



Date of Assessment / Review : 13-Feb-23

BUSINESS NAME: Salty Surf School Mornington

**SURF SCHOOL RISK REGISTER - RISK MANAGEMENT PLAN**

49 = Next Ref		Version No: 1		Next Review Date: [Date]		Calculated													
Ref.	Risk Raiser	Date	Risk Name & Description	Causes	Consequences	Existing Controls	Control Evaluation	Risk Category	Consequence	Likelihood	Risk Rating	Risk Score	Risk Accepted	Risk Owner	Risk Treatment Plan (refer no. & tab)	Updated	Risk Status	Next Review Date	
1	Management	#####	<b>Bluebottles</b> - Multiple customers stung by bluebottle jellyfish during a lesson	Failure to identify a heightened risk during the Venue Analysis; Failure to adhere to SOP policies	Clients suffer immediate and sometimes severe pain; anaphylactic reaction; negative impact on lesson; potential reputation impact;	Monitor surf conditions for bluebottles during VA. Check with lifeguards regarding bluebottle conditions before entering water. Wear wetsuits and rash-vests to protect skin from stings. Ensure access to first aid treatment is readily available to treat stings. Send person for first aid if minor sting. Cancel session immediately if multiple incidents of stings occur	Satisfactory	Animals	Minor	Unlikely	Low	4	Y	Lead Coach	N/A	12-Oct-18	Treated	12/6/1019	
2	Owner / Group Workshop	#####	<b>Spinal/Neck Injury</b> - sustained from being dumped in the shore-break during a lesson, or from falling from board and striking head on sand bar	Poor lesson supervision by surf coaches; Unsuitable session location; Failure to identify a heightened risk during the Venue Analysis; Failure to adhere to SOP policies	Client can suffer pain and/or intense stinging sensation; loss of movement; loss of sensation. Paraplegia. Reputation impact; Liability claims.	Assess conditions during the VA. Continue to monitor conditions throughout lesson and remove clients if risk becomes too high. Select surf zone away from obvious sand bars likely to attract 'dumping' conditions. Rescue board is kept on the beach. Instruct customers on safe entry points for entering water, correct take-off technique, action on wipeout, correct water exit techniques. Instruct customers to not ride waves into shore line.	Satisfactory	Health & Safety	Major	Unlikely	Medium	8	Y	Instructors	N/A	12-Oct-18	Treated	12/6/1019	
3	Management	#####	<b>Inability to adequately staff programmes and lessons with coaches</b> - possibly resulting in programme/lesson delays and reputation impact	Loss of staff, uncompetitive remuneration, lack of qualified coaches in the local area	Impact on programmes and lessons, loss of business, potential reputation impact	SOP policies, HR processes, Remuneration policy, Retention policy.	Reservations	People	Moderate	Unlikely	Medium	6	Y	Owner(s)	N/A	12-Oct-18	Treated	12/6/1019	
4	Coaches	#####	<b>Rash</b> - caused by abrasion between the surfboard and the client's skin	Poor provision of equipment and preventative measures by staff and coaches; excessively abrasive surfboards; Failure to adhere to SOP policies	Clients suffer increasingly sensitive rash to their body which over time makes it impossible to surf without excessive pain. Negative impact on lesson; poor feedback; substandard	Ensure all clients wear wetsuits or rash-vests. Store and offer Vaseline jelly or tape to any client already suffering from a board rash. Advise inappropriately attired client's of the risk of a rash and the action they need to take to avoid it.	Satisfactory	Health & Safety	Insignificant	Possible	Low	3	Y	Lead Coach	N/A	12-Oct-18	Treated	12/6/1019	
5	Coaches	#####	<b>Pre-existing Illness, Allergy or Medical Condition</b> - can inhibit performance, wellness and safety of client, needs to be considered before class commences	Failure to identify prior to class by staff; client fails to alert staff of condition; condition brought on by surfing due to lack of experience; failure to adhere to SOP policies	Clients can become in ill health e.g. asthma = breathing difficulties; negative experience; may require medical attention; negatively impacts the class; poor feedback	Ensure all clients sign and complete indemnity forms prior to class; identify medical issues as mentioned on form; discuss with client prior to class and act accordingly	Satisfactory	Health & Safety	Minor	Possible	Medium	6	Y	Owner	N/A	12-Oct-18	Treated	12/6/1019	
