

L'ESCALA GENERIC BEACH RISK ASSESSMENT

Hazard	Who	Risk	Existing controls	Further Action
Sea / Deep water: Drowning	Participants Staff	LHD: 1 X CSQ: 5 = 5	Session led by NGB qualified instructor; Participants equipped with appropriate pfd; Safety boat in attendance; Life guard post next to activity location; Water safety test carried out in advance of activity.	Not required as this time
Adverse Weather- Thunderstorms, strong winds etc: Entrapment, fractures, sever injuries	Participants Staff	LHD: 1 X CSQ: 4 = 4	All landings supervised by NGB qualified lead instructor. Instructors trained in risks of lee shore landings. Continuous review of weather and forecasts. Liaison with Spanish 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.	Not required at this time
General Public: Abduction, stranger danger	Participants	LHD: 1 X CSQ: 5 = 5	Groups under constant supervision during activity sessions. Minimum ratios are maintained. Activity groups to remain within the beach operating area when not taking part in water activities. Official handover of groups between party leaders and instructors at the start and end of every session.	Not required at this time
Debris, flotsam, jetsam: Cuts, contamination, infection	Participants Staff	LHD: 1 X CSQ: 3 = 3	Beach checked for hazardous items prior to group arrival during set up period. All guests wearing appropriate PPE. Any dangerous substances or particular hazards reported to beach manager and logged in the incident book.	Not required at this time
Lee shores: breaks, fractures, sever injuries	Participants Staff	LHD: 2 X CSQ: 3 = 6	All landings supervised by NGB qualified lead instructor. Instructors trained in risks of lee shore landings. Weather forecast obtained. Local recall procedure in place. Safety boat manned and on station whenever groups are on the water as per recall procedure	Launching and landing to be strictly supervised/assisted by the Beach Manager.
Marine life: Stings, bites	Participants Staff	LHD: 1 X CSQ: 2 = 2	Staff trained and aware of local hazards and will ensure that appropriate footwear is worn on sessions (enclosed toed shoes with ankle support). All staff first aid trained.	Not required at this time
Manual handling of activity equipment: Back injuries / broken toes & similar	Participants Staff	LHD: 1 X CSQ: 3 = 3	Guests are advised of safe handling techniques. Lifting of heavy equipment done by Voyager staff as per local guidelines. All staff trained in best practice for the transferral / lifting of activity equipment as outlined by the various NGB's.	Not required at this time

<p>Activity equipment in the beach operating area: Cuts, bruises, concussion from booms, rigs, rope etc</p>	All	LHD: 2 X CSQ: 3 = 6	Staff trained in rigging procedures as per RYA/ BCU guidelines. All equipment tied down or in specified areas when not in use. Beach set up, pre-session instruction and continuous operation supervised by Beach Manager.	Not required at this time
<p>Other water users: Collisions, propellers</p>	All	LHD: 1 X CSQ: 5 = 5	All activities to take place within safe boundaries determined by lead instructor. Safety boat always prepped and ready to deploy. Water sports activities overseen by experienced NGB qualified Beach Manager who will designate safe working areas for activities taking place. Safety boat in attendance whilst fleet operating in areas of increased traffic. Staff to remain extra vigilance when operating between moorings.	Not required at this time
<p>Extreme temperature: Hypo/ hyperthermia, sunburn</p>	Participants Staff	LHD: 2 X CSQ: 2 = 4	Guests advised to wear appropriate clothing / sun cream as part of session's safety brief. Staff are first aid trained and trained to include effects of wind chill, heatstroke.	Not required at this time
<p>Drifting onto rocks, moorings, other water users: Cuts / impact injury Damage to equipment and/or third party property</p>	All	LHD: 1 X CSQ: 3 = 3	Specific sailing area is designated for Sailing. Guests are instructed in self rescue technique prior to going afloat. Manned safety boat will be available while water activities are taking place. Session is led by NGB qualified instructor. Safety boat in attendance. An effective communication system will be set up prior to going afloat.	A specific return point is designated when guests should self rescue in order to avoid encroachment into swimming areas.
<p>Offshore winds – creating starburst/ groups been swept out to sea: Drowning/exposure/ multiple capsized(all). Loss of / damage to equipment</p>	Participants Staff	LHD: 1 X CSQ: 5 = 5	Daily weather forecast is monitored and local knowledge sought from the Spanish operators. Strict group control is maintained in offshore conditions and a safe sheltered working area allocated by beach manager. Tethers to be used in strong offshore winds. 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 is available.	Groups not to operate further than 100m from shore in offshore conditions exceeding Beaufort F3 – the safety brief to stress the importance.
<p>Slip, trips and falls on activity equipment: Impact injuries/ concussion</p>	Participants, staff	LHD: 2 X CSQ: 2 = 4	Groups are briefed on the need for care when moving between equipment prior to activity commencing. All balance exercises/games closely monitored by suitably trained instructors and led by NGB qualified staff. Instructors are aware of the need for group control when conducting games/ exercises. Suitable foot wear is a requirement for guests taking part in Voyager activity sessions. High volume, stable and beginner friendly equipment is used for taster session activities.	Not required at this time

