Argeles Beach SOP & Risk Assessment
Power Boat Ratios for sail sports

<table>
<thead>
<tr>
<th>Craft</th>
<th>Quantity</th>
<th>Quantity of Safety Boats</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windsurfing</td>
<td>12 Windsurf boards</td>
<td>1 safety boat</td>
</tr>
<tr>
<td>Dinghies, Multihulls or Keelboats (without engines) capable of recovery from swamping</td>
<td>Up to 6</td>
<td>1 safety boat</td>
</tr>
<tr>
<td></td>
<td>7 to 15 boats</td>
<td>2 safety boats</td>
</tr>
<tr>
<td></td>
<td>15 or more</td>
<td>3 or more safety boats</td>
</tr>
</tbody>
</table>

All motorised Safety boats to be rigged as the following as per RYA standards:

- VHF
- Flares
- Knife
- Basic first aid kit
- Anchor
- Paddle
- Multi tool
- Horn
- Chart
- Fire extinguisher
- Throwline
Standard operating procedure: KAYAKING SIT ON TOPS

Site specification and Instructing staff:
Lead by BCU UKCC Level 1 coach minimum
Paddle sport leader (or International equivalent)
Assisted by competent paddler and water sports practitioner.

Staff – Participant ratio: 1-8 (2 staff minimum)

Site Specification:
- An area used for secure storage of kayaks when not in use, ideally raised to allow water drainage and to limit lifting.
- A separate area for damaged equipment.
- An Appropriate launch point suited to repeated launch of plastic Kayaks (both for the Kayak and the environment).
- Kayak groups should remain within the 300m Of Shore line or appropriate exit.

Equipment requirements

<table>
<thead>
<tr>
<th>Per Instructor:</th>
<th>Per Guest:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paddle</td>
<td>Buoyancy Aid</td>
</tr>
<tr>
<td>Knife</td>
<td>Paddle</td>
</tr>
<tr>
<td>Towing-system</td>
<td></td>
</tr>
<tr>
<td>Anchor and mooring buoy</td>
<td></td>
</tr>
<tr>
<td>Buoyancy Aid</td>
<td></td>
</tr>
<tr>
<td>Paddle</td>
<td></td>
</tr>
</tbody>
</table>

Activity base:
- Mobile Phone
- First Aid Kit
- Water

Clothing Requirements
- Suitable clothing
- Suitable footwear

Activity Preparation:
- Check relevant documents for medical information.
- Inspect operating area for hazards, If new hazards are found inform the beach manager.
- Observe weather forecast.
- Adverse weather cut off’s by suitably qualified or experienced senior staff/or if deemed beyond the comfort zone of the BCU instructor.
- Safety boat should be prepped and ready on the shore.

Activity Instruction:
- Demonstrate and check correct fitting of Personal Protective Equipment (PPE).
- Give a short and clear briefing which must include: S.E.E.D.S. (see 'Kayak Risk Assessment'), capsize procedure, possible hazards at the venue, the intended launching and outline of session and boundaries.
- Ensure one instructor is always first on the water and last off.
- Ensure all games/exercises follow the 'Kayak Risk Assessment' and are appropriate to age range/ability of the group and in line with Party Leaders expectations.
- Ensure rescues are dealt with efficiently and with minimum risk to self, group, casualty and the public.
- Ensure action to safeguard the group is taken if a change in weather conditions occurs.
- Ensure all guests and staff always wear the correct PPE throughout the session, if they are removed for any reason they must be checked by a qualified member of staff before re-commencing the activity.
- Ensure that all staff are involved in the session and are positioned in the optimum position to ensure group control, learning and safety.
- Instructors are to launch and land kayaks as appropriate for conditions.
- Brief participants on intended method of landing prior to attempting.

Activity: Conclusion:
- R.E.A.P. Debrief
- Head count and handover
- All kayaks re stacked and secured.
- All damaged or broken kit reported.
- Incidents accidents logged.
- Ensure that unauthorised/unsupervised access to the equipment is not possible if leaving the apparatus for an extended period.

Debrief with Beach Manager
Stay up wind within 50m of shore

1 Instructor on water first before group

Board and exit kayaks to seaward

Small anchor for games

Go this way

Capsize drill on beach or waist deep

Make sure you have a towline

1 instructor to launch and land one at a time

Voyager Adventure – SOPs & Risk Assessments – Argeles sur mer
1 Instructor on water first before group

Send out 1 kayak at a time past any shore break

Stay up wind (clear of shore break)

Small anchor for games

Capsize drill on beach or waist deep (if no shore break)