6	Coaches	#####	<b>Fatigue</b> - clients becoming tired, affecting their ability to swim and paddle etc. Can affect their overall safety and experience	Failure to notice fatigue, failure to stop the class due to fatigue, choosing too demanding conditions, not monitoring fitness levels adequately	Clients having a bad time; poor feedback; negative impact on business; leaving the class unsuitably tired; clients not coming back	Ensure coaches are constantly gauging fatigue levels of the class, picking appropriate time to end the class, choosing appropriate conditions for class, coaches asking clients how they are feeling	Satisfactory	People	Insignificant	Possible	Low	3	Y	Owner	N/A	12-Oct-18	Treated	12/6/1019	
7	Management	#####	<b>Depth of water</b> - Water being too shallow & impacting on safety	Coaches choosing incorrect positioning in the water; not determining the conditions correctly	Clients can scratch themselves on rocks, collisions, broken limbs; physical injuries in general	Interpreting tides/conditions correctly; thorough staff training; SOP policies; assessing depth of water before a class	Satisfactory	Environmental	Minor	Possible	Medium	6	Y	Owner	N/A	12-Oct-18	Treated	12/6/1019	
8	Coaches	#####	<b>Submerged Obstacles</b> - rocks below sea level being a tripping hazard or injury prone area	Failure to locate rocks; incorrect positioning in the water; failure to point out rocks to clients/create awareness; lack of helmet/bootie protection	Clients can injure themselves e.g. skin abrasions, rolled ankles, banged heads	Choosing correct positioning in the water; creating awareness of location of rocks; adequate protective gear; avoiding rocky areas	Satisfactory	Environmental	Minor	Possible	Medium	6	Y	Owner	N/A	12-Oct-18	Treated	12/6/1019	
9	Management	#####	<b>Blue Ringed Octopus</b> - Client stung by blue ringed octopus during lesson	Not wearing appropriate protective gear e.g. wetsuits, booties; failure to create awareness	Client suffers pain; nausea; bleeding & requires immediate medical attention; creates numbness throughout the body; may require hospitalization	Wearing appropriate protective gear provided by surf school for every lesson (booties, wetsuit + helmet), coaches to educate clients about possible consequences if bitten & advise not to pick up rocks etc.	Satisfactory	Animals	Moderate	Unlikely	Medium	6	Y	Owner	N/A	12-Oct-18	Treated	12/6/1019	
10	Management	#####	<b>Shark sighting</b> - clients or staff sighting a shark fin/shark looking fin in the water	Natural occurrence	Clients become fearful, distressed; creates alarm in the water; requires immediate action/direction	Coaches utilising safety signals established at beginning of class; SOP policy; alerting all clients & organising immediate and safe exit of water	Satisfactory	Animals	Insignificant	Unlikely	Low	2	Y	Owner	N/A	12-Oct-18	Treated	12/6/1019	
11	Coaches	#####	<b>Collisions</b> - clients and/or equipment knocking into each other and causing injury	Lack of instruction from coaches; lack of discipline; lack of awareness; failure to adhere to SOP safety procedures; lack of control	Client injuries; broken gear/equipment; negative impact on class; potential medical attention required	Clear instruction in and out of water; coaches to create safety awareness; client coordination/positioning management	Satisfactory	People	Minor	Possible	Medium	6	Y	Owner	N/A	12-Oct-18	Treated	12/6/1019	
12	Management	#####	<b>Car parks</b> - designated car zones as part of Point Leo Foreshore infrastructure creating potential danger for pedestrians + clients	Failure to communicate car parks as a potential hazard; bad positioning/location of surf van/equipment/student orientation	Potential car/pedestrian accident causing injury; damage to equipment; negative impact on business reputation	Clearly alert clients/staff to potential hazards on roads/car parks; safe positioning away from high traffic zones of van/equipment/preparation for class etc.	Satisfactory	Vehicular	Minor	Unlikely	Low	4	Y	Owner	N/A	12-Oct-18	Treated	12/6/1019	