<p>Capsize/ inversion: Entrapment, head injuries, drowning, damage to equipment</p>	All	LHD: 1 X CSQ: 5 = 5	<p>Guests instructed in capsize procedure and drills carried out before going afloat of all activities. Dinghies and windsurfers with a minimum amount of rigging used on beginner sessions. Helmets are worn by guests on all sailing sessions as standard. All sailing instruction is overseen by RYA sailing instructors versed in current best practice. Safety boat cover is always provided with an experienced NGB qualified driver.</p> <p>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.</p>	Not required at this time
<p>Equipment failure: cuts/ impact injuries, damage of equipment</p>	All	LHD: 1 X CSQ: 2 =2	<p>Safety checks of equipment carried out at morning set up on a daily Basis. Any faulty equipment is taken out of service and reported to the Beach Manager.</p>	Not required at this time
<p>Novice participants: cuts/ impact injuries, concussion, damage to equipment</p>	All	LHD: 3 X CSQ: 2 = 6	<p>Instructors are aware of a duty of care to others using the beach and brief the group accordingly. Instructors are to be equipped with appropriate safety equipment to activity at all times (towlines/ throw lines etc). Safety boat will be prepped and ready to deploy. Extra vigilance is required in the swim areas.</p>	Not required at this time
<p>Rocks/ underwater obstruction: severe injuries, cuts, bruises, damage to equipment</p>	All	LHD: 2 X CSQ: 2 = 4	<p>All groups work within a clearly defined and safe operating area. All raft games to be played in deep water. All participants in appropriate PPE. Group guided to site by instructors as per local operating procedures. All guests wear closed footwear with ankle support if required. Instructors trained in off-site procedures. Group briefed prior to departure. Group to travel in single file.</p>	Not required at this time
<p>Traffic/ other road users: road traffic accident</p>	All	LHD: 1 X CSQ: 5 = 5	<p>Group to walk within designated pedestrian zone. Instructors control group as per off-site procedure. Instructors trained in off-site procedures. Group briefed prior to departure.</p>	Not required at this time
<p>Slips/ trips and falls walking to activity: cuts, bruises, head injury, fractures</p>	Participants, staff	LHD: 1 X CSQ: 4 = 4	<p>Instructors to spot and assist participants on decent to the site. Instructors trained in off-site procedures. Group briefed prior to departure. All participants in appropriate PPE. Group guided to site by instructors as per local operating procedures. All guests wear closed footwear with ankle support if required. Instructors trained in off-site procedures. Group briefed prior to departure. Group to travel in single file.</p>	Not required at this time

GIANT SUP

Instructor Qualifications:

Lead by BC Paddle Sport Leader / BSUPA L1 / ASI L1 minimum (or International equivalent), assisted by competent paddler and water sports practitioner.

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

Site Specification:

- One instructor in kayak as support vessel
- An area used for secure storage of paddle boards when not in use
- A clearly set aside area for damaged boards and paddles.
- Should remain outside the marked swim zone and within 50m in offshore conditions exceeding Beaufort F3.

Equipment requirements

Per Instructor:

- Paddle
- Knife
- Whistle
- Towing-system
- Buoyancy Aid
- Paddle
- VHF (support Vessel)

Per Guest:

- Buoyancy Aid
- Paddle
- Helmet

Activity base:

- Mobile Phone
- First Aid Kit
- Water

Clothing Requirements

- Suitable clothing (wetsuit early season)
 - Must cover shoulders to prevent sunburn
- 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
- Boards inflated to the correct PSI and thoroughly checked
- Support vessel (kayak) prepped
- Radio Check

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

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

GIANT SUP

Hazard	Who	Risk	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	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 line of site and within 100m of swimming area.	Not required
On-shore wind/ Heavy shore breaks: Fractures, sever injuries	All	LHD: 2 X CSQ:3 =6	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. Beginner equipment used. Instructor to physically assist participants with board in waves. Any games to be conducted away from shore break.	Not required
Games afloat: Hit by paddle.	All	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
Wind stronger than Beaufort F3: Exhaustion	All	LHD:3 X CSQ:1 = 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.	Not required

