



Argeles Beach SOP & Risk Assessment



Power Boat Ratios for sail sports

Craft	Quantity	Quantity of Safety Boats
Windsurfing	12 Windsurf boards	1 safety boat
Dinghies, Multihulls or Keelboats (without engines) capable of recovery from swamping	Up to 6	1 safety boat
	7 to 15 boats	2 safety boats
	15 or more	3 or more safety boats

Standard Operating Procedure: **KAYAKING (Sit on Tops)**

Site Specification and Instructing Staff

Instructor Qualifications: Lead by BCU UKCC Level 1 coach minimum (or International equivalent) assisted by competent paddler and watersports practitioner.

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

Site Specification: Minimum

- An area used for secure storage of kayaks when not in use, ideally raised to allow water drainage and to limit lifting.
- A clearly set aside area for damaged boats.
- An obvious launch point suited to repeated launch of plastic Kayaks (both for the Kayak and the environment)
- Kayak groups should remain within the marked 300m zone

Equipment Requirements:

(a) Per Instructor

Buoyancy Aid
Paddle
Knife
Towing system
Anchor and mooring buoy should be available

(b) Guests

Buoyancy Aid
Paddle

(c) Per Activity Base

First Aid Kit
Mobile phone
Water

Specific Clothing Requirements

(a) Instructor

(b) Guests

Clothing suitable to conditions
Suitable footwear

Clothing suitable to the conditions
Suitable Footwear

Activity: Preparation

- a) Check 'beach daily sheet' for medical information.
- b) Inspect venue for debris, and look at general water quality and weather
- c) Adverse weather cut off's by suitably qualified or experienced senior staff / on advice of Central Windsurf base operators / or if deemed beyond the comfort zone of the BCU instructor.
- d) Safety boat should be prepped and ready on the shore.