13	Coaches	#####	<b>SUP</b> - Beginner Stand up paddle boarders using the same area as Salty groups potentially causing collisions	Failure to recognize potential risk; lack of communication/warning from coaches; SUP's losing control; surfers not being able to manoeuvre their board in time	Collisions in the water causing injury; negative impact on class; loss of control of the group; negative impact on SUPs; poor feedback about class; affects reputation	Clearly warn Salty clients of SUP's presence in the water; teach how to avoid them; coaches always being aware of clients' positioning in the water; giving clear direction	Satisfactory	People	Minor	Unlikely	Low	4	Y	Owner	N/A	12-Oct-18	Treated	12/6/1019	
14	Coaches	#####	<b>Polluted water</b> - release of toxins into the water from external source and risking health of clients	Bad positioning in the water i.e. failure to recognise abnormal pollution in the water; failure to identify the pollution and communicate to clients; failure to exit the water in time	Pollution hazardous to clients' health; swallow pollution; become infected by pollution; potential illness as a result; negative experience/impact	Coaches always to be aware of water conditions; if pollution is identified class is to exit water immediately; coaches to be trained to recognise/be aware of possible pollutants in the water	Satisfactory	People	Minor	Unlikely	Low	4	Y	Owner(s)	N/A	12-Oct-18		12/6/1019	
15	Coaches	#####	<b>Floating Objects</b> - non-water borne objects floating on water surface that could potentially harm or interrupt surfers	Failure to pick a clean location for the class; if it's a floating surfboard it could be failure to attach leg rope; failing to educate clients on water safety according to SOP; failure to identify floating object & take appropriate course of action	Risk of injury from collision; loose surfboard knocking a client's head; sharp object penetrating wetsuit/skin; negative experience + impact on class; damage to reputation	Coaches to consciously choose safe location according to SOP policies; check that water is clean; make sure everyone has attached their leg ropes correctly; identify floating objects + act accordingly	Satisfactory	Environment	Minor	Unlikely	Low	4	Y	Owner	N/A	12-Oct-18		12/6/1019	
16	Coaches/Management	#####	<b>Surfboard Manual Handling</b> - client knocks either themselves or fellow client with surfboard due to incorrect handling	Lack of discipline and instruction from coaches; incorrect teaching of how to carry a surfboard safely; clients mucking around	Risk of injury from collision; negative impact for other beach users; poor reputation for business; negative experience	Coaches to follow SOP policies and clearly teach how to handle a surfboard safely; communicate risks involved; teach beach etiquette as per SOP policies	Satisfactory	Environment	Minor	Unlikely	Low	4	Y	Owner	N/A	12-Oct-18		12/6/1019	
17	Coaches/Management	#####	<b>Surfboard Struck In Face</b> - serious injury to the face from either manual handling, force from a wave or another surfer/SUP	Lack of communication regarding spacial awareness and water safety from coaches; failure to foresee potential hazard; failure to organise clients in a safe way throughout class; failure to follow SOP policies	Risk of injury to the face including eyes, nose, mouth and head; potential bleeding or loss of consciousness; may require medical attention; creates fear; negative impact on class	Coaches must implement management's SOP policies; always ensure water environment is safe and identify potential risks/other people using the water; follow an orderly pattern in the water; do not overcrowd the water	Satisfactory	Environment	Minor	Unlikely	Low	4	Y	Owner	N/A	12-Oct-18		12/6/1019	

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18	Coaches/Management	#####	<b>Surfboard run down by board</b>	Lack of communication regarding spacial awareness and water safety from coaches; failure to foresee potential hazard; failure to organise clients in a safe way throughout class; failure to follow SOP policies	Risk of injury from collision; may knock any body part and cause damage; creates havoc in the water; creates fear; negative impact on class	Coaches must implement management's SOP policies; always ensure water environment is safe and identify potential risks/other people using the water; follow an orderly pattern in the water; do not overcrowd the water	Satisfactory	Environment	Minor	Unlikely	Low	4	Y	Owner	N/A	12-Oct-18	12/6/1019