SNORKELLING

Instructor Qualifications:

Lead by In-house trained Snorkelling Instructor assisted by competent snorkeler and water sports practitioner

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

Site Specification:

- Ensure launch site is free from other users

Equipment requirements

Per Instructor:

- Mask
- Snorkel
- Float

Support Vessel Instructor:

- Buoyancy Aid
- Paddle
- VHF

Per Guest:

- Buoyancy Aid
- Mask
- Snorkel
- Wetsuit

Activity base:

- Mobile Phone
- First Aid Kit
- Water

Clothing Requirements

- Suitable clothing
- Must cover shoulders to prevent sunburn
- 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
- Enough masks and snorkels ready for the group
- Check that the lenses are firmly in place and that the strap is sound
- Wetsuits and Buoyancy Aids available for group
- Support vessel (kayak) prepped
- Radio Check

Activity Instruction:

- Appropriate group control must be maintained whilst on the road
- Give a short and clear briefing which must include: **S.E.E.D.S.** (see 'Snorkelling Risk Assessment'),
- An effective buddy system must be set up
- The group must stay within designated area
- Demonstration:
 - Mask ~ how to put it on
 - Snorkel ~ how to use whilst swimming, how to clear
 - Hand signals ~ BSAC recognised signals to be used, check the understanding by Q & A the guests
 - Swimming technique
- Group to stay with the instructor for the duration of the snorkel.

Activity: Conclusion:

- **R.E.A.P.** Debrief
- Head count and handover
- All equipment sterilised, washed in fresh water and hung up to dry
- 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

SNORKELLING

Hazzard	Who	Risk	Existing Controls	Further Action
Sea / Deep water: Drowning	All	LDH: 1 X CSQ:5 =5	Max. 1:8 participant instructor ratio; Participants equipped with appropriate pfd; Support kayaks in attendance; Life guard post next to activity location; Water safety test carried out in advance of activity.	Not required
Adverse Weather- strong swell: Fractures, severe injury	All	LHD: 1 X CSQ:3 =3	Activity will not commence in rough seas. Snorkel site checked prior to activity and consulted with beach manger when 1ft+ swell	Not required

SAILING

Powerboat ratios:

Up to 6 boats: 1 Safety boat
7 to 15 boats: 2 Safety boats

Instructor Qualifications:

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

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

Site Specification:

- An area used for secure storage of sailing equipment when not in use.
- A clearly set aside area for damaged equipment.
- Use channel for launch/land and avoid swimming area
- Beam reach course set upwind (unless joyrides)

Equipment requirements

Per Instructor:

- Buoyancy Aid
- Knife
- Whistle

Activity base:

- Mobile Phone
- First Aid Kit
- Water

Per Guest:

- Buoyancy Aid
- Helmet

Safety Boat:

VHF, Flares, Knife, Basic First Aid Kit, Anchor, Paddle, Multi tool, Horn, Chart, Fire Extinguisher, Throwline

Clothing Requirements

- Suitable clothing (wetsuit early season)
 - Must cover shoulders to prevent sunburn
- Suitable footwear

Activity Preparation:

- Check 'beach daily' for medical information.
- Obtain a weather forecast, wind direction and launching to be verified with the beach manager
- Hulls and fittings thoroughly checked
- Ensure bungs and rudders secured
- On the water area must be clearly defined and pointed out
- Radio check
- 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), Starting/Stopping, Tacking, Out of irons, Capsize Recovery and how to prevent it
- 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 instructor in a safe and seamanlike fashion as per RYA guidelines

Activity: Conclusion:

- **R.E.A.P.** Debrief
- Head count and handover
- All boats and sails 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

SAILING

Hazard	Who	Risk	Existing Controls	Further Action
On-shore wind/ Heavy shore breaks: Entrapment, fractures, sever injuries	All	LDH: 1 X CSQ:4 =4	All landings supervised by an RYA qualified lead instructor or international equivalent. Instructors trained in risks of lee shore landings. Weather forecast obtained through Spanish owner/operators with good knowledge of local weather. Local recall procedure in place. Safety boat manned and on station whenever groups are on the water as per recall procedure. Tow boats upwind and set course in this area, maintaining an upwind positioning.	Conditions exceeding F3 consider joyrides. Check with BM.
Offshore winds: groups been swept out to sea: Drowning/exposure Loss of or damage to equipment	All	LHD: 1 X CSQ:5 =5	Daily weather forecast is monitored and local knowledge sought from the Spanish operators. Strict group control is maintained in offshore conditions and a safe sheltered working area allocated by beach manager. In strong winds stay within 150m meters of swimming area 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.	Conditions exceeding F3 consider joyrides. Check with BM.
Impact from boom: Head injuries	All	LHD:2 X CSQ:3 = 6	Participants are trained during brief to understand and manage boom risk. All participants are equipped with helmets; reducing the consequence of an impact.	Not required

STAND UP PADDLE BOARDING

Instructor Qualifications:

Lead by BC Paddle Sport Leader / BSUPA L1 / ASI L1 minimum (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 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 outside the marked swim zone and within 50m in offshore conditions exceeding Beaufort F3.