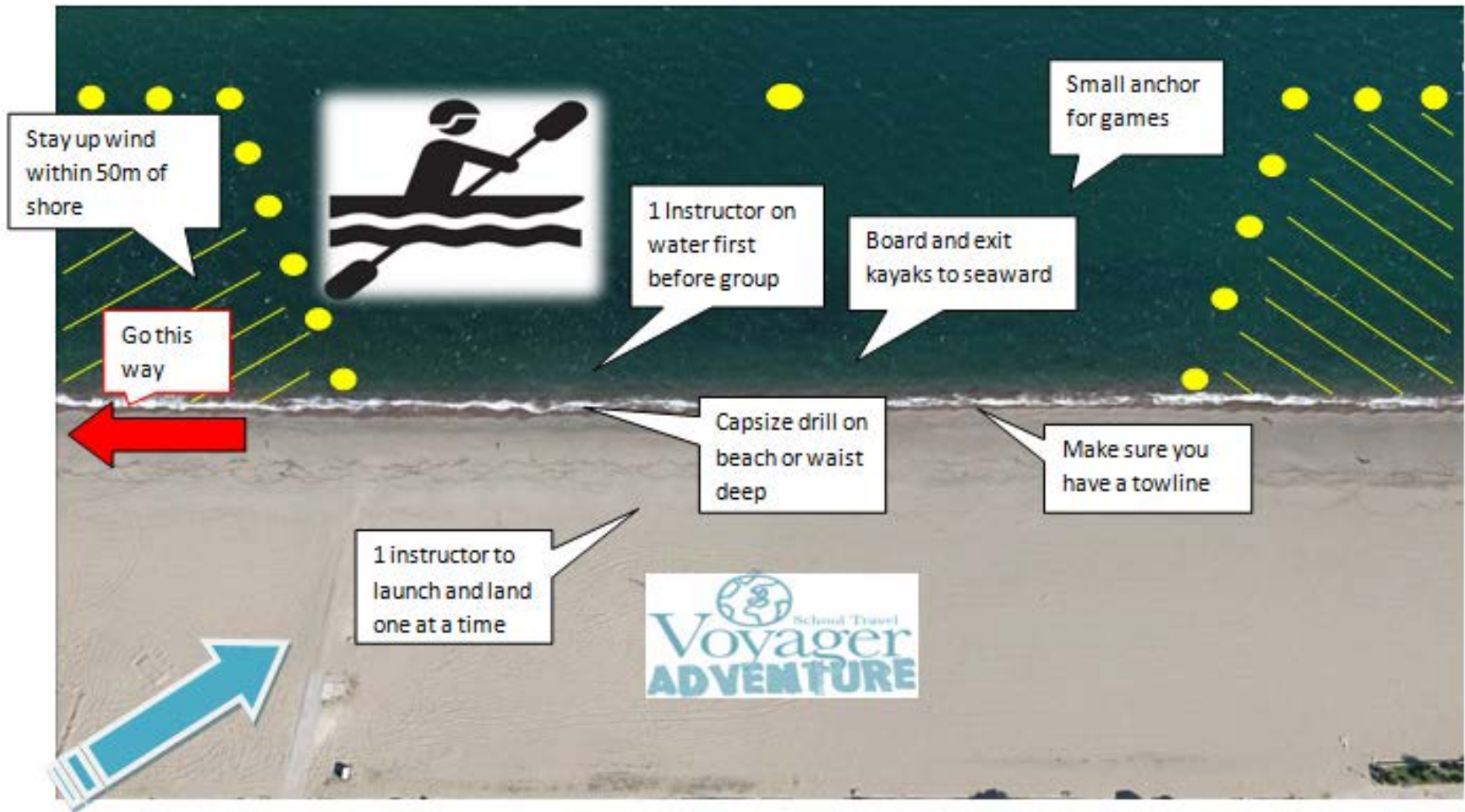
Activity: Instruction

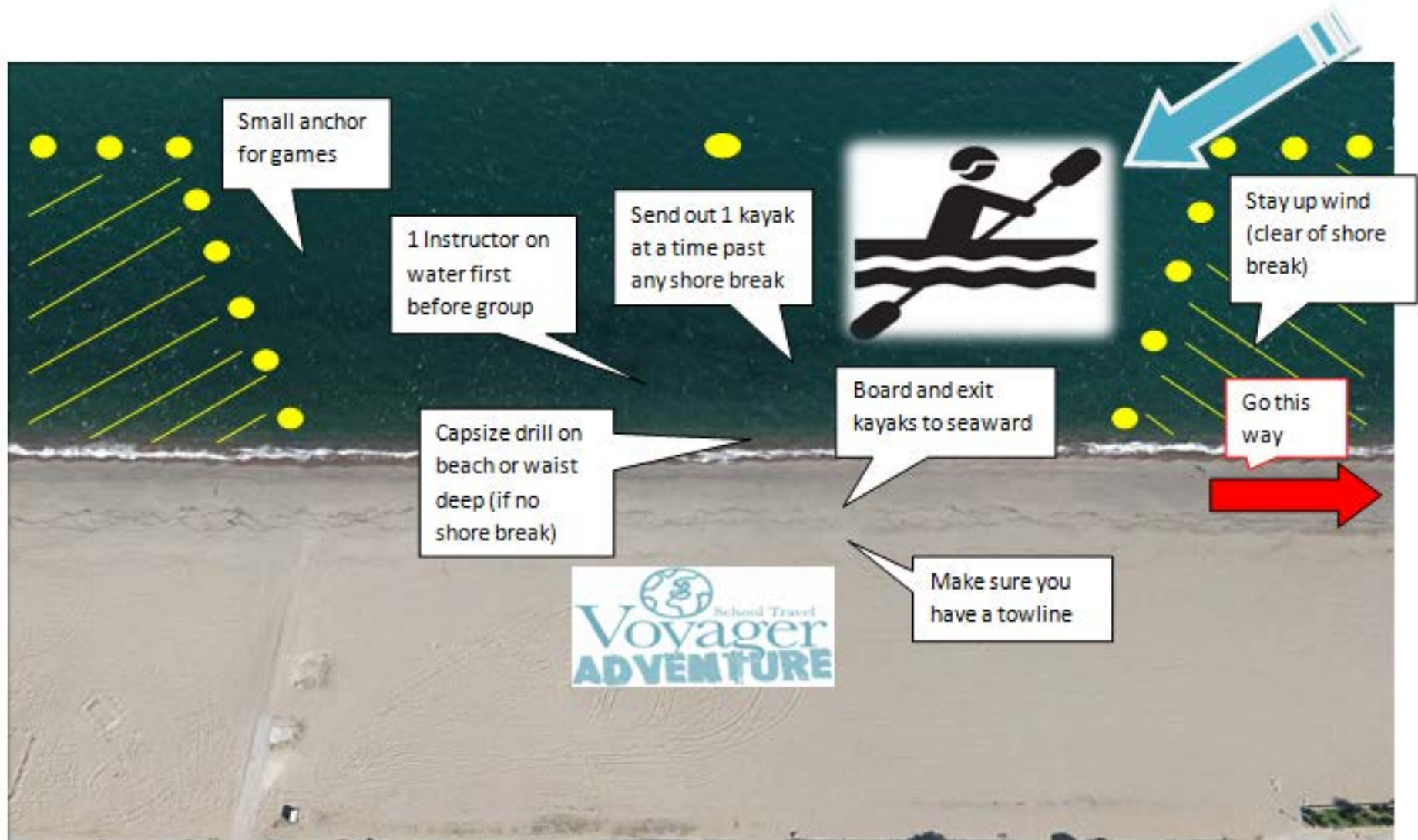
- a) Demonstrate and check correct fitting of Personal Protective Equipment (PPE).
- b) Give a short and clear briefing which must include: **S.E.E.D.S.** (see 'Kayak Risk Assessment'), capsize procedure, possible hazards at the venue. To include the launching and landing in a shore break and outline of session and boundaries.
- c) Ensure one instructor is always first on the water and last off.
- d) 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.
- e) Ensure rescues are dealt with efficiently and with minimum risk to Self, Group and Casualty.
- f) Ensure action to safeguard the group is taken if a change in weather conditions occurs.
- g) 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.
- h) Ensure that all staff are involved in the session and are positioned in the optimum position to ensure group control, learning and safety.
- i) Instructors are to launch kayaks as appropriate for conditions with numbers being drastically reduces if shore break poses a danger.

Activity: Conclusion

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

Debrief with Beach Manager





Hazard	Who	Risk evaluation	Existing controls	Further Action
Offshore winds – Participants been swept out to sea: Drowning/exposure. Loss of / damage to equipment	All	LDH: 1 X CSQ: 5 =5	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
On-shore wind (lee shores) / Heavy shore breaks: Fractures, sever injuries	All	LHD: 2 X CSQ: 3 = 6	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
Entrapment from capsizing: Drowning/ head injuries	Participants Staff	LHD:1 X CSQ: 5 = 5	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
Paddles	Participants Staff	LHD: 3 X CSQ: 2 =6	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

Raft games/ rafting up	Participants Staff	LHD: 3 X CSQ: 2 =6	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.	No further action at this time
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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 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:

(a) Per Instructor

Buoyancy aid
Board or SOK (depending on location)
Paddle

(b) Per 2 Guests

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

Specific Clothing Requirements

(a) Instructor

Clothing suitable to conditions
Suitable footwear

(b) Guests

Clothing suitable to conditions
Suitable footwear

(c) Safety boat

VHF
Flares
Knife
Basic first aid kit
Sailing marks with anchors

Throwline
Multi tool
Horn
Chart
Fire extinguisher

Activity: Preparation

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

Activity: Instruction

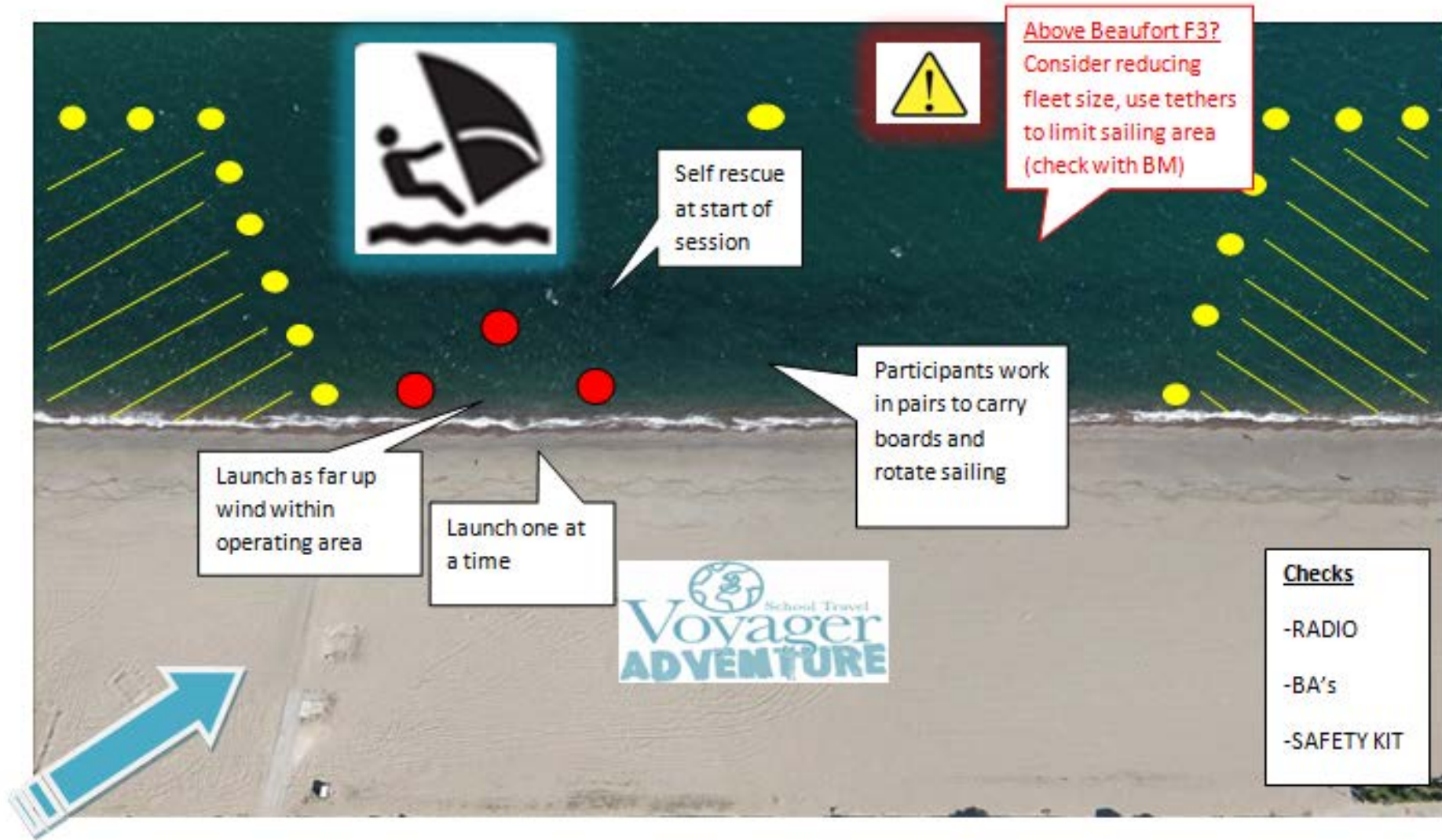
Check all Personal Protection Equipment (PPE)