19	Coaches	#####	<b>Surf board leg rope</b> - leg rope strangling or twisting and causing harm or potential risk to clients; alternatively leg rope missing from surf board posing potential risk	Failure to teach clients how to attach leg rope correctly; coaches failing to check all leg ropes are attached to clients and boards; failure to teach awareness about leg ropes; leg ropes being caught on rocks	Risk of surfboard detaching and becoming a floating object (see Ref #15); risk of twisting ankle; risk of losing control in the water; may cause client to panic	Coaches to give clear instructions about how to attach leg ropes & be aware of them in the water; always check that all client's leg ropes are attached before entering water	Satisfactory	Environment	Minor	Unlikely	Low	4	Y	Owner	N/A	12-Oct-18	12/6/1019
21	Coaches/Management	#####	<b>Lost person</b> - a client goes missing from the class while under Salty's responsibility	Coaches failing to count number of students per class correctly; coaches failing to keep an eye on all clients whereabouts; not even coaches to keep track of clients; lack of awareness and communication	Lost child raises significant alarm bells; risk of needing a search party; creates alarm and fear; irresponsible reputation; lack of business	Coaches to always follow SOP policies and know how many clients + WHO are in the class; always counting and re-counting throughout class; create awareness and communication within group so everyone looks out for each other (create a buddy system)	Satisfactory	People	Minor	Unlikely	Low	4	Y	Owner	N/A	12-Oct-18	12/6/1019
22	Coaches	#####	<b>Intoxication</b> - if someone turns up under the influence and is allowed to surf, then potentially drowns or causes danger in the water	Client irresponsibly turning up intoxicated and thinking they're OK to surf; Coaches not able to recognise the intoxication + allowing client to partake in surf class; lack of awareness, discipline and responsibility	Client could potentially drown if intoxicated; negative impact on class and reputation; client could cause harm to others; potential to be violent or unwell and requiring medical attention	Coaches must take responsible action and deny an intoxicated person to partake in any activity with Salty; coaches are to be 100% sure that all clients are sober - if in doubt, politely refuse client or attain a second opinion	Satisfactory	People	Minor	Unlikely	Low	4	Y	Owner	N/A	12-Oct-18	12/6/1019
23	Management	#####	<b>Poor Communication</b> - lack of communication throughout class causes clients to be confused, unsure where to be or what to do, therefore not achieving goal of surf class	Lack of good management; poor staff training; poor communication skills	Clients are put in dangerous situations; negative impact on class; not a productive class; does not achieve goal of class (to learn surfing)	Thorough communication skills training, only hire people with good communication and people skills, communication is made a priority throughout class.	Satisfactory	People	Minor	Unlikely	Low	4	Y	Owner	N/A	12-Oct-18	12/6/1019
24	Management	#####	<b>Violence</b> - violence within group that can cause fear or potential injury and disturb other beach users	Clients or coaches showing aggressive behaviour, either a violent nature or angry about some aspect of the class or toward another person	Clients can become fearful, at risk of being hurt, negative impact on class environment, poor feedback, negative impact on business	Hire only non-violent staff including coaches, do not allow clients showing aggressive behaviour to participate in class, if aggression is shown client must be evicted from water and terminated from participating in the class	Satisfactory	People	Minor	Unlikely	Low	4	Y	Owner	N/A	12-Oct-18	12/6/1019
25	Management/Coaches	#####	<b>Fatigue</b> - Clients becoming too tired to function safely in the water; coaches turning up to work tired and unable to host a safe class	Clients being not physically fit or able to participate in class, clients over working in class and becoming tired, water conditions not suitable/too demanding	Clients could potentially drown if they do not communicate how they are feeling or if coaches choose inadequate water conditions	Coaches to always complete venue analysis prior to class to ensure safe and appropriate water conditions to the skill level of the class, coaches to communicate with participants at all times their fatigue levels, coaches to end class if under the belief participant/s are too tired to continue	Satisfactory	People	Minor	Unlikely	Low	4	Y	Owner	N/A	12-Oct-18	12/6/1019