Equipment requirements

Per Instructor:

- Paddle
- Knife
- Whistle
- Towing-system
- Buoyancy Aid
- Paddle

Per Guest:

- Buoyancy Aid
- Paddle
- Board

Activity base:

- Mobile Phone
- First Aid Kit
- Water

Clothing Requirements

- Suitable clothing (wetsuit early season)
- Must cover shoulders to prevent sunburn
- Suitable footwear

Activity Preparation:

- Check 'beach daily' 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 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'), capsizing 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

PADDLE BOARDING

Hazard	Who	Risk	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	Daily weather forecast is monitored and local knowledge sought from the Spanish operators. Strict group control is maintained in offshore wind. Safety craft prepped and ready. Groups remain within the line of site unless agreed with Beach Manager and a suitable method of communication is available. Groups not to operate further than 100m from swimming area in offshore conditions. Brief to include paddling whilst lying on the board.	Not required
On-shore wind/ Heavy shore breaks: Fractures, sever injuries	All	LHD: 2 X CSQ:3 =6	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. Beginner equipment used. Instructor to physically assist participants with board in waves. Any games to be conducted away from shore break.	Not required
Wind stronger than Beaufort F3: Exhaustion	All	LHD:3 X CSQ:1 = 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 prepped for rescues
Raft games/ rafting up: Trapped hands, slips and trips	All	LHD: 3 X CSQ:1 =3	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
Skeg: Laceration, damage to equipment	All	LHD: 2 X CSQ:2 =4	Participants briefed on how to carry boards.	Not required

WINDSURFING

Powerboat ratios:

Up to 12 Windsurf Boards: 1 Safety boat

Instructor Qualifications:

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

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

Site Specification:

- An area used for secure storage of windsurfing equipment when not in use.
- A clearly set aside area for damaged equipment.
- Use channel for launch/land and avoid swimming area
- Beam reach course set upwind (can use channel marks)

Equipment requirements

Per Instructor:

- Buoyancy Aid
- Knife
- Whistle

Activity base:

- Mobile Phone
- First Aid Kit
- Water

Per Guest:

- Buoyancy Aid

Safety Boat:

VHF, Flares, Knife, Basic First Aid Kit, Anchor, Paddle, Multi tool, Horn, Chart, Fire Extinguisher, Throwline

Clothing Requirements

- Suitable clothing (wetsuit early season)
 - Must cover shoulders to prevent sunburn
- Suitable footwear

Activity Preparation:

- Check 'beach daily sheet' for medical information.
- Obtain a weather forecast, wind direction and launching to be verified with the beach manager
- 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 - Radio check

Activity Instruction:

- Check all Personal Protection Equipment (PPE)
- Give a short and clear briefing which must include: **S.E.E.D.S.** (see 'Windsurf Risk Assessment'), sailing area and self rescue.
- Wind awareness and its direction should be discussed
- Explain parts of the board front/back, skeg, dagger board, UJ, boom and sail
- Demonstrate carrying a board, and rig in relation to the wind 2 guests to a board
- Balancing exercises
- Ensure boards are spaced far enough apart to avoid injury when falling
- Demonstrate ashore: Secure position; Tacking; Sailing position; Self Rescue
- Start on water sailing 2 per board and add more boards depending on ability.
- Development: steering, figure of eight course, upwind sailing, gybing, Beach starts
- Games approved by BM.

Activity: Conclusion:

- **R.E.A.P.** Debrief
- Head count and handover
- All boats and sails 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

WINDSURFING

Hazard	Who	Risk	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	Daily weather forecast is monitored and local knowledge sought from the Spanish operators. Strict group control is maintained in offshore wind. Safety craft prepped and ready. Groups remain within operating channel. Brief to include self rescue.	Not required
On-shore wind/ Heavy shore breaks: Fractures, sever injuries	All	LHD: 2 X CSQ:3 =6	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. Beginner equipment used. Instructor to physically assist participants with board in waves. Any games to be conducted away from shore break.	Not required
Skeg: Laceration, damage to equipment	All	LHD: 2 X CSQ:2 =4	Participants briefed on how to carry boards.	Not required
UJ: Laceration, puncture wounds	All	LHD:3 X CSQ:1 = 3	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.	Not required

KAYAKING (Sit on Tops)

Instructor Qualifications:

Lead by BC Paddle Sport Leader minimum (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 boats.
- 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.
- In adverse weather conditions group should stay minimum 10m from rocks
- Helmets must be worn by guests in adverse weather conditions (swell). Decision made by beach manager.