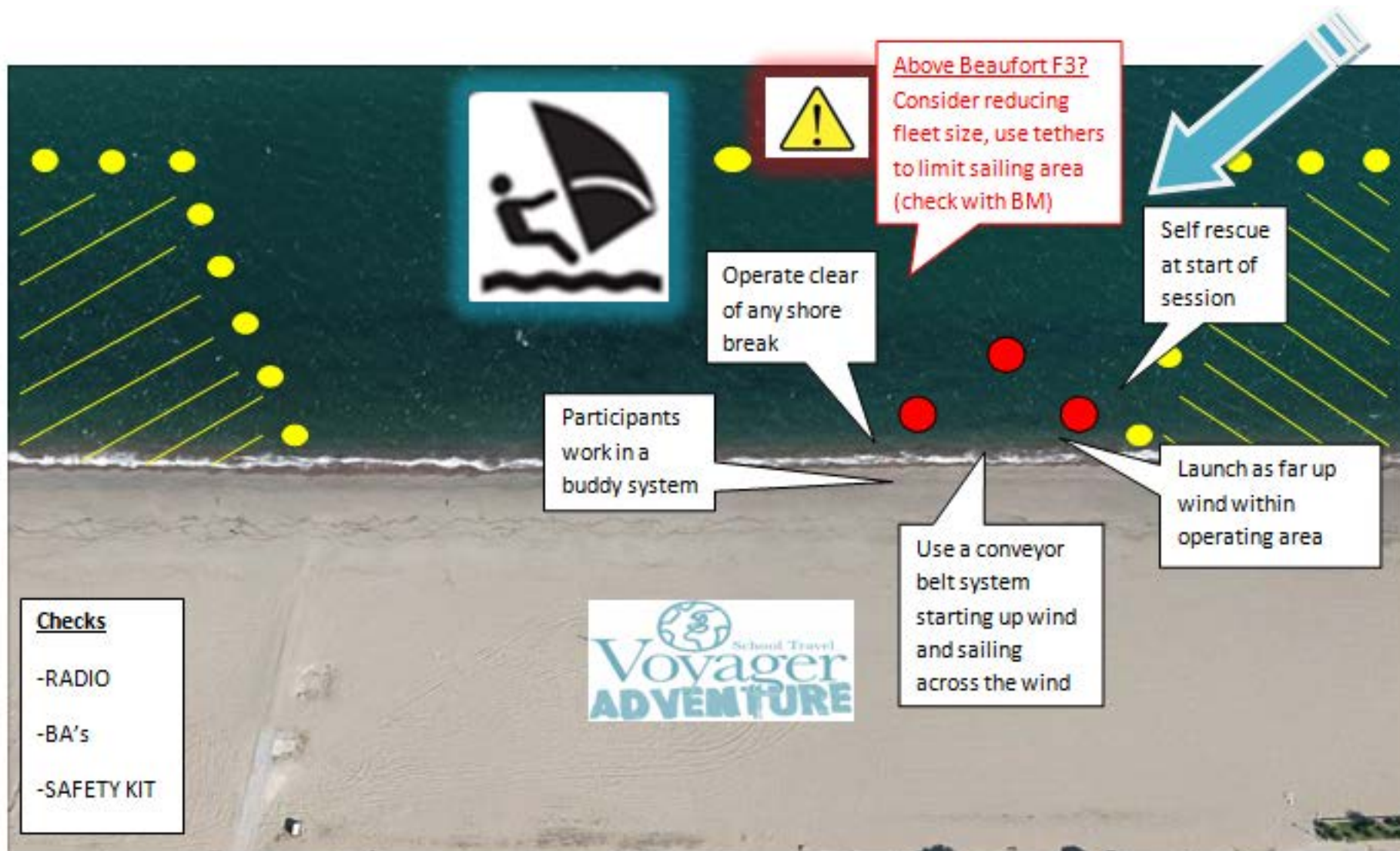
- a) Give a short and clear briefing which must include: **S.E.E.D.S.** (see 'Windsurf Risk Assessment'), sailing area and self rescue.
 - b) Wind awareness and its direction should be discussed
 - c) Explain parts of the board front/back/skeg, dagger board, mast fittings boom and sail
 - d) Boom Height should be adjusted for each guest
 - e) Demonstrate carrying a board, and rig in relation to the wind 2 guests to a board
 - f) Balancing exercises
 - g) Ensure boards are spaced far enough apart to avoid injury when falling
 - h) On the water group control must be maintained
 - i) Demonstrate ashore: Secure position; Sailing position; Tacking;
- Self Rescue
- m) Encourage guests to uphaul, adopt the sailing position and sail across the wind
 - n) 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.
 - o) Ensure that the distance between guests is sufficient to avoid injury from falling rigs
 - p) Teach in the water not on the sand!
 - q) 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.

Activity: Conclusion

- a) **R.E.A.P.** debrief
- b) All windsurf boards and sails are secured.
- c) All damaged or broken kit reported.
- d) Incidents accidents logged.
- e) Ensure that unauthorised/unsupervised access to the equipment is not possible if leaving the apparatus for any period of time.

Debrief with Beach Manager





Hazard	Who	Risk evaluation	Existing controls	Further Action
On-shore wind (lee shores) / Heavy shore breaks: Fractures, severe injuries	Participants Staff	LHD: 1 X CSQ: 4 = 4	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.	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
Offshore winds – Participants been swept out to sea: Drowning/exposure. Loss of / damage to equipment	Participants Staff	LHD: 1 X CSQ: 5 = 5	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.	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.
U-Jay: Lacerations/ puncture wounds.	Participants Staff	LHD: 2 X CSQ: 2 = 4	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.	



Standard Operating Procedure: **SAILING – Fun Boats & Pico's**

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: 1:6 Single handed.
1:8 Double Handed (4 boats)

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

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:

(a) Per Instructor

Buoyancy aid
Knife

(b) Per Guest

Buoyancy aid
Helmet

(c) Safety boat

VHF
Flares
Knife
Basic first aid kit
Sailing marks with anchors
Multi tool
Horn
Chart
Fire extinguisher
Throwline

Specific Clothing Requirements

(a) Instructor

Clothing suitable to conditions.
Suitable footwear.

(b) Guests

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

Activity: Preparation

- a) Obtain a weather forecast, wind direction and launching area to be verified with the beach manager/Central Windsurfing
- b) Hulls and fittings thoroughly checked
- c) Ensure bungs and rudders secured
- d) On the water area must be clearly defined and pointed out
- e) Radio check
- f) Safety boats on the water and manned available to escort the dinghies to the sailing area when required
- g) Mast floats attached
- h) Boats reefed to suit the conditions

Activity: Instruction

- a) Demonstrate and check the correct fitting of Personal Protection Equipment (PPE)
- b) **S.E.E.D.S** brief (see 'Dinghy Sailing Risk Assessment')
- c) Wind awareness and its direction should be discussed
- d) Boat talk, point out parts and their uses, if using different craft point out the relevant differences to these craft
- e) Demonstrations: Ashore
- f) Correct sitting position (craft positioned across wind)
- g) Starting/Stopping
- h) Tacking (turning the front of the boat through the wind)
- i) Out of irons
- j) Capsize Recovery, and how to prevent it
- k) Groups shepherded to suitable sailing area by safety craft and/or lead instructor.
- l) 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
- m) 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
- n) Games approved by Beach Manager
- o) All boats launched and recovered under the strict supervision of the instructor in a safe and seamanlike fashion as per RYA guidelines

Activity: Conclusion

- a) **R.E.A.P.** debrief
- b) All boats and sails are secured.
- c) All damaged or broken kit reported.
- d) Incidents accidents logged.
- e) 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: 1:6 (3 boats Max)

Schools Ratio (Max): 1:5 (Instructor Onboard)

(a) Per Instructor	(b) Per Guests
Buoyancy aid Knife whistle (c) Safety boat VHF Flares Knife Basic first aid kit Anchor Paddle Multi tool Horn Chart Fire extinguisher Throwline	Buoyancy aid Helmets

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 clearly set aside area 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