26	Management/Coaches	#####	<b>Seizure</b> - medical condition where client or coach has a seizure fit before/during/after class	Clients or coaches not being medically fit for class, clients or coaches not informing Salty Surf School of their condition.	Patient may need serious medical attention, even hospitalisation, may drown if in water or hurt themselves on land.	Coaches to ensure all medical history is outlined clearly on indemnity forms before class. Salty Surf School is to be made fully aware of anyone who may be prone to seizures to that appropriate course of action can be taken. Salty staff to have current first aid training.	Satisfactory	People	Minor	Possible	Medium	6	Y	Owner	N/A	12-Oct-18	12/6/1019
27	Management/Coaches	#####	<b>Heart attack</b> - staff member or participant suffering from a heart attack in or out of water during class	Patient fails to declare medical ill health e.g. heart condition on indemnity form or coaches overlook their condition, patient has heart attack unexpectedly and non-related to existing condition	Patient suffers heart attack causing serious threat to their health, even death.	Coaches ensure that medical history/conditions are clearly outlined and taken note of, participants with heart conditions are dealt with appropriately (can they/can they not participate? Is a medical certificate required?), keep in line with Salty SOP, Salty Surf School is to be fully aware of any medical condition that may cause a heart attack. Coaches to be trained in first aid & know how to call an ambulance if necessary.	Satisfactory	People	Major	Unlikely	Medium	8	Y	Owner	N/A	12-Oct-18	12/6/1019
28	Management/Coaches	#####	<b>Lack of fitness or poor swimming ability</b> - participants unable to keep up in water conditions due to inability to swim adequately or are physically unfit to partake in class	Participant fails to acknowledge their lack of physical fitness/ability to partake in class.	Participant struggles to keep up with class and may be in danger of drowning or becoming fatigued.	Coaches to ensure all participants have adequate swimming ability and are physically able/fit to partake in class.	Satisfactory	People	Minor	Unlikely	Low	4	Y	Owner	N/A	12-Oct-18	12/6/1019
29	Management	#####	<b>Rash</b> - Participant or coach receives skin rash from environmental conditions or equipment provided by Salty Surf School	Wetsuits/rash vests/helmets/booties/all equipment not adequately cleaned at the end of each class, foreign particles or natural elements of water causing rash, allergic reactions	Participant is uncomfortable, embarrassed, in pain, may require professional medical attention, negative impact on class and business	Coaches to ensure all equipment is cleaned thoroughly at the end of each class, allergies must be clearly outlined by clients partaking in class so that avoidance can be achieved, dangers presented by sea animals/particles to be safely avoided as much as possible, medical attention to be given as required	Satisfactory	People	Insignificant	Unlikely	Low	2	Y	Owner	N/A	12-Oct-18	12/6/1019
30	Management/Coaches	#####	<b>Harassment</b> - clients partaking in Salty Surf School class harrassing other clients or general public in surrounding area whilst under Salty's supervision	Class not managed properly by coaches, insufficient policies in place by management to control behaviour of Salty staff and clients in public areas, clients behaving inappropriately	Causes tension in class, clients receiving harrasment may be scared, upset or uncomfortable, negative impact on class and poor class feedback overall	Coaches to maintain control of class behaviour at all times and clearly communicate how to behave in public area, clients causing harrasment are to be treated accordingly and may need to leave the class.	Satisfactory	People	Insignificant	Unlikely	Low	2	Y	Owner	N/A	12-Oct-18	12/6/1019
