



**RNLI**

**'Hit the Surf'**

**School Information Pack 2010**

**Includes:**

**Introduction  
Programme overview  
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Teacher's checklist  
Risk assessment  
Indemnity form (must be completed)  
FAQ's**

**Version 2 – 2010**

## Introduction

Hit the Surf is a full or half-day programme that gives the unique opportunity for children aged 8-11 to participate in an exciting lifesaving course.

The course gives the student's theory and practical water-based lessons on beach safety, surf survival skills and vital techniques for identifying hazards and dangers. Children also get to watch a rescue demonstration by RNLI lifeguards.

Hit the Surf aims to:

- Provide a programme that is available to children throughout the UK
- Encourage children to develop their surf-based skills and beach safety awareness
- Encourage children to continue to develop their beach and water skills
- Encourage children to enjoy, in safety, water-based activities.

### Session durations:

- **Full day:** 9.45am – 3.00pm (lunch a break of 45 minutes)
- **Half day:** 9.45am – 12.15pm or 12.45pm – 3.15pm (no lunch breaks – two sessions a day, each session = 2½ hours long).

The time allocated for each activity is only a guideline. Supervisors and instructors may need to take into account the weather, age of the group and the time taken to swap between activities.

## Programme overview

Activity	Duration (minutes)	
	Full Day	Half Day
<b>Meet the bus</b> <ul style="list-style-type: none"> <li>▪ supervisor or instructor to meet bus</li> <li>▪ collect any paper work</li> <li>▪ find out any medical conditions</li> <li>▪ walk students and teachers to classroom</li> </ul>	15	15
<b>Classroom</b> <ul style="list-style-type: none"> <li>▪ introduction and house-keeping rules</li> <li>▪ ground rules dos and don'ts</li> <li>▪ Beach Awareness Talk</li> </ul>	45	20
<b>Beach walk</b> <ul style="list-style-type: none"> <li>▪ show and talk about lifeguard equipment</li> <li>▪ show the operational beach set up</li> <li>▪ explain how the beach is set up and why</li> </ul>	25	N/A
<b>Beach activities</b> <ul style="list-style-type: none"> <li>▪ warm up - Simon says</li> <li>▪ beach sprints</li> <li>▪ beach relays</li> <li>▪ beach flags</li> </ul>	35	10 Warm up only
<b>Lunch</b>	45	N/A
<b>Wetsuit sizing and changing</b>	15	15
<b>Water activities</b>  <b>Surf skills – rescue tube</b> <ul style="list-style-type: none"> <li>▪ wading and dolphin diving</li> <li>▪ tube rescue</li> <li>▪ body surfing</li> </ul> <b>Board Skills – nipper boards</b> <ul style="list-style-type: none"> <li>▪ body position and paddling skills</li> <li>▪ negotiating the surf</li> <li>▪ catching a wave</li> </ul>	115	75
<b>Change out of wet suits</b>	10	10
<b>Presentation of certificates and goody bags</b>	10	10

## **Student checklist**

Please ensure that all pupils participating in the programme bring the following items:

- ✓ Sun cream (SPF 30+)
- ✓ Hat
- ✓ Sweatshirt
- ✓ Tracksuit bottoms/shorts
- ✓ Towel
- ✓ Swimming costume
- ✓ Packed lunch
- ✓ Water
- ✓ Consent/medical forms

Wetsuits are provided by the RNLI, however we are happy for pupils to bring their own wetsuits if they have them.

## **Teacher's checklist**

Please ensure pupils have provided you their indemnity forms completed by a parent or guardian. Indemnity forms are contained within this pack.

Please ensure that instructors on the day are made aware of any medical conditions that may affect a child's ability to take part in the programme. The teacher/adult helper rather than the instructors should hold any medications.

Please ensure that the items listed within the pupil's checklist are brought on the day.

## Risk assessment

### RNLI beach based training

Potential hazard	Existing controls/action to be taken	Suggested further action
Injuries caused by carrying boards	<ul style="list-style-type: none"> <li>▪ Ensure boards are carried in pairs as instructed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Smallest boards for smallest pupils – offer assistance.</li> </ul>
Eye injuries caused by sand	<ul style="list-style-type: none"> <li>▪ Instruction at morning briefing/safety talk.</li> <li>▪ Position of group in relation to wind will drastically reduce problem.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensure group is positioned with back to prevailing wind.</li> </ul>
Physical education – fitness training and beach games	<ul style="list-style-type: none"> <li>▪ Check all pupils are able and willing to take part, ensure parental consent and any medical requirements are checked.</li> <li>▪ Check equipment, clothing and facilities are in good order, ensure adequate refreshments are available.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Communicate with pupils at morning briefing and before activity takes place.</li> <li>▪ Ensure any medication is on hand (such as inhalers and any other medication).</li> </ul>
Cuts to feet during barefoot activities	<ul style="list-style-type: none"> <li>▪ Make sure beach/activity area is clean and free of sharp objects.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Check area before activity, clean if necessary.</li> </ul>
Baton relay race <ul style="list-style-type: none"> <li>▪ Injury to hands/fingers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrate technique before activity takes place.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Constant observation of group during activity.</li> </ul>
Diving for flag <ul style="list-style-type: none"> <li>▪ Collision/landing on another pupil while diving for flag</li> </ul>	<ul style="list-style-type: none"> <li>▪ Flag = 20cm flexible material hosepipe.</li> <li>▪ Demonstrate technique first.</li> <li>▪ Carefully observe group during activity.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Carefully observe group during activity.</li> </ul>
Pupils playing around cliff bases and climbing over boulders or other beach material	<ul style="list-style-type: none"> <li>▪ Pupils to be given briefing on rules and safety issues.</li> <li>▪ Pupils not to be unsupervised at any time.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Pupils not to be unsupervised at any time.</li> </ul>
Sunburn	<ul style="list-style-type: none"> <li>▪ Warn pupils of danger, advise on hats/clothing.</li> <li>▪ Include sun cream in equipment/clothing list given to schools.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Have some emergency sunscreen.</li> <li>▪ Check medical requirements for allergies.</li> </ul>