- a) Obtain a weather forecast, wind direction and launching area to be verified with the beach manager/Central Windsurfing
- b) Hulls and fittings thoroughly checked
- c) Ensure bungs and rudders secured
- d) On the water area must be clearly defined and pointed out
- e) All instructors carry VHF radios and to have completed a radio check with beach manager and safety cover.
- f) A prepared safety boat on the water and moored
- g) Mast floats attached
- h) Boats reefed to suit the conditions
- i) Aft boom reef line to be rigged prior launching. Mast reef to be rigged on water if required.
- j) Safety boat to be prepared with more than the required fuel for the day
- k) An additional safety boat to be pulled to the water's edge and prepared
- l) Anchors to be flaked and prepared prior to launching if required
- m) Stratos to be launched using White matting to reduce the risk of centreboard sticking in place due to sand/stones.**

Activity: Instruction

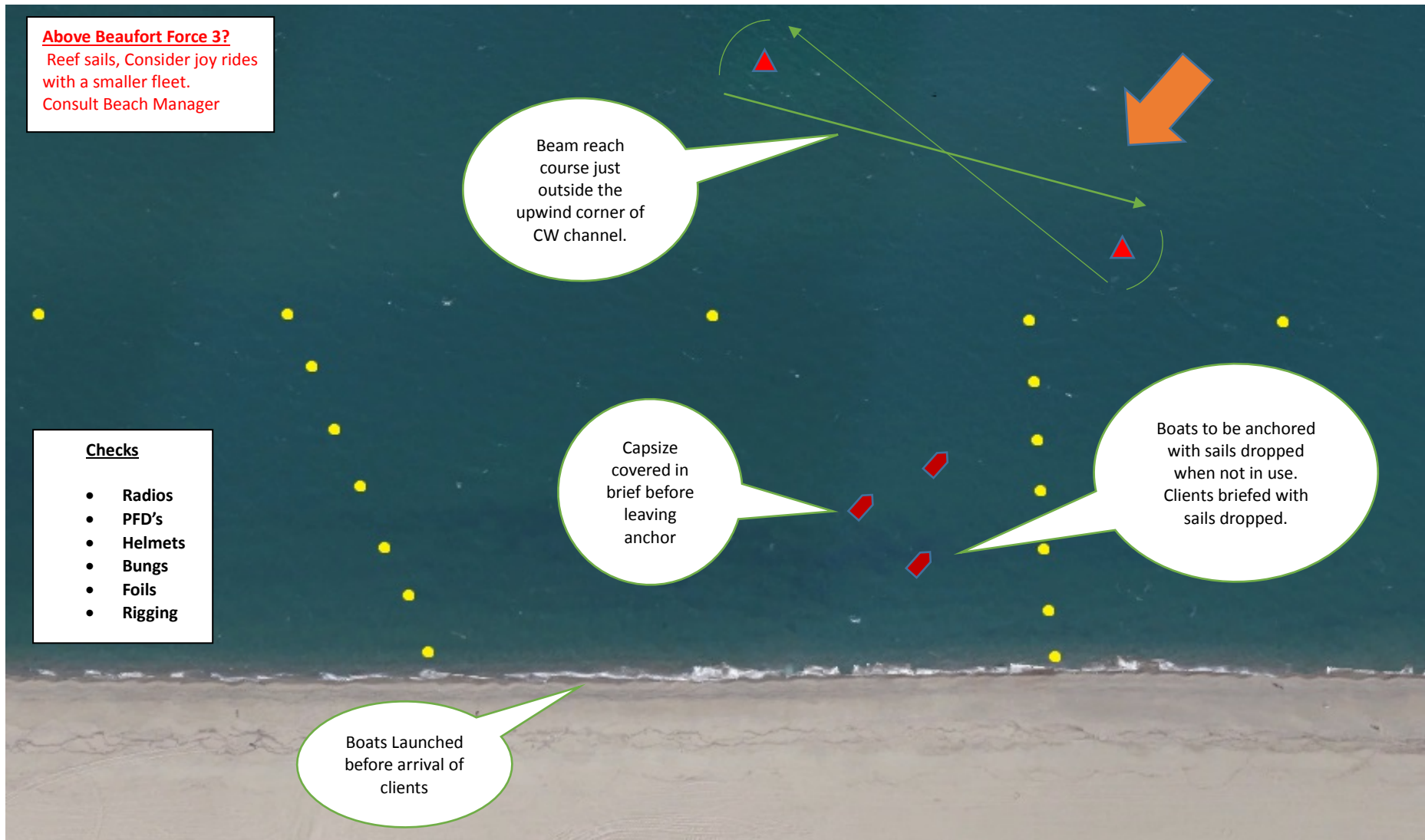
- a) Demonstrate and check the correct fitting of Personal Protection Equipment (PPE)
- b) **S.E.E.D.S** brief (see 'Dinghy Sailing Risk Assessment')
- c) Wind awareness and its direction should be discussed
- d) Boat talk, point out parts and their uses, if using different craft point out the relevant differences to these craft
- e) Demonstrations: Ashore
- f) Correct sitting position (craft positioned across wind)
- g) Starting/Stopping
- h) Tacking (turning the front of the boat through the wind)
- i) Out of irons
- j) Capsize Recovery, and how to prevent it
- k) Groups shepherded to suitable sailing area by safety craft and/or lead instructor.