Board and exit kayaks to seaward

Go this way

Make sure you have a towline
<table>
<thead>
<tr>
<th>Hazard</th>
<th>Who</th>
<th>Risk evaluation</th>
<th>Existing controls</th>
<th>Further Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Offshore winds – Participants been swept out to sea: Drowning/exposure. Loss of / damage to equipment</td>
<td>All</td>
<td>LDH: 1 X</td>
<td>=5</td>
<td>All sessions led by a BCU coach. Daily weather forecast is monitored and local knowledge sought from the French operators. Strict group control is maintained in offshore wind. Launch and land kayaks upwind far as possible in accordance with other beach activities. All instructors to carry a tow line as part safety kit. Safety craft manned. Groups remain within the line of site of safety craft unless agreed with Beach Manager and a suitable method of communication is available. Groups not to operate further than 50m from shore in offshore conditions exceeding Beaufort F3 – the safety brief to stress importance. Not required at this time</td>
</tr>
<tr>
<td>On-shore wind (lee shores) / Heavy shore breaks: Fractures, sever injuries</td>
<td>All</td>
<td>LHD: 2 X</td>
<td>= 6</td>
<td>The group is briefed as to boarding and exiting the kayaks to seaward. Instructors assist in launching and landings when conditions dictate, with one instructor stationed on the beach and one on the water. When landing on the beach in heavy shore breaks, limit to one kayak at a time. Launch and land kayaks upwind far as possible in accordance with other beach activities. Beach Manager to enforce bad weather cut offs. Not required at this time</td>
</tr>
<tr>
<td>Entrapment from capsize: Drowning/ head injuries</td>
<td>Participants Staff</td>
<td>LHD:1 X</td>
<td>= 5</td>
<td>Kayak groups are under constant supervision from Voyager staff all of whom have undergone kayak training and rescue for the type of craft used. Room under up turned boat to create an air pocket and no leg restrictions. Sit on top style boats are used for taster sessions which are high volume and beginner friendly, making entrapment risks virtually impossible. All guest wear approved personal buoyancy. Not required at this time</td>
</tr>
<tr>
<td>Paddles</td>
<td>Participants Staff</td>
<td>LHD: 3 X</td>
<td>=6</td>
<td>Instructors distribute all equipment and guests warned of the need for care when holding/using a paddle in the initial session intro/safety brief. Induction training for safety briefings including dangers of inappropriate equipment use. Not required at this time</td>
</tr>
<tr>
<td>Raft games/ rafting up</td>
<td>Participants</td>
<td>Staff</td>
<td>LHD: 3 X CSQ: 2 =6</td>
<td>Groups briefed on the need for care when rafting boats together or moving from boat to boat prior to activity or game. Instructors are aware of the need for group control when conducting raft games. Sit on top style boats are used for taster sessions which are high volume and beginner friendly.</td>
</tr>
</tbody>
</table>
Standard operating procedure: WINDSURFING

Site Specification and Instructing Staff

Instructor Qualifications:
- Lead Instructor: RYA Start Instructor minimum (or International equivalent)
- 2nd Instructor: In-house trained and assessed as Windsurf competent.

RYA Training Ratio: 1:6
Schools Ratio: 1:6 on the water. (2 staff minimum)

Site Specification: Minimum
- An area used for secure storage of windsurf equipment when not in use
- A separate area for damaged equipment
- To remain within the Central Windsurfing operating channel or outside the 300m zone at the discretion of the Beach manager

Equipment Requirements:
- Buoyancy aid
- Appropriate equipment for transportation to a casualty e.g. SUP, Windsurf board/rig, Safety Boat

Per 2 Guests
- 2 x Buoyancy aid (can be substituted for harness during intermediate sessions)
- Board and Rig

Specific Clothing Requirements

Per Instructor
- Clothing suitable to conditions
- Suitable footwear
- Safety

Per Guests
- Clothing suitable to conditions
- Suitable footwear

Activity: Preparation
- Check 'beach daily sheet' for medical information.
- Obtain a weather forecast, wind direction and launching area to be verified with the beach manager/Central Windsurfing
- On the water area must be clearly defined and pointed out
- Boards rigged and to be thoroughly checked with special attention to mast foot and laid out ready to go close to the water.
- The boom to correct height check board for grip.
- Safety boat should be prepped and ready on the shore.

Activity: Instruction
- Check all Personal Protection Equipment (PPE)

Activity: Conclusion
- Give a clear briefing which must include: S.E.E.D.S. (see 'Windsurf Risk Assessment'), sailing area and self-rescue.
- Wind its direction should be discussed
- Explain parts of the board front/back/skeg, dagger board, mast fittings boom and sail
- Boom Height should be adjusted for each guest
- Demonstrate carrying a board, and rig in 2 guests to a board
- The method of launching and landing should be briefed to the participants before attempting to do so.
- The method of launching and landing should be appropriate for the conditions.
- Balancing exercises on the water 2 participants per board
- Ensure boards are spaced far enough apart to avoid injury when falling
- On the water group control must be maintained
- Demonstrate ashore: Secure position; Sailing position; Tacking; Self-rescue
- Encourage guests to uphaul, adopt the sailing position and sail across the wind
- The instructor should assist each participant in launching and paddling out from the beach if conditions dictate. (i.e.) Self rescue technique should be used to reach a safe practice area beyond any shore break.
- Ensure that the distance between guests is sufficient to avoid injury from falling rigs

Optional further Development:
- Instructor demonstrates and coaches the 180 degree turn
- Instructor demonstrates and coaches steering
- Sail a figure of eight course and upwind sailing
- Instructor demonstrates and coaches gybing
- Beach starts
- Games approved by BM.

