤ Teach / advise clients <ul style="list-style-type: none"> • what to do in the event of an accident. e.g arm signals e.g. there has been an accident, come into shore straight away. 	Rare/Minor L-20	Instructor / Coach
39	Instruction	Swimming skill	BEGINNER Poor or no swimming skills, clients can tire out easily, could result in drowning.	Possible	Catastrophic	E-92 Extreme	BEGINNER <ul style="list-style-type: none"> ➤ Prior to activity: <ul style="list-style-type: none"> • client completes Participant Declaration (that identifies if they can swim). • choose patrolled beaches only (where possible). • assess clients swimming ability. e.g. ability to swim 50 metres • clients with poor swimming skills, have lessons in shallow water and/or use more instructors • if client cannot swim, assess risk including advising client they may not participate in activity 	Rare/Minor L-20	Instructor / Coach

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No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
39	Instruction	Swimming skill	INTERMEDIATE-ADVANCED	Possible	Catastrophic	E-92 Extreme	<ul style="list-style-type: none"> ➤ During activity: <ul style="list-style-type: none"> • monitor clients fitness and swimming ability (including asking them if they are ok). • have frequent breaks on the beach / shore. (e.g. practice and discuss more theory). 	Rare/ Insignificant L-4	Instructor / Coach
			Poor or no swimming skills, clients can tire out easily, could result in drowning.				<ul style="list-style-type: none"> ➤ INTERMEDIATE-ADVANCED ➤ Prior to activity: <ul style="list-style-type: none"> • client completes Participant Declaration (that identifies if they can swim). • assess client swimming ability. • clients who cannot swim may not participate in activity • choose patrolled beaches only (where possible). ➤ Prior to activity: <ul style="list-style-type: none"> • client completes Participant Declaration (that identifies if they can swim). • choose patrolled beaches only (where possible). • assess clients swimming ability. e.g. if client cannot swim, they cannot participate in activity ➤ During activity: <ul style="list-style-type: none"> • monitor clients fitness and swimming ability (including asking them if they are ok) 		
40	Instruction	Surfing ability	BEGINNER Wrongly assessed by surfing instructor. Client is put in conditions that are above clients ability resulting in serious injury or possible death.	Possible	Catastrophic	E-92 Extreme	<ul style="list-style-type: none"> ➤ BEGINNER ➤ Prior to activity: <ul style="list-style-type: none"> • Assess surfing ability by asking questions of previous experience • group clients with similar surfing skill level (where appropriate) ➤ During activity: <ul style="list-style-type: none"> • monitor surfing ability • activity delivered by accredited surfing instructors ➤ Change / cancel activity to suit client's skill level. 	Rare/ Minor L-20	Instructor / Coach

Mornington Peninsula Surf School - Risk Management Register & SOP's (Surfing)

No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
40	Instruction	Surfing ability	<p>INTERMEDIATE-ADVANCED</p> <p>Wrongly assessed by surfing instructor. Client is put in conditions that are above clients ability resulting in serious injury or possible death.</p>	Possible	Catastrophic	E-92 Extreme	<p>INTERMEDIATE-ADVANCED</p> <p>➤ Prior to activity:</p> <ul style="list-style-type: none"> check client has pre-requisite skills: ability to swim 50 metres assess surfing ability by asking questions e.g. types of manoeuvres, experience group clients with similar surfing skill level (where appropriate) Suggest using softboard (until instructor can gauge clients surfing skill). <p>➤ During activity:</p> <ul style="list-style-type: none"> activity delivered by accredited surfing instructors bring clients into shore if surf is beyond their ability. conduct activity where other surfers are in the water – they may lend assistance in an emergency situation. <p>➤ Change / cancel activity to suit client's skill level.</p>	Rare/Minor L-20	Instructor / Coach
41	Instruction	Low fitness level	<p>ALL LEVELS</p> <p>Clients may tire out easily, and could drown.</p>	Possible	Catastrophic	E-92 Extreme	<p>ALL LEVELS</p> <p>➤ Prior to activity:</p> <ul style="list-style-type: none"> assess clients fitness level by viewing, asking questions <p>➤ During activity:</p> <p>use patrolled beaches only (where possible). have frequent breaks on the beach. Practice and discuss more theory activity conducted by accredited surfing instructors.</p> <p>➤ Change / cancel activity to suit client's skill level.</p>	Rare/Minor L-20	Instructor / Coach