31	Management/Coaches	#####	<b>Depth of water</b> - class is held in water too deep for skill level of partaking clients	Coaches choose water too deep for class based on age, experience and skill level, not in accordance with SOP	Clients may not feel comfortable in water too deep for their experience/age/skill level, thus cause potential danger for drowning, fatigue and dissatisfaction with class	Coaches to complete venue analysis prior to each class and ensure that conditions are appropriate for class skill base	Satisfactory	Conditions	Insignificant	Unlikely	Low	2	Y	Owner	N/A	12-Oct-18	12/6/1019
32	Management/Coaches	#####	<b>Shallow holes</b> - holes in rock formations at sea level and below sea level posing threat to clients	Natural formations - Coaches not choosing safe entry and exit of water, coaches not choosing safe positioning in water, clients not listening to coaches' instructions	Clients may roll their ankle or get stuck in a shallow hole causing threat to their safety	Coaches to ensure safe entry and exit and positioning of clients in water at all times, coaches to be familiar with natural formations in the class location and communicate to clients accordingly, clients to listen to coaches' instructions	Satisfactory	Conditions	Insignificant	Unlikely	Low	2	Y	Owner	N/A	12-Oct-18	12/6/1019
33	Coaches	#####	<b>Salt/Sand Spray</b> - natural salt in the water and air environment, sand being sprayed into clients' eyes, nose, mouth or likewise.	Natural environmental factors, difficult to avoid but if coaches do not communicate and create awareness of these factors then clients will have more chance of being affected by them	Clients may receive sand spray in their ears, nose, eyes or mouth which is uncomfortable and can be dangerous	Coaches to communicate to and teach clients how to avoid sand and salt spray according to their training and SOP	Satisfactory	Conditions	Insignificant	Unlikely	Low	2	Y	Owner	N/A	12-Oct-18	12/6/1019
34	Coaches	#####	<b>Shore Break</b> - shore break must be appropriately matched to the skill level, age, experience and nature of class	Coaches inappropriately choosing to host a class on a shore break not suited to class skill base, conditions not being interpreted correctly by coaches	Clients may be out of their depth in water conditions, not able to cope with environmental demands, danger of becoming fatigued, injured or at worst drowning	Coaches to ensure they complete a thorough venue analysis prior to class and ensure conditions are suitable for the class, make sure they read indemnity forms and are aware of each participant's experience, skill level and water confidence	Satisfactory	Conditions	Minor	Unlikely	Low	4	Y	Owner	N/A	12-Oct-18	12/6/1019
35	Coaches	#####	<b>Tides</b> - tides will affect the surfing conditions for the class, determining depth of water, exposure of rocks etc.	Environmental causes; tides will change throughout the day and coaches must be trained in this. Tide must be appropriate for the shorebreak and class skill level/goals of class	If tide is incorrect for class participants may be in danger due to water depth, either too deep and risk drowning or too shallow and risk injury on exposed rocks/reef	Coaches to ensure they complete venue analysis prior to class and check tide conditions/surf forecast to ensure it is appropriate for the break and specific class; if tide changes throughout class then coaches are to take appropriate action	Satisfactory	Conditions	Insignificant	Unlikely	Low	2	Y	Owner	N/A	12-Oct-18	12/6/1019

36	Coaches/Management	#####	<b>Surf - Unsafe conditions</b> - rips, currents, tide, water depth, swell, wind; any other environmental factor that may pose risk to participants in the water	Coaches failing to recognise unsafe surf conditions and hosting a class with dangerous environmental factors as described	Clients may get caught in a rip or current, be taken out to sea and lose control, the swell may cause fear and be above the level of skill of the participants, wind can also cause loss of control; all these may threaten safety of participants and could result in fear, injury, drowning or even death.	Coaches must assess the surf conditions and deem appropriate for class taking into account swimming ability, skill level and overall safety of participants in accordance with SOP - if conditions change throughout class and become dangerous then the class must exist immediately and safely.	Satisfactory	Conditions	Major	Unlikely	Medium	8	Y	Owner	N/A	12-Oct-18	12/6/1019