Equipment requirements

Per Instructor:

- Buoyancy Aid
- Paddle
- Knife
- Whistle
- Towing-system
- Anchor / mooring buoy should be available

Per Guest:

- Buoyancy Aid
- Paddle
- Helmet (if appropriate)

Activity base:

- Mobile Phone
- First Aid Kit
- Water

Clothing Requirements

- Suitable clothing (wetsuit early season)
- Must cover shoulders to prevent sunburn
- Suitable footwear

Activity Preparation:

- Check 'beach daily' 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

KAYAKING

Hazard	Who	Risk	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 BC Paddle Sport Leader minimum or international equivalent. Daily weather forecast is monitored and local knowledge sought from the Spanish 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 prepped and ready. Groups remain within line of site unless agreed with Beach Manager and a suitable method of communication is available. Groups not to operate further than 100m from swimming area in offshore conditions exceeding Beaufort F3 – the safety brief to stress importance.	Not required
On-shore wind/ 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
Entrapment from capsizes: Drowning/ head injuries	All	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
Paddles: Head injury's	All	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
Raft games/rafting up: Head injury's, trapped hands		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.	Not required

L'ESCALA RESORT RISK ASSESSMENT

Hazard	Who	Risk	Existing controls	Further Action
Road crossings: road traffic accident	Participants Staff	LHD: 1 X CSQ: 5 = 5	Group to walk within designated pedestrian zone. Instructors control group as per off-site procedure. Instructors trained in off-site procedures. Group briefed prior to departure.	Not required as this time
Vehicle Transit: road traffic accident	Participants Staff	LHD: 1 X CSQ: 5 = 5	All passengers required to wear a seatbelt when travelling. Vehicle passenger limit must not be exceeded. Vehicle operators must be relevantly qualified and insured. All passengers should be briefed on the emergency evacuation procedure. Emergency exits/pathways must not be blocked. The vehicle must be operationally sound prior transit.	Not required at this time
Slips/ trips and falls: cuts, bruises, head injury, fractures	Participants Staff	LHD: 2 X CSQ: 2 = 4	Group briefed prior to departure. All participants in appropriate PPE for off site activity. All guests wear closed footwear with ankle support if required. Instructors trained in off-site procedures.	Not required at this time
Slips/ trips and falls: cuts, bruises, head injury, fractures	Participants Staff	LHD: 2 X CSQ: 2 = 4	Group briefed prior to departure. All participants in appropriate PPE for off site activity. All guests wear closed footwear with ankle support if required. Instructors trained in off-site procedures.	Not required at this time
Extreme temperatures: Hypo / hyperthermia, sunburn	Participants Staff	LHD: 2 X CSQ: 3 = 6	Participants wear appropriate clothing. Sun cream to be brought with and used. Water should be available to keep hydrated. Staff trained first aid trained. Staff to carry a first aid kit.	Not required at this time
Petty Crime: Stolen personal belongings, emotional trauma	Participants	LHD: 1 X CSQ: 2 = 2	Make students aware prior to activities. Remind students to lock their accomodation.	Report crime to relevant authority and keep copy of report.
Manual handling of activity equipment: Back injuries / broken toes & similar	Participants Staff	LHD: 1 X CSQ: 3 = 3	Guests are advised of safe handling techniques. Lifting of heavy equipment done by Voyager staff as per local guidelines. All staff trained in best practice for the transferral / lifting of activity equipment as outlined by the various NGB's.	Not required at this time

SNORKEL TRAINING

Instructor Qualifications:

Site specific training.