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No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
42	Instruction	Attitude	ALL LEVELS Frightened, loss of confidence Not listen to Surfing Instructor (negative), or takes risks (too keen) resulting in injury	Possible	Major	H-72 High	ALL LEVELS ➤ Prior to activity: <ul style="list-style-type: none"> assess clients confidence by asking they how they feel. provide girls only surfing groups (as required). ➤ During the activity: <ul style="list-style-type: none"> monitor clients confidence. if there is a person putting others at risk, talk to the person. remove clients from water if they continue to be a risk. if all the group is too confident (e.g. a group of young men showing off to each other) and putting themselves and others at risk, remove clients from water and cancel lesson. ➤ Teach / advise clients: <ul style="list-style-type: none"> at any time during the lesson, they are not comfortable or feel safe, they should advise you and the client should return to shore. 	Rare/Minor L-20	Instructor / Coach
43	Instruction	Medical conditions	ALL LEVELS Client may have an attack whilst in the surf causing injury. Cause more complications to pre-existing condition.	Rare	Catastrophic	H-76 High	ALL LEVELS ➤ Prior to activity: <ul style="list-style-type: none"> Assess clients medical conditions - client completes Participant Declaration that asks if client has medical conditions - ask specific questions in relation to medical conditions including any medication they use, wearing contacts, hearing aids, any previous injuries. client medication to be on hand. 	Rare/Minor L-20	Instructor / Coach

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No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
							<ul style="list-style-type: none"> client may not be able to participate in activity if a pre-existing medical condition cannot be safely accommodated by surf school / instructor. 		
44	Instruction	Surfers Myelopathy	BEGINNERS Client has weakness in the lower extremities. Legs may feel painful, tingly or weak, give way. Has back pain. Gradually legs and/or back start hurting, pain increasing. Pain intensifies rapidly. Potential to become a parapalegic.	Rare	Catastrophic	H-76 High	<ul style="list-style-type: none"> Prior to activity: <ul style="list-style-type: none"> assess clients medical conditions During the activity: <ul style="list-style-type: none"> monitor for signs of discomfort Teach / advise clients: <ul style="list-style-type: none"> at any time during the lesson, they are not feeling comfortable / safe / or in pain to notify the instructor straight away. 	Rare/ Minor L-20	Instructor / Coach
44	Instructor Safety	Sun and heat	Sunburn, blisters, dehydration. Heat exhaustion, heat stroke, suffer bad burns, potential for skin cancer.	Possible	Catastrophic	E-92 Extreme	<ul style="list-style-type: none"> regularly drink water wear long sleeved rash vest wear wide brimmed sun hat wear sunscreen get into shade if feeling hot conduct surf activity early or late to minimise hottest part of day 	Unlikely/ minor L-24	Instructor / Coach
45	Instructor Safety	Rain and cold	Become cold, develop flu, hypothermia	Possible	Moderate	M-52	<ul style="list-style-type: none"> wear wetsuit , wear booties, gloves, hood, as required when conducting surf activity get into a warm place, and get warm, if starting to shiver and feel cold 	Unlikely/ minor L-24	Instructor / Coach
46	Instructor Safety	Burn out	Exhaustion from conducting surfing activities	Possible	Moderate	M-52 Medium	<ul style="list-style-type: none"> advise Chief Executive Officer / Manager if they are feeling stressed and exhausted. Manager will organise replacement instructor. during surfing surf activity, get to a place where able to rest, if required. have long lunch breaks (as applicable) 	Unlikely/ minor L-24	Instructor / Coach

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No.	Category	Hazard	Harm	Risk			Risk Treatments	Risk Rating After Risk Treatment	Risk Owner
				Like Hood	Consequences	Risk Rating			
47	Instructor Safety	Equipment and clients	Hit by clients or others surfboards. Leg-ropes entanglement whilst pushing clients. Fin chop from clients own board. Back injury from bending over and demonstrating skills. Resulting in bad bruising, broken bones, rip tendons in arm, debilitating back injuries, deep cuts	Possible	Major	H-72 High	<ul style="list-style-type: none"> never turn back on waves. encourage clients to catch own waves. if you have to get client onto wave then pull them onto wave, rather than push them. At Intermediate level, boost from foot rather than board. Ask if you can push them on the foot. warm up prior to surf activity. be aware of getting caught between clients and boards 	Unlikely/minor L-24	Instructor / Coach
48	Instructor Safety	Sun glare	Eye strain caused by glare from sun and reflection off sand and water.	Possible	Moderate	M-52 Medium	<ul style="list-style-type: none"> Wear "water" sunglasses when delivering surf activity, where applicable 	Unlikely/minor L-24	Instructor / Coach
49	Instructor Safety	Carrying Surfboards	Moving surfboards can result in strain to back muscles.	Possible	Major	H-72 High	<ul style="list-style-type: none"> Staff are trained in correctly handling of surfboards. The trailer for storage of boards is set up to ensure minimal strain injury 	Unlikely/minor L-24	Instructor / Coach
50	Instructor Safety	Surfboard repair glue and board cleaners	Hazardous substances gets on skin or fumes are overwhelming.	Possible	Moderate	M-52 Medium	<ul style="list-style-type: none"> Use and store according to manufacturer's instructions. Staff training - advised of manufacturer's instructions. 	Unlikely/minor L-24	Instructor / Coach