Debrief with Beach Manager
Above Beaufort F3?
Consider reducing fleet size, use tethers to limit sailing area (check with BM)

Self rescue at start of session

Participants work in pairs to carry boards and rotate sailing

Launch as far up wind within operating area
Launch one at a time

Checks
- RADIO
- BA’s
- SAFETY KIT

Voyager Adventure – SOPs & Risk Assessments – Argeles sur mer
Above Beaufort F3?
Consider reducing fleet size, use tethers to limit sailing area (check with BM)

Operate clear of any shore break

Self rescue at start of session

Launch as far up wind within operating area

Use a conveyor belt system starting up wind and sailing across the wind

Participants work in a buddy system

Checks
- RADIO
- BA's
- SAFETY KIT
<table>
<thead>
<tr>
<th>Hazard</th>
<th>Who</th>
<th>Risk evaluation</th>
<th>Existing controls</th>
<th>Further Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>On-shore wind (lee shores) / Heavy shore breaks:</strong></td>
<td>Participants</td>
<td>LHD: 1 X CSQ: 4</td>
<td>Launch windsurfers at the up wind corner of marked area and tow past shore dump whilst monitoring the participants closely. All landings supervised by an RYA qualified lead instructor. Instructors trained in risks of lee shore landings. Weather forecast obtained through French owner/operators with good knowledge of local weather phenomenon. Local recall procedure in place.</td>
<td>Conditions exceeding Beaufort F3, limit the number of windsurfers on the water, and carry out an extended safety brief. Beach manager to supervise and assist both the launching and landing, taking extra safety precautions</td>
</tr>
<tr>
<td><strong>Fractures, sever injuries</strong></td>
<td>Staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Offshore winds – Participants been swept out to sea:</strong></td>
<td>Participants</td>
<td>LHD: 1 X CSQ: 5</td>
<td>Safety boat to be prepped and on the water. Windsurfs should be rigged with a leash. Daily weather forecast is monitored and local knowledge sought from the French operators. Strict group control is maintained in offshore conditions and a safe sheltered working area allocated by beach manager (as seen in diagram). Safety boat to be prepped and on the water. Groups to remain within line of sight of safety boat and beach manager. Suitable methods of communication are available.</td>
<td>Conditions exceeding Beaufort F3, limit the number of windsurfers on the water and ensure all have tethers attached. Groups not to operate further than 10m from shore in offshore conditions. The safety brief to stress the importance.</td>
</tr>
<tr>
<td><strong>Drowning/exposure. Loss of / damage to equipment</strong></td>
<td>Staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>U-Jay:</strong> Lacerations/ puncture wounds.</td>
<td>Participants</td>
<td>LHD: 2 X CSQ: 2</td>
<td>When using the windsurf board without the sail attached, U-jays should be removed. U-jays should be stored together in container and not left scatter around the activity site.</td>
<td></td>
</tr>
</tbody>
</table>
Standard operating procedure: SAILING – Fun Boats, Pico’s & Feva’s
Site Specification and Instructing Staff

Instructor Qualifications:
Lead Instructor: RYA Dinghy Instructor (or International equivalent)
Assisted by site specific trained suitably experienced sailor

1:8 Double Handed (4 boats)

Schools Ratio: 1:4 Feva’s with an instructor sailing.
1:3 Feva’s no instructor sailing sailing.
Feva Max Capacity 3

Site Specification: Minimum
- An area used for secure storage of sailing equipment when not in use.
- A clearly set aside area for damaged equipment.
- To remain within the Central Windsurfing operating channel or outside the 300m zone at the discretion of the Beach manager.

Equipment Requirements:
Per Instructor
Buoyancy aid
Knife

Per Guest
Buoyancy aid
Helmet

Specific Clothing Requirements
Instructor
Clothing suitable to conditions.
Suitable footwear.

Guests
Clothing suitable to conditions.
Suitable footwear.
Wetsuit (early season).

Activity: Preparation
- Obtain a weather forecast, wind direction and launching area to be verified with the beach manager/Central Windsurfing
- Hulls and fittings thoroughly checked
- Ensure bungs and rudders secured
- The Sailing Area must be marked with bouys.
- Radio check
- Safety boats on the water and manned available to escort the dinghies to the sailing area when required
- Mast floats attached
- Boats reefed to suit the conditions

Activity: Instruction
- Demonstrate and check the correct fitting of Personal Protection Equipment (PPE)
- S.E.E.D.S brief (see ‘Dinghy Sailing Risk Assessment’)  
- Wind awareness and its direction should be discussed
- Boat talk point out parts and their uses, if using different craft point out the relevant differences to these craft
- Demonstrations: Ashore
- Correct sitting position (craft positioned across wind)
- How to control speed
- Tacking demo, this should be repeated by each student until instructor is confident with the technique of the students.
- Gybing to only be taught in RYA courses not in taster sessions
- Demonstrate capsize Recovery, and how to prevent it
- Groups guided to sailing area through most appropriate method e.g. sailing or towing
- Groups are to sail a figure of 8 course
- Development: Each guest should be encouraged to spend as much time as possible in the dinghies to improve their skills. Sailing upwind and downwind as well as sailing on a beam reach course. Racing should be introduced if appropriate
- Ensure all guests and staff wear the correct PPE at all times throughout the session, if they are removed for any reason they must be checked by a qualified member of staff before re commencing the activity
- Games approved by Beach Manager
- All boats launched and recovered under the strict supervision of the trained voyager staff in a safe and seamanlike fashion as per instructions of the beach manager.
- In lee shore winds conditions a “150m rule” is put in effect, which means the sailing vessels cannot come within 150m of the beach unless they intend to land and have informed the Beach Manager.

Activity: Conclusion
- R.E.A.P. debrief
- All boats and sails are secured.
- All damaged or broken kit reported.
- Incidents accidents logged.
- Ensure that unauthorised/unsupervised access to the equipment is not possible if leaving the apparatus for any period of time.