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

Site Specification:

- Area for the storage and sterilisation of snorkelling equipment
- Pool selected to account for other users

Equipment requirements

Per Instructor:

- Mask
- Snorkel

Per Guest:

- Mask
- Snorkel

Activity base:

- Mobile Phone
- First Aid Kit

Clothing Requirements

- Suitable clothing (wetsuit early season)
 - Must cover shoulders to prevent sunburn
- Suitable footwear

Activity Preparation:

- Check 'beach daily sheet' for medical information.
- Choose area within swimming complex to minimise disruption to other users
- Enough masks and snorkels ready for the group
- Make sure snorkels have been sterilized prior use
- Check that the lenses are firmly in place and that the strap is sound

Activity Instruction:

- Check medical details. Hearing aids, grommets etc
- Clear briefing to include **S.E.E.D.S.**
- An effective buddy system must be set up
- The group must stay within designated area
- Instructor must be vigilant at all times
- Instructor must have clear signal for cancellation/attention
- Structure:
 - Mask – how to put on – keep clear
 - Snorkel – attach to mask – how to use whilst swimming – how to clear
 - Swimming technique
 - Surface dives
 - Games

Activity Conclusion:

- R.E.A.P. Debrief
- Official handover with teachers
- Ensure all activity areas are left clear and safe condition
- All equipment sterilised, washed in fresh water and hung up to dry

Debrief with Beach Manager

SNORKELLING

Hazzard	Who	Risk	Existing Controls	Further Action
Deep water: Drowning	Clients	LDH: 1 X CSQ:5 =5	Group under constant supervision by qualified Voyager Staff. Participants swimming ability gauged before start of the activity. Guests provided with appropriate P.P.E for activity. Senior staff will liaise with group leaders at the start of each groups stay to identify weak swimmers.	Not required
Other water users: Unwanted interaction or intimidation	All	LHD: 2 X CSQ:2 =4	Location of activity is chosen to have minimal impact on other pool users. Group briefed at the start of the session re respecting other pool users. Voyager staff should be first point of contact for any third party enquiry	Not required

TOWN TRIP / ORIENTEERING

Instructor Qualifications:

In House Trained

Staff – Participant ratio:1-24

Site Specification:

- Set boundaries for group
- Ensure students stay in groups

Equipment requirements

Activity base:

- Mobile Phone
- First Aid Kit
- Water
- Maps & Games

Clothing Requirements

- Suitable clothing
- Suitable footwear

Activity Preparation:

- Safety briefing
- Check 'beach daily sheet' for medical information.
- Confirm boundaries with all students
- Coordinate instructors in key positions around the town
- Answer sheets for orienteer.

Activity Instruction:

- Provide local knowledge to assist the party leader in setting boundaries and time limits at your arrival on the town trip.
- If leaving the company of the group's staff first check to ensure that they have the duty phone number in case they need help.

Activity: Conclusion:

- Head count and handover
- Ensure activity area is left clear and in safe condition

Debrief with Beach Manager

TOWN TRIP

Hazard	Who	Risk	Existing Controls	Further Action
Missing Child: Disappearance of individual or group of guests	Clients	LDH: 1 X CSQ:5 =5	Instructors conduct head counts before and after the activity. Group briefed on boundaries, finish time and location of staff during activity. Staff will make regular sweeps of the designated area during activity. Phone numbers exchanged. Guests with behavioural issues to be planned for and dealt with accordingly. Guests must stay in groups of four or more.	Not required

CAPTURE THE FLAG

Instructor Qualifications:

Site specific training.

Staff – Participant ratio: 1:24 (2 staff minimum)

Site Specification:

- Clearly marked area away from other users

Equipment requirements

Per Instructor:

- Flags
- Tag Belts
- Cones
- Whistle

Activity base:

- Mobile Phone
- First Aid Kit
- Water

Clothing Requirements

- Suitable clothing
- Suitable footwear

Activity Preparation:

- Check ‘beach daily sheet’ for medical information.
- Choose area within swimming complex to minimise disruption to other users
- Inspect venue for debris.
- Ensure activity area is appropriately set up (cornered off, safe areas).
- Ensure flag is visible for opposing teams.

Activity Instruction:

- Give a short and clear briefing to include appropriate S.E.E.D.S (see Capture The Flag risk assessment), the task and aims and objectives.
- Task: “To improve team work, Leadership, Communication, strategy.”
- WARM UP - Simple short warm up activity to loosen muscles.
- MAIN SESSION - In their teams they choose a team name and war cry (nothing offensive). Students to perform their war cry to opposing team. Brief the students on the rules of the game and the boundaries. Staff should issue the students with their team tags and belts and allow the teams a few minutes to discuss strategies and team tactics. When they start the activity whatever the referee says goes no disputes. Make use of whistle to control the activity and to end the games.
- CHALLENGES - Escort a member of their team to the opposing end of the area (V.I.P).
- Instructor’s vs group

Activity Conclusion:

- R.E.A.P. Debrief
- Official handover with teachers
- Ensure all activity areas are left clear and safe condition
- All equipment sterilised, washed in fresh water and hung up to dry

Debrief with Beach Manager

CAPTURE THE FLAG

Hazard	Who	Risk	Existing Controls	Further Action
Collision between two or more participants :Cuts & grazes, bruising, fractures, head injury	Clients	LDH: 2 X CSQ:2 =4	Participants should be briefed that it is a non-contact game. Instructors should supervise game and stop any behaviour that could lead to an incident.	Not required

SLACKLINING

Instructor Qualifications:

Site specific training.