37	Coaches	#####	<b>Surf - Swell</b> - the amount of swell and type of swell if it is appropriate to the experience, skill level and confidence of participants	Coaches taking participants into surf where the swell is too much for their confidence, experience and skill level and or physical ability	Clients may be fearful, become fatigued, risk of injury, negative experience, poor feedback of class and thus impact business reputation	Coaches must ensure that the amount of swell is 100% safe and appropriate for the class	Satisfactory	Conditions	Minor	Unlikely	Low	4	Y	Owner	N/A	12-Oct-18	12/6/1019
38	Coaches	#####	<b>Rips and Undertow</b> - strong currents of water caused by waves returning back to sea	Coaches failing to recognise and safely avoid rips in the water, coaches choosing incorrect location for class in the water and not communicating or teaching clients about the danger of rips and undertows	Clients may become scared if caught in a rip or undertow and lose control of their location, risk of fatigue and then drowning, will require rescuing, negative impact on rest of class, poor	Coaches must be fully trained in the risk of rips and undertows and safely avoid them in classes, they must be communicated clearly to clients and location must be chosen wisely	Satisfactory	Conditions	Minor	Unlikely	Low	4	Y	Owner	N/A	12-Oct-18	12/6/1019
39	Coaches/Management	#####	<b>Water temperature</b> - how cool or warm the water temperature is and if this is suitable for the class	Salty Surf School not considering water temperature and how this can affect client health and their comfort in the water; wetsuits being in poor condition and allowing water through; hosting classes in the middle of winter when the water is too cold	Clients may be in risk of hypothermia if the water is too cold; they will not enjoy the class as much and may not return; poor feedback and negative impact on class/business reputation	Coaches must ensure water temperature is appropriate and that wetsuits/booties are in good condition; coaches to communicate with participants about how cold/warm they feel in the water to make sure they are comfortable	Satisfactory	Conditions	Minor	Unlikely	Low	4	Y	Owner	N/A	12-Oct-18	12/6/1019
40	Coaches	#####	<b>Mud/Sand</b> - part of the natural environment; mud at car park area and on wet days it can be slippery and dirty, sand at the beach and in surrounding environment	Coaches parking van in an area where there is slippery mud, clients flicking sand into theirs or others eyes	Clients risk slipping in mud and causing injury, clients risk having sand in their ears, nose, eyes, mouth etc. and feeling uncomfortable, slight cause of injury or need for medical attention	Coaches to ensure that the parking area is safe for driving and dressing etc., coaches to communicate beach etiquette and not flick sand into the air	Satisfactory	Conditions	Insignificant	Unlikely	Low	2	Y	Owner	N/A	12-Oct-18	12/6/1019
41	Coaches	#####	<b>Fog</b> - clarity of air affecting vision of the beach, sea, conditions	Coaches permitting to hold a surf class when there is too much fog and as such cannot assess surf conditions or other affecting environmental factors	Clients risk having a class in inappropriate conditions where they cannot see, the conditions may be potentially unsafe and this can cause injury or danger or even lost person	Coaches must not host a class if the fog is too thick; the clarity of air must be enough to host the class confidently in safe conditions	Satisfactory	Weather	Minor	Unlikely	Low	4	Y	Owner	N/A	12-Oct-18	12/6/1019
42	Coaches	#####	<b>Air temperature</b> - how warm or cool the air temperature is and if it is appropriate to hold the surf class	Coaches not considering the air temperature and determining whether it is too warm or cold to host a surf class	If air temp too hot this may risk serious sunburn or dehydration; if too cold hypothermia or extreme coldness is a risk; clients become uncomfortable, negative experience and poor feedback; negative impact on reputation	Coaches must accurately assess the air temperature and deem appropriate for the class otherwise class must not go ahead.	Satisfactory	Weather	Minor	Unlikely	Low	4	Y	Owner	N/A	12-Oct-18	12/6/1019