Debrief with Beach manager
Standard operating procedure: SAILING – Laser Stratos

Site Specification and Instructing Staff

Instructor Qualifications: Lead Instructor: RYA Dinghy Instructor (or International equivalent) Assisted by site specific trained suitably experienced sailor

RYA Training Ratio: Instructor on board: 1:3
Instructor on safety boat: 1:9 (3 boats Max)

Schools Ratio (Max): 1:4 (Instructor Onboard)

<table>
<thead>
<tr>
<th>(a) Per Instructor</th>
<th>(b) Per Guests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buoyancy aid</td>
<td>Buoyancy aid</td>
</tr>
<tr>
<td>Knife</td>
<td></td>
</tr>
<tr>
<td>whistle</td>
<td>Helmets</td>
</tr>
</tbody>
</table>

N.B. Ratio's should be checked with BM prior to session. Size of kids, wind force, swell etc could see a reduction in ratio's for the days operations.

Site Specification: Minimum
- An area used for secure storage of sailing equipment when not in use.
- A visually clear area, set aside for damaged equipment.
- Sailing vessels on the water to remain within visual line of sight of Central Windsurfing/Beach Manager, never exceeding >3 miles. Typically to sail in open water 300-500m from point of departure.
- To stay out of beach designated swimming areas.
- Sails will be reefed in wind strengths > F3 unless otherwise stated by Beach Manager.
- In lee shore winds conditions a 150m rule is put in effect, which means the sailing vessels cannot come within 150m of the beach unless they intend to land and have informed the Beach Manager.
- The standard launching method is for boats to be rigged and anchored (with sails down) 100m from beach. The crew then swim to the boat, unless otherwise stated by Beach Manager.

Activity: Preparation
- Obtain a weather forecast, wind direction and launching area to be verified with the beach manager/Central Windsurfing
- Hulls and fittings thoroughly checked
- Ensure bungs and rudders secured
- On the water area must be clearly defined and pointed out
- All instructors carry VHF radios and to have completed a radio check with beach manager and safety cover.
- A prepared safety boat on the water and moored
- Mast floats attached
- Boats reefed to suit the conditions
- Aft boom reefing line to be rigged prior to launch. Mast reef to be rigged if required.
- Safety boat to be prepared with more than the required fuel for the day
- An additional safety boat to be pulled to the water’s edge and prepared
- Anchors to be flaked and prepared prior to launching if required
- Stratos to be launched using White matting where possible to reduce the risk of centreboard sticking in place due to sand/stones.
- Stratos centreboard to be checked for functionality before leaving shallows or Anchor.

Activity: Instruction
- Demonstrate and check the correct fitting of Personal Protection Equipment (PPE)
- S.E.E.D.S brief (see 'Dinghy Sailing Risk Assessment')
- Wind awareness and its direction should be discussed
- Boat talk, point out parts and their uses, if using different craft point out the relevant differences to these craft
- Demonstrations: Ashore
- Correct sitting position (craft positioned across wind)
- Teach how to control speed
- Teach tacking through a series of demos and slowly introduce the controls of the boat to the participants (turning the front of the boat through the wind)
- Discuss irons and demonstrate how to get out of irons
- Discuss capsize recovery, and how to prevent it
- Instructors helm until at the sailing area or lead group via safety boat.
- Explain use of jib sail prior to setting sail.
- Development: Introduce upwind sailing and the relevant changes to the five essentials
- Instructor to helm when picking up the Anchor or returning to the beach.
- Ensure all guests and staff wear the correct PPE at all times throughout the session, if they are removed for any reason they must be checked by a qualified member of staff before recommencing the activity.
- Games approved by Beach Manager.
- All boats launched and recovered under the strict supervision of the instructor in a safe and seamanlike fashion as per RYA guidelines; **Students may have to be ferried between anchored boat and beach using a safety boat or suitable alternative at beach manager’s discretion (Safety boats are to avoid coming alongside unless in an EAP situation.).**

**Activity: Conclusion**
- **R.E.A.P**. debrief.
  - All boats and sails are secured.
  - All damaged or broken kit reported.
  - Incidents accidents logged.
  - Ensure that unauthorised/unsupervised access to the equipment is not possible if leaving the apparatus for any period of time.

**Debrief with Beach manager**
Above Beaufort Force 3?
Reef sails, Consider joy rides with a smaller fleet.
Consult Beach Manager

- Beam reach course just outside the upwind corner of CW channel.
- Capsize demonstrated in shallow water prior to leaving beach.

Checks
- Radios
- PFD's
- Helmets
- Bungs
- Foils
- Rigging
Beam reach course just outside the upwind corner of CW channel.

Capsize demonstrated in shallow water prior to leaving beach.

Above Beaufort Force 3?
Reef sails, consider joy rides with a smaller fleet. Consult Beach Manager

Checks
- Radios
- PFD’s
- Helmets
- Bungs
- Foils
- Rigging

Voyager Adventure – SOPs & Risk Assessments – Argeles sur mer
Above Beaufort Force 3?
Reef sails, Consider joy rides with a smaller fleet. Consult Beach Manager

Boats to be anchored with sails dropped when not in use. Clients briefed with sails dropped.

Beams reach course just outside the upwind corner of CW channel.

Capsize covered in brief before leaving anchor

Boats launched before arrival of clients

Checks
- Radios
- PFD's
- Helmets
- Bungs
- Foils
- Rigging
Checks
- Radios
- PFD's
- Helmets
- Bungs
- Foils
- Rigging

Beam reach course just outside the upwind corner of CW channel.

Capsize covered in brief before leaving anchor.

Boats to be anchored with sails dropped when not in use. Clients briefed with sails dropped.