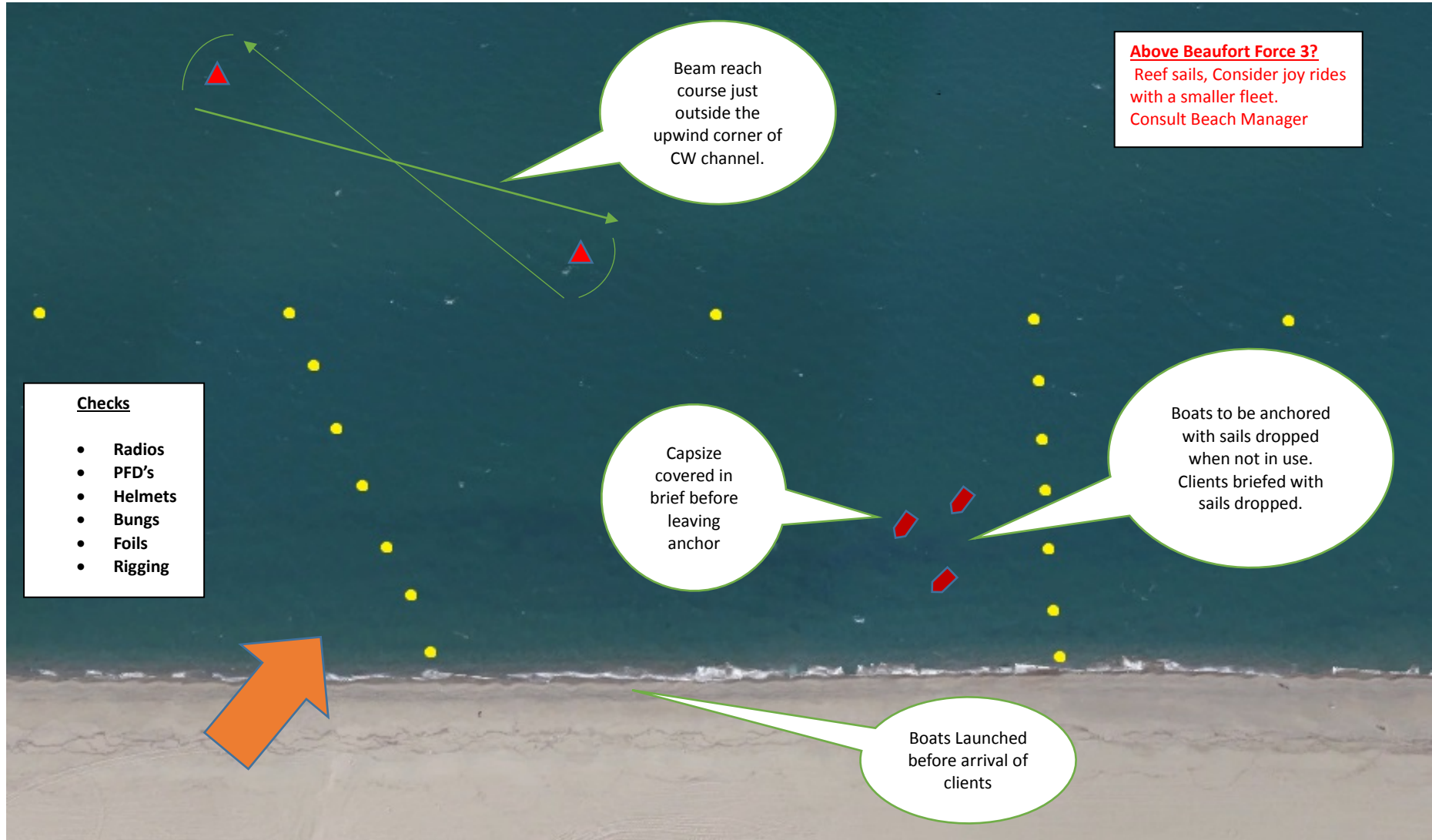
- l) Explain use of jib sail
- m) Development: Each guest should be encouraged to spend as much time as possible in the dinghies to improve their skills. Sailing upwind and downwind as well as sailing on a beam reach course. Racing should be introduced if appropriate
- n) Ensure all guests and staff 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
- o) Games approved by Beach Manager
- p) 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

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

Debrief with Beach manager





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

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

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

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

Hazard	Who	Risk evaluation	Existing controls	Further Action
On-shore wind (lee shores) / Heavy shore breaks: Entrapment, fractures, sever injuries	Participants Staff	LHD: 1 X CSQ: 4 = 4	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.	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.
Offshore winds – creating starburst/ groups been swept out to sea: Drowning/exposure/ multiple capsizes(all). Loss of / damage to equipment	Participants Staff	LHD: 1 X CSQ: 5 = 5	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.	
Impact from boom in strong wind conditions: Severe head injuries or drowning.	Participants Staff	LHD:1 X CSQ: 5 = 5	Participants are trained during brief to understand and manage boom risk. All participants are equipped with helmets; reducing the consequence of an impact.	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.



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:

(a) Per Instructor

Buoyancy Aid
Paddle
Board

(b) Guests

Buoyancy Aid
Paddle
Board

(c) Per Activity Base

First Aid Kit
Mobile phone
Water

Specific Clothing Requirements

(a) Instructor

Clothing suitable to conditions
Suitable footwear

(b) Guests

Clothing suitable to the conditions
Suitable Footwear
Wetsuit (early season).

Activity: Preparation

- a) Check 'beach daily sheet' for medical information.
- b) Inspect venue for debris, and look at general water quality and weather

- c) Adverse weather cut offs by suitably qualified or experienced senior staff / on advise of Central Windsurf base operators.
- d) Check all boats are equipped with a towing loop.
- e) Safety boat should be prepped and ready on the shore.