## RNLI water based training

Potential hazard	Existing controls/action to be taken	Suggested further action
Drowning	<ul style="list-style-type: none"> <li>▪ Ensure suitable lifeguard: pupil ratio up to a maximum of 1:8.</li> <li>▪ Make sure lifeguards are fully equipped and have no other operational role other than safeguarding the activity.</li> <li>▪ Ensure group stays within marked area.</li> <li>▪ Use high-visibility rash vests at all times; ensure they are a different colour to any other water users.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Have emergency equipment and accident reports at location.</li> <li>▪ Use lifeguard facilities and procedures where appropriate.</li> <li>▪ Supervisors to make decision on ratio of 1:8 based on level of competence.</li> </ul>
Hypothermia	<ul style="list-style-type: none"> <li>▪ Group to have adequate protective clothing – well-fitting wetsuits and rash vests.</li> <li>▪ Water activities to be limited to a maximum of 2 hours at any one time.</li> </ul>	<ul style="list-style-type: none"> <li>▪ If the water temperature is suspected to be below 12°C, the time in the water may be reduced or replaced by beach-based activities.</li> <li>▪ All participants should be told that they should let an instructor know if they are feeling cold and/or tired.</li> </ul>
Getting caught in a rip current  Surfing/paddling into people	<ul style="list-style-type: none"> <li>▪ Pupils to stay within the designated area defined by the lifeguards.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use high-visibility rash vests.</li> </ul>
Weever fish/jellyfish stings	<ul style="list-style-type: none"> <li>▪ Careful observation by staff and lifeguards.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Firstaider and first aid kit, including sterile wipes, to be on hand along with accident report forms.</li> </ul>
Cuts or grazes to feet from sharp objects	<ul style="list-style-type: none"> <li>▪ Careful observation of activity area by instructors.</li> <li>▪ Removal of any sharp objects.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Check area before activity.</li> <li>▪ Clean if necessary.</li> </ul>
Board paddling  ▪ Being hit by board or falling off while paddling	<ul style="list-style-type: none"> <li>▪ Practice in flat water.</li> <li>▪ Instructors to provide clear demonstration.</li> <li>▪ Instructors in water on rescue boards or swimming.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Keep pupils in designated area.</li> <li>▪ Ensure equipment is in good condition.</li> <li>▪ Use of nipper boards.</li> </ul>

Potential hazard	Existing controls/action to be taken	Suggested further action
<p>Catching a wave on a paddle board</p> <ul style="list-style-type: none"> <li>▪ Being hit by board or falling off while paddling</li> <li>▪ Becoming separated from board</li> <li>▪ Hitting other water users</li> </ul>	<ul style="list-style-type: none"> <li>▪ Practical demonstration of skill by instructor.</li> <li>▪ Instructors in water on rescue boards or swimming.</li> <li>▪ Practice in flat water, then in small surf.</li> <li>▪ Training of wave recognition.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Keep pupils in designated area</li> <li>▪ Ensure equipment is in good condition.</li> <li>▪ Use of nipper boards.</li> <li>▪ Constant observation of group activity.</li> </ul>
<p>Bunny hopping</p> <ul style="list-style-type: none"> <li>▪ Being hit by board</li> <li>▪ Risk of injury to lower legs and ankles</li> </ul>	<ul style="list-style-type: none"> <li>▪ Practical instruction of skill by instructors.</li> <li>▪ Level sea.</li> <li>▪ Correct depth of water.</li> <li>▪ Small surf.</li> <li>▪ Instructors in water.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Keep pupils in designated area.</li> <li>▪ Ensure equipment is in good condition.</li> <li>▪ Use of nipper boards.</li> <li>▪ Constant observation of group activity.</li> </ul>
<p>Wading/dolphin diving</p> <ul style="list-style-type: none"> <li>▪ Falling over</li> </ul>	<ul style="list-style-type: none"> <li>▪ Practical instruction of skill by instructors.</li> <li>▪ Level seabed.</li> <li>▪ Correct depth of water.</li> <li>▪ Flat water, then small surf.</li> <li>▪ Instructors in the water.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Keep pupils in designated area.</li> <li>▪ Ensure equipment is in good condition.</li> <li>▪ Constant observation of group activity.</li> </ul>
<p>Diving under waves/body surfing</p> <ul style="list-style-type: none"> <li>▪ Risk of injury to head/neck area</li> <li>▪ Risk of injuring lower arm/hand area</li> <li>▪ Running over/into other water users</li> <li>▪ Being hit by other water users</li> <li>▪ Diving into sea bed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Practical instruction of skills by instructors.</li> <li>▪ Correct depth of water.</li> <li>▪ Small waves.</li> <li>▪ Use designated area.</li> <li>▪ Instructors in the water.</li> <li>▪ Training of waves recognition.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Keep pupils in designated area.</li> <li>▪ Constant observation of group during activity.</li> <li>▪ 1:8 ratio of lifeguard: pupils water-based.</li> </ul>