Boats Launched before arrival of clients.

Above Beaufort Force 3?
Reef sails, Consider joy rides with a smaller fleet. Consult Beach Manager.
<table>
<thead>
<tr>
<th>Hazard</th>
<th>Who</th>
<th>Risk evaluation</th>
<th>Existing controls</th>
<th>Further Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-shore wind (lee shores) / Heavy shore breaks: Entrapment, fractures, sever injuries</td>
<td>Participants Staff</td>
<td>LHD: 1 X CSQ: 4</td>
<td>All landings supervised by an RYA qualified lead instructor. Instructors trained in risks of lee shore landings. Weather forecast obtained through French owner/operators with good knowledge of local weather phenomenon. Local recall procedure in place. Safety boat manned and on station whenever groups are on the water as per recall procedure. Dinghies launched before groups arrive to prevent any danger from shore break to inexperienced clients. Course to be set in this area, maintaining an upwind positioning.</td>
<td>Conditions exceeding Beaufort F3, limit the number of sailing boats on the water, and carry out an extended safety brief. Beach manager to supervise and assist both the launching and landing, taking extra safety precautions.</td>
</tr>
<tr>
<td>Offshore winds – creating starburst/ groups been swept out to sea: Drowning/exposure / multiple capsize(all). Loss of / damage to equipment</td>
<td>Participants Staff</td>
<td>LHD: 1 X CSQ: 5</td>
<td>Daily weather forecast is monitored and local knowledge sought from the French operators. Strict group control is maintained in offshore conditions and a safe sheltered working area allocated by beach manager. In offshore conditions exceeding Beaufort F3, don’t operate further than 100m meters from shore and consider limiting the number of boats on water and possible joy rides. Safety boat to be prepped and on the water. Groups to remain within line of sight of safety boat and beach manager. Suitable methods of communication are available.</td>
<td></td>
</tr>
<tr>
<td>Impact from boom in strong wind conditions: Severe head injuries or drowning.</td>
<td>Participants Staff</td>
<td>LHD:1 X CSQ: 5</td>
<td>Participants are trained during brief to understand and manage boom risk. All participants are equipped with helmets; reducing the consequence of an impact.</td>
<td>In strong wind conditions exceeding Beaufort F4, sails may be reefed by the discretion of the beach manager and or instructors may take participants for joy rides directly managing boom risk.</td>
</tr>
</tbody>
</table>
Standard operating procedure: PADDLE BOARDING

Site Specification and Instructing Staff

Instructor Qualifications:
Lead by BCU UKCC Level 1 coach, Paddleboard specific coach, international equivalent or competent in-house trained instructor. Assisted by competent paddler and water sports practitioner.

Staff – Participant ratio: 1-8 (2 staff minimum)

Site Specification: Minimum
- An area used for secure storage of paddle boards when not in use, ideally raised, to limit lifting.
- A clearly set aside area for damaged boards and paddles.
- A designated launch point suited to repeated launch of boards (both for the boards, the environment and other beach users)
- Should remain within the marked 300m zone or within 50m of the beach in offshore conditions exceeding Beaufort F3.

Equipment Requirements:

<table>
<thead>
<tr>
<th>Per instructor</th>
<th>Per guest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buoyancy Aid</td>
<td>Buoyancy Aid</td>
</tr>
<tr>
<td>Paddle</td>
<td>Paddle</td>
</tr>
<tr>
<td>Board</td>
<td>Board</td>
</tr>
</tbody>
</table>

Available at activity base:
First Aid Kit
Mobile phone
Water

Specific Clothing Requirements

<table>
<thead>
<tr>
<th>Per instructor</th>
<th>Per guest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clothing suitable to conditions</td>
<td>Clothing suitable to the conditions</td>
</tr>
<tr>
<td>Suitable footwear</td>
<td>Suitable Footwear</td>
</tr>
</tbody>
</table>

Activity: Preparation
- Check appropriate documents for relevant medical information.
- Inspect venue for hazards. Any unexpected hazards are to be reported to the beach manager and the session brief adapted accordingly.
- Observe a weather forecast prior to session.
- Adverse weather cut offs by suitably qualified or experienced senior staff / on advise of Central Windsurf base operators.
- Appropriate rescue method available and prepped

Activity: Instruction
- Demonstrate and check correct fitting of Personal Protective Equipment (PPE).
- Method of launching must be appropriate to the conditions and briefed prior to the group attempting.
- Give a short and clear briefing which must include: S.E.E.D.S., (see Paddle Board Risk Assessment*) self-rescue.
- Ensure one instructor is always first on the water and last off.
- Ensure all games/exercises are appropriate to age range/ability of the group and in line with Party Leaders expectations.
- Ensure rescues are dealt with efficiently and with minimum risk to Self, Group and Casualty.
- Ensure action to safeguard the group is taken if a change in weather conditions occurs.
- Ensure all guests and staff wear the correct PPE at all times throughout the session, if they are removed for any reason they must be checked by a qualified member of staff before recommencing the activity.
- Ensure that all staff are involved in the session and are positioned in the optimum position to ensure group control, learning and safety.
- When games and exercises contain risk of falling of the boards, all participants must remain at least one boards length from other vessels.
- Method of landing should be appropriate for conditions and briefed to group before attempting consider briefing landing at the start in onshore wind conditions

Activity: Conclusion
- R.E.A.P. debrief
- All paddle boards are re-stacked and secured.
- All damaged or broken kit reported.
- Incidents accidents logged.
- Ensure that unauthorised/unsupervised access to the equipment is not possible if leaving the apparatus for any period of time.