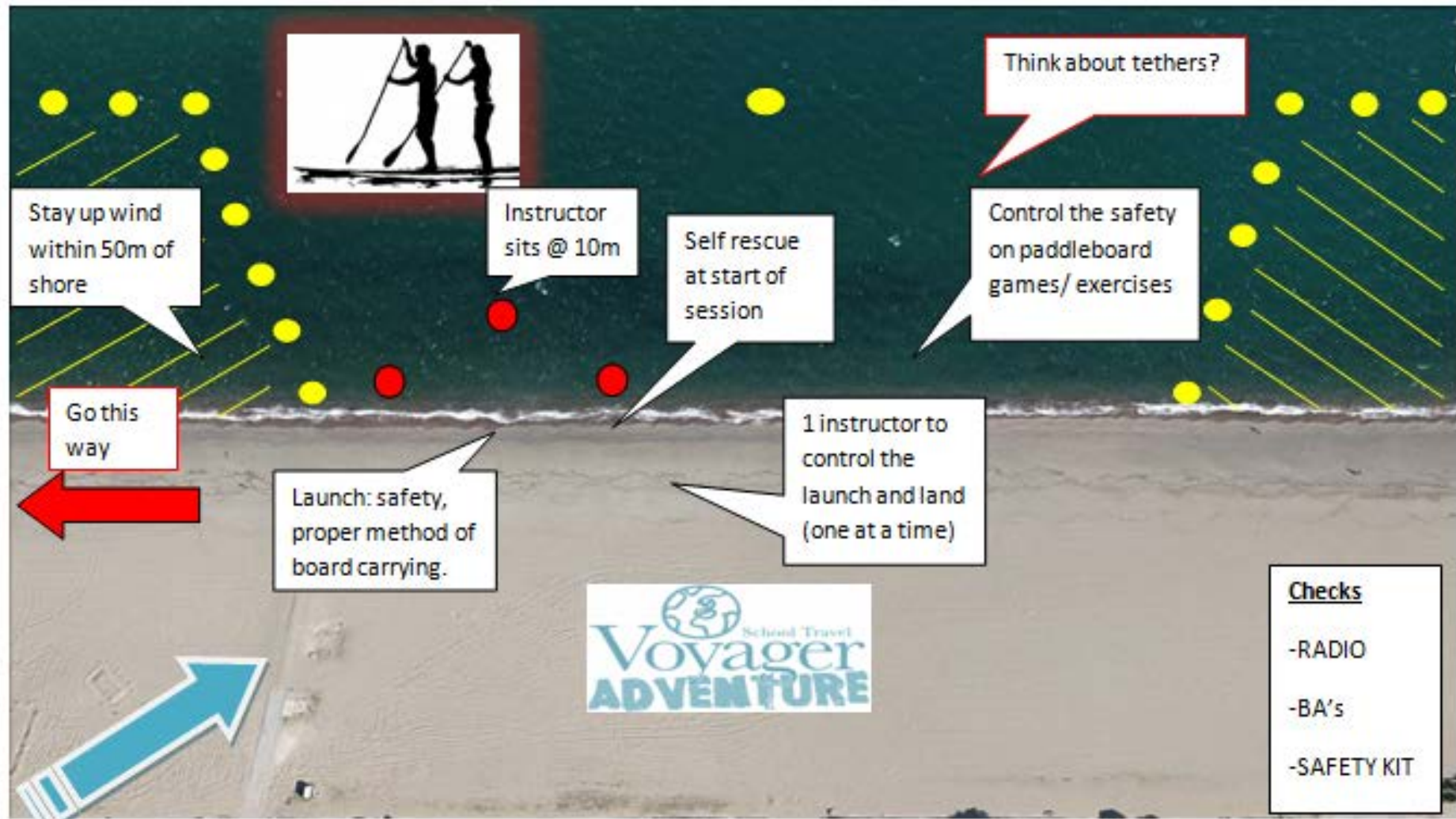
Activity: Instruction

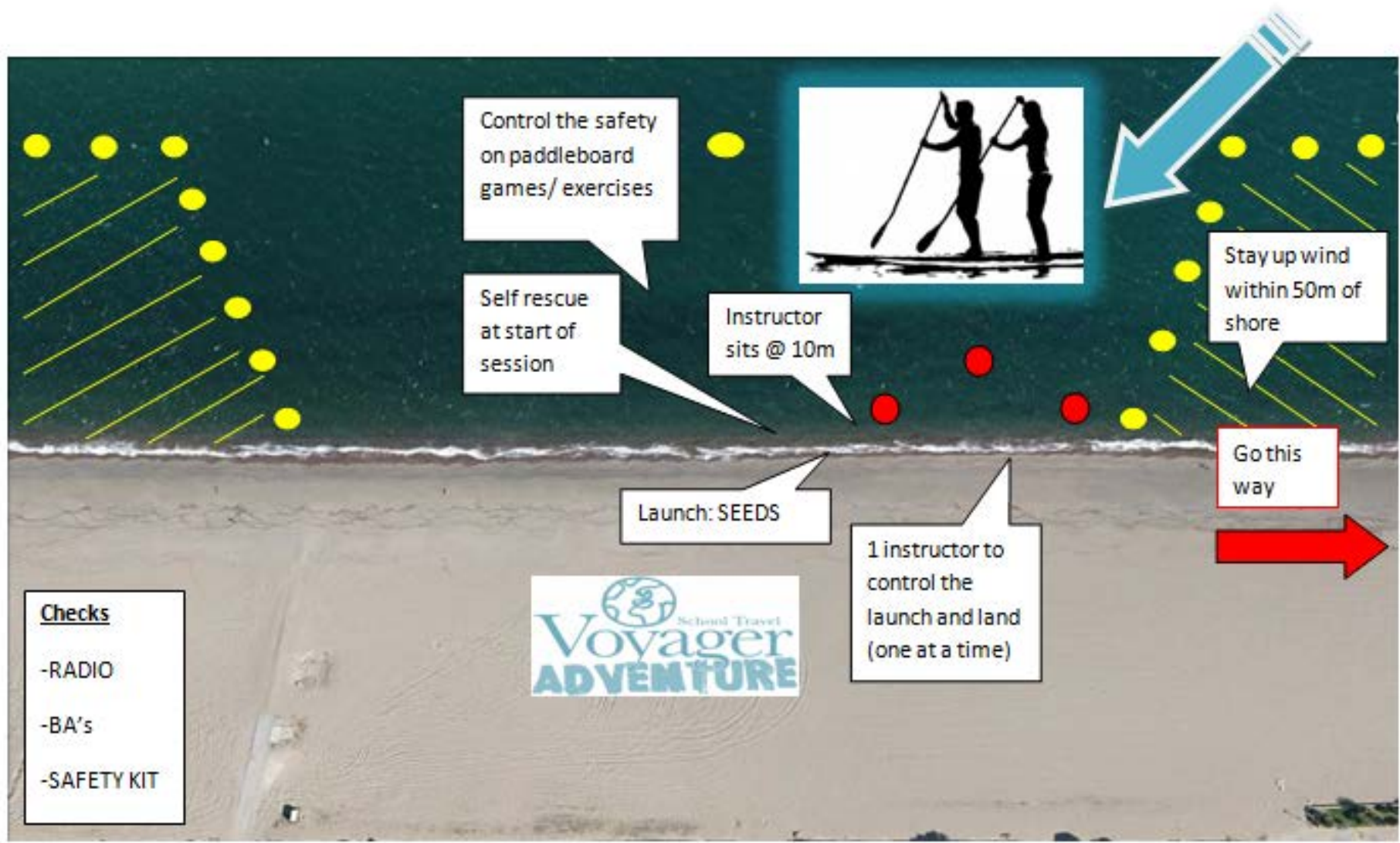
- a) Demonstrate and check correct fitting of Personal Protective Equipment (PPE).
- b) Give a short and clear briefing which must include: **S.E.E.D.S.**, (see Paddle Board Risk Assessment') self rescue.
- c) Ensure one instructor is always first on the water and last off.
- d) Ensure all games/exercises are appropriate to age range/ability of the group and in line with Party Leaders expectations.
- e) Ensure rescues are dealt with efficiently and with minimum risk to Self, Group and Casualty.
- f) Ensure action to safeguard the group is taken if a change in weather conditions occurs.
- g) 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.
- h) 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