Staff – Participant ratio: 1:16 (2 staff minimum)

Site Specification:

- Clearly marked area away from other users

Equipment requirements

- Slacklines (ensure properly anchored)
- Trees

Activity base:

- Mobile Phone
- First Aid Kit
- Water

Clothing Requirements

- Suitable clothing
- Suitable footwear

Activity: Preparation

- Check ‘beach daily sheet’ for medical information.
- Inspect venue for debris.
- Ensure slackline area is appropriately set up (cornered off, safe areas, proper anchor points).
- Ensure slacklines are set up properly, maximum of 30 cm height (knee height).

Activity Instruction:

- Give a short and clear briefing to include appropriate S.E.E.D.S (see Slackline risk assessment), the task and aims and objectives.
- Task- “To improve core, lower body strength and balance.”
- WARM UP - Balancing exercises off Slackline (on one foot, bending ankles/ knees/ hips)
- MAIN SESSION - In groups of three, take it in turns for one student to walk while the other two spot. Student to initially hold onto spotter’s wrists/ shoulders. Focus on balancing rather than holding on (only if needed).
- If successful, student can walk across unassisted (spotters ready to prevent person falling further).
- Work their way up through the 3 different levels (easy – 5m, medium- 10m, Hard-15m). Allow individuals to progress at own speed.
- CHALLENGES - Walk forwards and backwards, Experiment with bouncing, Spin 180, Sit down and stand up, The Distance challenge (25 m).

Activity Conclusion:

- R.E.A.P. Debrief
- Official handover with teachers
- Ensure all activity areas are left clear and safe condition
- All equipment sterilised, washed in fresh water and hung up to dry

Debrief with Beach Manager

SLACKLINING

Hazard	Who	Risk	Existing Controls	Further Action
Falling from the Slackline: Cuts & grazes, bruising, fractures, head injury	Clients	LDH: 2 X CSQ:2 =4	Group briefed at start of session. Instructors initially spot participants to build confidence. Slacklines are no higher than 30cm. All participants wear P.P.E Voyager staff trained and locally assessed in activity procedures. First aid qualified staff present with access to first aid kit.	Not required
Falling onto another participant whilst on the Slackline: Cuts & grazes, bruising, fractures, head injury	All	LHD: 2 X CSQ:2 =4	Voyager staff trained on group control during activity. Only one participant per Slackline at any one time. Careful control and guidance of participants whilst on the Slackline	Not required

DISCO & AWARDS NIGHT

Instructor Qualifications:

In House Trained

Staff – Participant ratio:1-24

Site Specification:

- Ensure area is free from other users

Equipment requirements

Activity base:

- Projector
- Screen
- Prizes
- Mobile Phone
- First Aid Kit
- Water

Clothing Requirements

- Suitable clothing
- Suitable footwear

Activity Preparation:

- Check 'beach daily sheet' for medical information.
- Safety Briefing
- Choose area to minimise disruption to other users
- Have prizes ready

Activity Instruction:

- Senior member of resort team to complete R.E.A.P debrief of entire week.
- Show video
- Member of the resort team or group staff member deliver prizes to the chosen children.
- Senior member of resort team leads a thanks to the teachers or party leaders.
- Deliver instruction on procedure for the group's departure e.g. bedsheets and caravan cleaning.
- Ensure the Party Leaders have an opportunity to address the group on what they will do following the awards

Activity: Conclusion:

- Head count and handover
- Ensure activity area is left clear and in safe condition

Debrief with Beach Manager



BEACH GAMES & VOLLEY BALL

Instructor Qualifications:

In House Trained

Staff – Participant ratio:1-24

Site Specification:

- Ensure area is free from other users

Equipment requirements

Activity base:

- Mobile Phone
- First Aid Kit
- Water

Clothing Requirements

- Suitable clothing
- Suitable footwear

Activity Preparation:

- Check 'beach daily sheet' for medical information
- Safety Briefing
- Set up nets, goals etc
- Choose area to minimise disruption to other users

Activity Instruction:

- Choose area to minimise disruption to other users
- Get group to choose team names
- Draw tournament tree if using a tournament format

Activity: Conclusion:

- Head count and handover
- Ensure activity area is left clear and in safe condition

Debrief with Beach Manager

EXCURSIONS

Third party providers:

- Ensure all third party providers have current and comprehensive public liability insurance
- Ensure all third party providers have current standard operating procedures and risk assessments

Staff – Participant ratio:

- As per schools own teacher/student ratios. Voyager staff to accompany the group where possible
- For activities refer to third party providers SOP

Site Specification:

Barcelona:

- Itinerary agreed before departure
- Confirmation of pre booked visits
- Meal vouchers where applicable
- Coach drop off/pick up points confirmed

Waterworld:

- Group booking confirmed before departure
- Group leader to go straight to the reception desk on arrival

Teleski Wakepark:

- Group booking confirmed before departure
- Split group into 2 activity groups before arrival

Equipment Requirements:

Group Leader: First Aid kit, mobile phone.