Debrief with Beach Manager
See example session plans for prevailing wind conditions.

- Stay up wind within 50m of shore
- Instructor sits @ 10m
- Self rescue at start of session
- Control the safety on paddleboard games/exercises
- Go this way
- Launch: safety, proper method of board carrying
- 1 instructor to control the launch and land (one at a time)

Checks
- RADIO
- BA's
- SAFETY KIT
Control the safety on paddleboard games/exercises

Self rescue at start of session

Instructor sits @ 10m

Launch: SEEDS

1 instructor to control the launch and land (one at a time)

Stay up wind within 50m of shore

Go this way

Checks
- RADIO
- BA’s
- SAFETY KIT

Voyager Adventure – SOPs & Risk Assessments – Argeles sur mer
<table>
<thead>
<tr>
<th>Hazard</th>
<th>Who</th>
<th>Risk evaluation</th>
<th>Existing controls</th>
<th>Further Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-shore wind (lee shores) / Heavy shore breaks: Fractures, severe injuries</td>
<td>Participants Staff</td>
<td>LHD: 1 X CSQ: 4</td>
<td>Guests and instructors will be made aware of dangerous landing &amp; recovery conditions by Beach Manager and actions/precautions required to avoid injury. Voyager Instructors undergo local training and assessed by Beach Manager and work under the supervision of a BCU UKCC level 1 coach. Beginner equipment used. Instructor to physically assist participants with board in waves. Any games to be conducted away from shore break.</td>
<td>Not required at this time</td>
</tr>
<tr>
<td>Offshore winds – Participants been swept out to sea: Drowning/exposure. Loss of / damage to equipment</td>
<td>Participants Staff</td>
<td>LHD: 1 X CSQ: 5</td>
<td>Group to stay close to beach. Number of boards on water to be reduced. Daily weather forecast is monitored and local knowledge sought from the French operators. Strict group control is maintained in offshore wind. Safety craft manned and positioned at the outer limit of the operating area. Groups remain within the line of site of safety craft unless agreed with Beach Manager and a suitable method of communication is available. Groups not to operate further than 100m from shore in offshore conditions exceeding Beaufort F3 – the safety brief to include paddling whilst lying on the board.</td>
<td>Not required at this time</td>
</tr>
<tr>
<td>Rafting games/ Rafting up: Trapped hands, slips/ trips and falls.</td>
<td>Participants Staff</td>
<td>LHD: 2 X CSQ: 2</td>
<td>Participants briefed on the need for care when holding boards and moving from board to board. Instructor vigilant of hazards when group is in a raft. Groups warned of the need for care when holding boards together or moving from board to board prior to activity or game. Instructors are aware of the need for group control when conducting raft games Long boards used for taster sessions which are very buoyant, stable and beginner friendly.</td>
<td>Not required at this time</td>
</tr>
<tr>
<td>Wind stronger than Beaufort F3: Exhaustion</td>
<td>Participants Staff</td>
<td>LHD: 1 X CSQ: 3</td>
<td>Group positioned to cope with wind direction and to stay close to the beach. Instructor to judge fitness level of group and limit activity exertion to avoid exhaustion of weakest participant.</td>
<td>Safety boat to rescue participant and equipment if attempt has already been made to get participant to beach by activity instructor and failed.</td>
</tr>
<tr>
<td>Impact from boards: Severe injury, lacerations, bruises.</td>
<td>Participants</td>
<td>LHD: 1 X CSQ: 3 = 3</td>
<td>Participants, or paired participants with one board, to spread out at least one board length from each other when conducting games. Participants briefed on hazard.</td>
<td>Not required at this time</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
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<td>-------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Skeg: Laceration, damage to equipment</td>
<td>Participants</td>
<td>LHD: 1 X CSQ: 2 = 2</td>
<td>Participants briefed on how to carry boards and avoid dragging skeg in ground.</td>
<td>Not required at this time</td>
</tr>
</tbody>
</table>
Standard operating procedure: **BEACH GAMES**

Site Specification and Instructing Staff

**Instructor Qualifications:** In house trained.

**Staff – Participant ratio:** 1-12 (2 staff minimum)

**Specific clothing requirements**

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Guests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clothing suitable to conditions</td>
<td>Clothing suitable to the conditions</td>
</tr>
<tr>
<td>Suitable footwear</td>
<td>Suitable Footwear</td>
</tr>
</tbody>
</table>

**Site Specification:** Minimum

- To operate in adverse weather conditions

**Equipment Requirements:**

- Watersports equipment for “Beach Olympics”
- “Commandos”: Kayaks dug on their side + funboats
- Area for games with minimal disruption to other beach users

**Activity: Preparation**

- Check 'beach daily sheet' for medical information.
- Inspect venue for debris.
- Set up appropriate course for either 'Olympics' or 'Commandos'.

**Activity: Instruction**

- Split group into teams of equal ability.
- Give a short and clear briefing to include appropriate S.E.E.D.S. (see 'Beach Games Risk Assessment').
- Ensure all games/exercises are appropriate to age range/ability of the group and in line with Party Leaders expectations.
- Ensure that all staff are involved in the session and are positioned in the optimum position to ensure group control, learning and safety

**Activity: Conclusion**

- R.E.A.P. debrief
- All equipment is re-stacked and secured.
- All damaged or broken kit reported.
- Incidents accidents logged.
- Ensure that unauthorised/unsupervised access to the equipment is not possible if leaving the apparatus for any period of time.