43	Coaches	#####	<b>Strong Winds - offshore/onshore</b> - Whether the wind direction is blowing toward the beach or away from the beach, affecting conditions and safety of the surf	Coaches not considering or accurately judging the wind direction to ensure safety of conditions for class	If there are strong onshore or offshore winds this can create a hazardous environment and risk the safety of the participants. Offshore winds can potentially blow students out to sea.	Coaches must accurately assess the wind conditions and ensure that the winds are not too strong to hold a safe class	Satisfactory	Weather	Minor	Unlikely	Low	4	Y	Owner	N/A	12-Oct-18	12/6/1019
44	Coaches	#####	<b>Excessive wind</b> - board carrying- Strong winds affecting the ability for staff/ clients to carry equipment safely	Coaches not considering or accurately judging the weather conditions and forecast, not adhering to SOP.	Strong winds can cause for staff/ clients to be unable to carry equipment safely, possibly causing harm to themselves or public beach users.	Coaches must accurately assess the wind conditions and ensure that the winds are not too strong to hold a safe class	Satisfactory	Weather	Minor	Unlikely	Low	4	Y	Owner	N/A	12-Oct-18	12/6/1019
45	Coaches	#####	<b>Excessive wind - sand</b> - Strong wind blowing sand into client's faces e.g. their eyes, nose, ears, mouth	Coaches not finding a suitable place out of wind/sand to ensure client safety and physical protection	Clients being injured by sand blowing into delicate areas of their faces, causing discomfort, negative impact on class, poor feedback and bad experience	Coaches to safely avoid high wind areas and recognise dangers of wind blowing the sand, communicate to clients and take appropriate action	Satisfactory	Weather	Minor	Unlikely	Low	4	Y	Owner	N/A	12-Oct-18	12/6/1019
46	Coaches	#####	<b>Lightning</b> - electrical activity in the sky threatening the safety of clients and staff	Coaches irresponsibly holding a class in dangerous weather e.g. electrical storm, risking safety of clients	Clients or staff may risk being electricuted including parking areas	Coaches to assess weather conditions prior to class and deem suitable, otherwise cancel or discontinue class if lightning strikes	Satisfactory	Weather	Minor	Unlikely	Low	4	Y	Owner	N/A	12-Oct-18	12/6/1019
47	Coaches/Management	#####	<b>Sunburn</b> - over exposure to sun without adequate protection causing the skin to burn	Coaches not providing clients with sunscreen prior to class, not communicating importance of wearing sunscreen	Clients may become sunburnt and this impacts negatively on their experience of the class, poor feedback, negative experience and may not come back, may require ongoing medical attention	Coaches to always clearly communicate the importance of wearing sunscreen before class and offering from Salty Surf School medical kit the use of sunscreen to all participants	Satisfactory	Weather	Minor	likely	Medium	8	Y	Owner	N/A	12-Oct-18	12/6/1019
48	Coaches/Management	#####	<b>Sun - Dehydration</b> - clients or staff becoming dehydrated in hot conditions due to lack of drinking water	Coaches not communicating the importance of keeping hydrated before and after class especially in warmer weather, Salty Surf School not providing drinking water or at least located near a functional drinking tap	Clients or staff risk becoming dehydrated which may result in headaches, lack of energy and fatigue, or even becoming delirious or suffering from heat stroke	Coaches to always clearly communicate the importance of hydrating before and after class, clients to be informed by website or phone to keep hydrated prior to class, Salty Surf School to always provide access to drinking water, coaches to remain hydrated with a water bottle whenever possible	Satisfactory	Weather	Minor	possible	Medium	6	Y	Owner	N/A	12-Oct-18	12/6/1019

Note 1: The default risk rating column colour is green. This will change once the risk assessment has been made  
 Note 2: If more lines are required copy rows above the solid black line and insert. Do not enter additional risks below solid black line

Lookup References

Control Evaluation	Risk Category	Consequence	Likelihood	Risk Status
Satisfactory	Animals	Insignificant	Rare	Under Treatment
Reservations	Chemical	Minor	Unlikely	Under Review
Unsatisfactory	Coastline	Moderate	Possible	Treated
Not Set	Conditions	Major	Likely	
	Environmental	Critical	Almost Certain	
	Health & Safety			
	People			
	Vehicular			