Clothing Requirements:

- Suitable clothing
- Suitable footwear
- Swimming costume (where appropriate)

Activity Preparation:

- *Confirm all bookings for visits/transport and collect appropriate reservation sheets from Resort Manager.*
- *Confirm meeting time for the coach with the group the night before.*
- *Group leaders are reminded the night before to get the children's/teachers passports from reception (where appropriate.)*
- *Group leaders are required to be aware of any medical history of the children and bring medication*
- *Group leaders are reminded to ensure they take the children's spending money with them.*
- *Group leaders to ensure they have a first aid kit and mobile phone.*
- *Collect packed lunches before boarding the coach*

Activity Instruction:

- *Students are only to embark the coach for departure and arrival at the instruction of a group leader to ensure it is safe and low risk of hazard with traffic.*
- *Group leader to set parameters and agree meeting points during visits/free time.*
- *Group reminded to stay in small groups during visits/free time.*
- *Head counts before/after activities.*
- *Group reminded to apply sunscreen and drink plenty of water.*
- *Group leaders to assist 3rd party providers with check in procedures and group control.*

Activity: Conclusion:

- *Check group has all belongings, passports etc*
- *Return First Aid kit and phone to appropriate place/person*
- *Any incidents/accidents logged.*

Debrief with Manager

L'ESCALA EXCURSIONS RISK ASSESSMENT

Hazard	Who	Risk	Existing controls	Further Action
Road crossings: road traffic accident	Participants Staff	LHD: 1 X CSQ: 5 = 5	Group to walk within designated pedestrian zone. Instructors control group as per off-site procedure. Instructors trained in off-site procedures. Group briefed prior to departure.	Not required as this time
Vehicle Transit: road traffic accident	Participants Staff	LHD: 1 X CSQ: 5 = 5	All passengers required to wear a seatbelt when travelling. Vehicle passenger limit must not be exceeded. Vehicle operators must be relevantly qualified and insured. All passengers should be briefed on the emergency evacuation procedure. Emergency exits/pathways must not be blocked. The vehicle must be operationally sound prior transit.	Not required at this time
Disorientation: Abduction, stranger danger	Participants	LHD: 1 X CSQ: 5 = 5	Groups briefed on danger prior trip. Groups under constant supervision or in location with strict boundaries i.e. Guests not allowed to leave shopping mall. Teachers/instructors positioned in pre-determined locations to best monitor guests. Pre-determined meeting times and locations. Phone numbers exchanged. Guests with behavioural issues to be planned for and dealt with accordingly. Guests must stay in groups of four. When moving from location to location with the group, a teacher/instructor should be leading and a teacher/instructor should be tailing. When travelling as a group they should not become separated.	Contact senior staff and begin communication protocol to deal with situation.
Slips/ trips and falls: cuts, bruises, head injury, fractures	Participants Staff	LHD: 2 X CSQ: 2 = 4	Group briefed prior to departure. All participants in appropriate PPE for off site activity. All guests wear closed footwear with ankle support if required. Instructors trained in off-site procedures.	Not required at this time
Extreme temperatures: Hypo / hyperthermia, sunburn	Participants Staff	LHD: 2 X CSQ: 3 = 6	Participants wear appropriate clothing. Sun cream to be brought with and used. Water should be available to keep hydrated. Staff trained first aid trained. Staff to carry a first aid kit.	Not required at this time
Petty Crime: Stolen personal belongings, emotional trauma	Participants	LHD: 1 X CSQ: 2 = 2	Make people aware prior trip. Brief on how to secure items.	Report crime to relevant authority and keep copy of report.
Manual handling of activity equipment: Back injuries / broken toes & similar	Participants Staff	LHD: 1 X CSQ: 3 = 3	Guests are advised of safe handling techniques. Lifting of heavy equipment done by Voyager staff as per local guidelines. All staff trained in best practice for the transferral / lifting of activity equipment as outlined by the various NGB's.	Not required at this time