**Debrief with Beach Manag**
Standard Operating procedure: GIANT SUP

Site Specification and Instructing Staff

Instructor Qualifications: Lead by BCU UKCC Level 1 coach, Paddleboard specific coach, international equivalent or competent in-house trained instructor. Assisted by competent paddler and watersports practitioner

Staff – Participant ratio: 1:12 on the water. (1 staff minimum)

Site Specification:

☐ An area used for secure storage of Giant SUP equipment when not in use.

Equipment Requirements:

Specific Clothing Requirements

<table>
<thead>
<tr>
<th>Per Instructor</th>
<th>Per Guests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buoyancy aid</td>
<td>Buoyancy aid</td>
</tr>
<tr>
<td>Knife</td>
<td>Paddle</td>
</tr>
<tr>
<td>whistle</td>
<td>Helmets</td>
</tr>
</tbody>
</table>

Activity: Preparation

- Check 'beach daily sheet' for medical information.
- Obtain a weather forecast, wind direction and launching area to be verified with the beach manager.
- On the water area must be clearly defined and pointed out.
- Radio check.
- Boards inflated and to be thoroughly checked laid out ready to go on the water, in a manner that ensures it cannot become a danger to staff, clients or other beach users.
- Inflated to the correct PSI.
- Safety boat should be prepped and ready just off shore.

Activity: Instruction

- Check all Personal Protection Equipment (PPE).
- Give a short and clear briefing which must include: S.E.E.D.S. (see 'Giant SUP Risk Assessment').
- Explain paddle techniques and correct way to lift equipment before going out on the water.
- Balancing exercises.
- Team communication exercises and games.
- Ensure boards are spaced far enough apart to avoid injury when falling and disrupting other sessions.
- On the water group control must be maintained.
- Giant sups are to stay within 300m area and within beach manager’s line of sight at all times.

Activity: Conclusion

- R.E.A.P. debrief.
- Boards are out of the water and left in a safe manner with regards to wind and other possible hazards.
- All damaged or broken kit reported.
- Incidents accidents logged.
- Ensure that unauthorised/unsupervised access to the equipment is not possible if leaving the apparatus for any period of time.

Debrief with Beach Manager
<table>
<thead>
<tr>
<th>Hazard</th>
<th>Who</th>
<th>Risk evaluation</th>
<th>Existing controls</th>
<th>Further Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Games afloat: Hit by paddle.</td>
<td>Participants Staff</td>
<td>LHD: 2</td>
<td>Helmets worn at all times. Participants briefed on the need for care when holding the paddle – keep hold of T Grip at all times. Instructors are aware of the need for group control when playing games.</td>
<td>Not required at this time</td>
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<tr>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td></td>
<td></td>
<td>CSQ: 2</td>
<td></td>
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<td>= 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Offshore winds – Participants been swept out to sea:</td>
<td>Participants Staff</td>
<td>LHD: 1</td>
<td>Group to stay close to beach. Number of boards on water to be reduced.</td>
<td>Instructor to carry tether so they can connect to buoys for games absent of drift or to await rescue if needed.</td>
</tr>
<tr>
<td>Drowning/exposure. Loss of / damage to equipment</td>
<td>Staff</td>
<td>X</td>
<td>Daily weather forecast is monitored and local knowledge sought from the Spanish operators. Strict group control is maintained in offshore wind. Safety craft manned and positioned at the outer limit of the operating area. Groups remain within the line of site of safety craft unless agreed with Beach Manager and a suitable method of communication is available.</td>
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<td></td>
<td></td>
<td>CSQ: 5</td>
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<td>= 5</td>
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<td></td>
</tr>
<tr>
<td>On-shore wind (lee shores) / Heavy shore breaks: Fractures, severe injuries</td>
<td>Participants Staff</td>
<td>LHD: 1</td>
<td>Guests and instructors will be made aware of dangerous landing &amp; recovery conditions by Beach Manager and actions/precautions required to avoid injury. Voyager Instructors undergo local training and assessed by Beach Manager and work under the supervision of a BCU UKCC level 1 coach. Any games to be conducted away from shore break.</td>
<td>Not required at this time</td>
</tr>
<tr>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CSQ: 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>= 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wind stronger than Beaufort F3: Exhaustion</td>
<td>Participants Staff</td>
<td>LHD: 1</td>
<td>Group positioned to cope with wind direction and to stay close to the beach. Instructor to judge fitness level of group and limit activity exertion to avoid exhaustion of weakest participant. Balance games can be played attached to local &quot;swimming area&quot; buoys in order to manage fatigue and exhaustion.</td>
<td>Safety boat to rescue participant and equipment if attempt has already been made to get participant to beach by activity instructor and failed. Instructor to carry tether for use of attaching to buoys.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CSQ: 3</td>
<td></td>
<td></td>
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<tr>
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<td></td>
<td>= 3</td>
<td></td>
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</tr>
</tbody>
</table>
Standard Operating Procedure: **Pontoon Swim**

**Site Specification and Instructing Staff**

**Instructor Qualifications:** Experienced watersports practitioner in house trained.

**Staff – Participant ratio:** 1-8 (2 staff minimum)

**Site Specification:** Minimum

- To operate in adverse weather conditions
- To remain between the beach and the pontoon
- If pontoon is in use swim to a buoy and back

**Equipment Requirements**

- Per Instructor: Buoyancy Aid
- Guests: Buoyancy Aid

**Per Activity Base**
- First Aid Kit
- Mobile phone
- Water

**Specific Clothing Requirements**

- Per Instructor
  - Clothing suitable to conditions
  - Suitable footwear
- Per Guests
  - Clothing suitable to the conditions
  - Suitable Footwear

**Activity: Preparation**

- Check 'beach daily sheet' for medical information.
- Inspect venue for debris.
- Prep safety boat.