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

Debrief with Beach Manager





Hazard	Who	Risk evaluation	Existing controls	Further Action
On-shore wind (lee shores) / Heavy shore breaks: Fractures, sever injuries	Participants Staff	LHD: 1 X CSQ: 4 = 4	Guests and instructors will be made aware of dangerous landing & 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.	Not required at this time
Offshore winds – Participants been swept out to sea: Drowning/exposure. Loss of / damage to equipment	Participants Staff	LHD: 1 X CSQ: 5 = 5	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.	Not required at this time
Rafting games/ Rafting up: Trapped hands, slips/ trips and falls.	Participants Staff	LHD: 2 X CSQ: 2 = 4	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.	Not required at this time
Wind stronger than Beaufort F3: Exhaustion	Participants Staff	LHD: 1 X CSQ: 3 = 3	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.	Safety boat to rescue participant and equipment if attempt has already been made to get participant to beach by activity instructor and failed.

Impact from boards: Severe injury, lacerations, bruises.	Participants Staff	LHD: 1 X CSQ: 3 = 3	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.	Not required at this time
Skeg: Laceration, damage to equipment	Participants Staff	LHD: 1 X CSQ: 2 = 2	Participants briefed on how to carry boards and avoid dragging skeg in ground.	Not required at this time



Standard Operating Procedure: **Beach Games**

Site Specification and Instructing Staff

Instructor Qualifications: In house trained.

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

Site Specification: Minimum

- To operate in adverse weather conditions
- Clearly marked area for games with minimal disruption to other beach users

Equipment Requirements:

- Watersports equipment for Olympics (per team: Kayak, funboat, mast, paddles)
- Commandos: Kayaks dug on their side + funboats

Per Activity Base

First Aid Kit

Mobile phone

Water

Specific Clothing Requirements

(a) Instructor

Clothing suitable to conditions

Suitable footwear

(b) Guests

Clothing suitable to the conditions

Suitable Footwear

Activity: Preparation

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

Activity: Instruction

- a) Split group into teams of equal ability.
- b) Give a short and clear briefing to include appropriate **S.E.E.D.S.** (see 'Beach Games Risk Assessment').
- c) Ensure all games/exercises are appropriate to age range/ability of the group and in line with Party Leaders expectations.

d) 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

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

Debrief with Beach Manager



Minimum Operating Standards: 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:

(a) Per Instructor	(b) Per Guests
Buoyancy aid Knife whistle Paddle (c) Safety boat VHF Flares Knife Basic first aid kit Anchor Paddle Multi tool Horn Chart Fire extinguisher	Buoyancy aid Paddle Helmets

Specific Clothing Requirements

Instructor	Guests
Clothing suitable to conditions Suitable footwear	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
- 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.

1. Inflated to the correct PSI.
2. 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

Hazard	Who	Risk evaluation	Existing controls	Further Action
Games afloat: Hit by paddle.	Participants Staff	LHD: 2 X CSQ: 2 = 4	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.	Not required at this time
Offshore winds – Participants been swept out to sea: Drown- ing/exposure. Loss of / damage to equipment	Participants Staff	LHD: 1 X CSQ: 5 = 5	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 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. .	Instructor to carry tether so they can connect to bouys for games absent of drift or to await rescue if needed.
On-shore wind (lee shores) / Heavy shore breaks: Fractures, severe injuries	Participants Staff	LHD: 1 X CSQ: 4 = 4	Guests and instructors will be made aware of dangerous landing & 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.	Not required at this time
Wind stronger than Beaufort F3: Exhaustion	Participants Staff	LHD: 1 X CSQ: 3 = 3	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 “swimming area” bouys in order to manage fatigue and exhaustion.	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 bouys.



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

- Empty pontoon

(a) Per Instructor

Buoyancy Aid

(b) Guests

Buoyancy Aid

(c) Per Activity Base

First Aid Kit

Mobile phone

Water

(d) Safety Boat

VHF

Flares

Knife

Basic first aid kit

Specific Clothing Requirements

(a) Instructor

Clothing suitable to conditions

Suitable footwear

(b) Guests

Clothing suitable to the conditions

Suitable Footwear

Activity: Preparation

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

Activity: Instruction

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

Activity: Conclusion

- a) **R.E.A.P.** debrief
- b) 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

3. Check 'beach daily sheet' for medical information.
4. Prepare beach volleyball court, Ultimate frisbee pitch and Create Tournament Table.
5. One Instructor, with duty phone, to accompany group during transport to beach

Activity

- 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