

Risk Assessments - Windsurfing

HAZARD	WHO MIGHT BE HARMED	CONTROL MEASURES
DROWNING	STAFF & STUDENTS	GST & Education have medical form stating swimming ability. Students must wear life jackets or buoyancy aids before going afloat.
FALLING OFF	STAFF & STUDENTS	All students to be briefed by the instructor in charge on what to do when falling off the board. This is to include awareness of depth of water, other students & to be aware of the rig. No GST staff member will work in a location alone, all staff are to be in visual & VHF communication range of another instructor @ all times in case of an accident or emergency
HEAD INJURY	STAFF & STUDENTS	Students are to be made aware before going afloat of the dangers of the Rig falling down on them after they have fallen off.
COLD WEATHER	STAFF & STUDENTS	All students are briefed on what to wear by the instructor in charge of the group. All appropriate protective clothing will be provided and checked by an instructor before going afloat. All GST Staff are appropriately Trained & Qualified and are responsible for ensuring they have the correct clothing for themselves before going afloat.
GROUP CONTROL WHILST AFLOAT & OTHER WATER USERS	STAFF & STUDENTS	All students will receive a comprehensive safety briefing by the Instructor in charge before going afloat. This will include the Sailing area, safety & recall signs, awareness of other water users & any local hazards.
ENTRAPMENT	STAFF & STUDENTS	All GST Instructors & Safety boats are to carry a knife with a serrated blade to cut a trapped person free of any ropes or harness worn. Nb. BDH's contain Knife in Safety boats.
STUDENT MEDICAL ISSUES	STUDENTS	All students must fill out a booking form prior to arrival. If under 18 this form must be signed by the students Legal Guardian. All forms are read by the Principal & General Manager and any issues are noted on the course/school register. Any issues will be appropriately risk assessed before going afloat.
INJURY FROM TRAILER AND DEPLOYMENT OF TRAILER ON BEACH	STAFF & STUDENTS	Trailer is to be deployed by experienced staff aged 25+ holding correct licence. Ensure that trailer is hitched correctly and safety chain/lanyard is used. Ensure trailer is driven down the slip with extreme caution leaving trailer braked and stands down. Ensure students carefully retrieve kit from trailer.

Operation Guide - Windsurfing

This is an operating guide to ensure all Windsurfing sessions are safe and fun ensuring students and instructors get the most from their Windsurfing.

Before Session

- Obtain weather forecast and tide times.
- Obtain booking sheet and contact details for students on register.
- If weather is unsuitable (i.e. unsafe) contact students night before to postpone.
- Ensure kit is in working order.
- Ensure kit is suitable (i.e. kids rigs for juniors and monofilm for improvers etc.)
- Ensure there is enough fuel for the safety boat.
- Instructors must arrive at sailing location at least half an hour before session to set up equipment.
- Ensure Instructor Student & Student/ Safety boat ratios are maintained
- Safety boat must be set with safety pack, fuel etc. and run before session begins to ensure that the engine is warm and in good working order. Safety boat must be at the water's edge / in the shallows and ready to go.

During Session

- Ensure all simulator sessions are well supervised.
- Disassemble simulator straight away session to ensure children don't injure themselves.
- Pair up people to carry boards to the water's edge.
- Buoyancy aids must be used at all times by Instructors as well as students unless harnesses are being worn.
- Grande Havre beach can be a good safe alternative if tide and wind conditions are favorable.
- Give a good brief including sailing area, recall signal and distress signal.
- Brief students on how to fall and being aware of mast to head situation.
- Ensure windsurfers use launch and land area correctly.
- Be sensitive and courteous to other beach users.

After Session

- Ensure proper debrief is given.
- Get students to bring kit to trailer.
- Try keeping kit as sand free as possible.
- Make sure all kit is stowed and tied down correctly.
- Report any damage to S.I. immediately.
- Look after all students under the age 16 until they have been collected by their parents.
- Issue all certificates on the last day of the course.
- Record any incidents/injuries straight away.