**Activity: Instruction**

- Split group into teams of equal ability.
- Give a short and clear briefing to include appropriate S.E.E.D.S. (see 'Pontoon Swim Risk Assessment').
- **Head Count** – Before, during and after.
- Ensure that all staff are involved in the session and are positioned in the optimum position to ensure group control and safety.

**Activity: Conclusion**

- R.E.A.P. debrief
- Incidents accidents logged.

**Debrief with Beach Manager**
Standard Operating Procedure: **Beach Sport Tournament**

**Site Specification and Instructing Staff**

**Instructor Qualifications:** In house trained  
**Staff – Participant ratio:** 1:24 (3 minimum)  
**Site Specification:** Argeles Plage

**Equipment Requirements**
- First aid kit  
- Volleyball net  
- Cones  
- Volleyball  
- Frisbee

**Specific Clothing Requirements**
- Clothing suitable to the conditions  
- Appropriate footwear

**Activity: Preparation**
- Check ‘beach daily sheet’ for medical information.  
- Prepare beach volleyball court, Ultimate frisbee pitch and Create Tournament Table.  
- One Instructor, with duty phone, to accompany group during transport to beach

**Activity: Instruction**
- Activity Briefing **S.E.E.D.S** (Include rules for both sports & boundaries for evening session on the beach)  
- School is split into 8 even teams  
- Teams are named and put on the tournament table as they proceed through the tournament

**Activity: Conclusion**
- **R.E.A.P** debrief  
- Official handover with teachers  
- One instructor, with duty phone, to accompany group during return journey to Taxo Les Pins  
- Ensure all activity areas are left clear and safe condition

Voyager Adventure – SOPs & Risk Assessments – Argeles sur mer
Minimum Operating Standards: TSJ Wakepark excursion (wakeboarding and megajump)

1. Site Specification and Instructing Staff

Instructor Qualifications: NGB or TSJ internal training
Instructor Staff – Participant ratio: 2 wakepark staff for wakeboarding and 1 for the megajump

Site Specification: Minimum
- Participants are under the instruction of the Wakepark Staff
- Participants must be 8 and over
- Wake cable to be operated by qualified member of staff (internal training or NGB)

2. Equipment Requirements:

Guests:
- Helmet
- Bouyancy aid
- Wakeboard, water skis or kneeboard

3. Specific Clothing Requirements

Guests:
- Suitable Clothing for water which covers shoulders (Swimming costume, wetsuit if needed)
- Flip Flops (optional)

3. Activity: Preparation

a) Participants are required to wear appropriate clothing
b) Party Leaders should be aware of any medical history of the students and bring the medicine as required.
c) A First Aid Kit must be present at the location
d) Students are only to embark the coach for departure and arrival at the supervision of the Party Leaders/ Voyager staff

4. Activity: Instruction

Wakepark Staff will:
- Check correct fitting of Personal Protective Equipment (PPE).
- Give a clear safety briefing including: how to use the equipment correctly, safety rules.
- Wakepark staff will supervise the session

Voyager Staff will:
- Check groups understanding after the wakepark staff deliver their brief, ensure all the participants know how to return to the dock in case of falling into the water.
- Assist the wakepark in supervising of the session when asked to, and clearly directed how to do so.

5. Activity: Conclusion

a) All PPE returned
b) Incidents/accidents logged.

Reviewed by: ______________________  Date: ______________________
<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk</th>
<th>Existing Control</th>
<th>Centre Policy</th>
<th>Further Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extreme temperatures</td>
<td>Hypo / hyperthermia, sunburn</td>
<td>Participants advised to wear appropriate clothing / sun cream as part of session’s safety brief.</td>
<td>Staff training to include effects of wind chill, heatstroke and are first aid qualified.</td>
<td></td>
</tr>
<tr>
<td>General Public</td>
<td>Abduction, stranger danger to: Guests</td>
<td>Students constantly during sessions. Groups to remain within the Wakepark operating lake when not taking part in activities. Group to be made aware of route to return to dock prior to session commencing.</td>
<td>Official handover of groups between party leaders and instructors at the start and end of every session.</td>
<td></td>
</tr>
<tr>
<td>Slips, trips and falls.</td>
<td>Cuts &amp; grazes, bruising, fractures, head injury to: Guests; Staff</td>
<td>Participants to wear appropriate equipment and PPE whilst taking part. Students briefed at beginning by Party leaders about appropriate behaviour whilst at the wakepark.</td>
<td>Voyager Staff to assist with supervision when requested. Groups recommended to attach flip flops to buoyancy aid if available.</td>
<td></td>
</tr>
<tr>
<td>Climbing/walking around back to the dock.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Injured during activity</td>
<td>Sessions constantly monitored by trained Instructors. Safety briefing/practice session held before activity starts to make sure every participant is capable and is adhering to the safety instructions</td>
<td></td>
<td>Voyager Staff to check understanding after the Wakepark brief.</td>
<td></td>
</tr>
</tbody>
</table>