## General risk assessment

Potential hazard	Existing controls/action to be taken	Suggested further action
Pupils' behaviour	<ul style="list-style-type: none"> <li>▪ Pupils to be made aware of both school and RNLI expectations of behaviour while on the beach/in the water.</li> <li>▪ Pupils warned of apparent dangers at beach environments by instructors.</li> <li>▪ RNLI is only responsible for pupils while on the beach and in the water after being accepted as a group by the instructors.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Groups to be kept within the 1: 8 ratios when in the water and 1:10 ratio when on the beach (lifeguard: pupils).</li> </ul>
Emergency first aid	<ul style="list-style-type: none"> <li>▪ Two qualified Firstaider's to accompany groups at all times (lifeguards).</li> <li>▪ Parental permission form to include consent for administration of first aid and any medical requirements pupils may have (parents to arrange).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Have first aid kits on the beach.</li> <li>▪ Liaise with local operational lifeguards.</li> </ul>
Lifeguard equipment <ul style="list-style-type: none"> <li>▪ IRB/RWC/rescue boards</li> <li>▪ Danger to pupils and public</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensure equipment is working, safe to use and has risk assessment in place.</li> <li>▪ Ensure only trained lifeguards operate equipment.</li> <li>▪ Usage in accordance with operational guidelines within designated area.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Have accident reports at location.</li> <li>▪ Use lifeguard facilities and procedures where appropriate.</li> </ul>
Pupil/parent emergency	<ul style="list-style-type: none"> <li>▪ All parents and schools to have RNLI contact number (local).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Useful information (basic schedule) to be provided to parents and schools prior to departure.</li> </ul>
Pupils lacking correct clothing/equipment	<ul style="list-style-type: none"> <li>▪ Full equipment list to be given to schools/parents before they come to beach.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Spare clothing/kit to be available.</li> </ul>
Pupils crossing car park area	<ul style="list-style-type: none"> <li>▪ RNLI is not responsible for pupils until they reach the beach/teaching area.</li> <li>▪ Teachers/parents to relieve instructors (pick up of pupils) from the beach/teaching area once activity is completed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supervision, group control and road safety talk prior to activity is responsibility of teachers.</li> </ul>

<b>Potential hazard</b>	<b>Existing controls/action to be taken</b>	<b>Suggested further action</b>
<p>Stairs from café area and toilet/showers to beach</p> <ul style="list-style-type: none"> <li>▪ Tripping over/falling up or down stairs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supervision of pupils by teachers and instructors.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Where appropriate, a teacher or member of staff to lead.</li> </ul>
<p>Paved areas around café, classroom and other areas</p> <ul style="list-style-type: none"> <li>▪ Pupils tripping up</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supervision of pupils by teachers and instructors.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Where appropriate, a teacher or member of staff to lead.</li> </ul>



## Indemnity form

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

MEDICAL CONDITIONS\*: \_\_\_\_\_

\_\_\_\_\_

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SCHOOL/GROUP NAME: \_\_\_\_\_

DETAILS OF EVENT \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

I/We acknowledge and accept that I/we am/are taking part in the above event entirely at my/our own risk.

I/We expressly exonerate the Royal National Lifeboat Institution in the event of any loss, damage or injury to myself/ourselves caused in any way other than through acts of negligence by the Institution.

I appreciate that it is necessary for the Royal National Lifeboat Institution to ask me to sign this form in view of the fact that they are the custodians of charitable funds donated for the objectives set out in the Institution's Charter.

A basic swimming competency is required: students should be able to swim at least 25 metres and be comfortable with going into the sea.

I understand that my son/daughter's photo maybe taken and I give permission for that image to be used by the RNLI for the purpose of fundraising and public awareness. I also understand that we will not receive any financial reward for the use of any images.

Signed: \_\_\_\_\_

Individual/Parent/Guardian/Authorized Signatory for:

\_\_\_\_\_ Date: \_\_\_\_\_

\* Please list any medical conditions/medication that the Lifeguards should be aware of. If unsure, please ask the lifeguard.

## **FAQ's**

### **Q - Whom do we contact on the day of the programme?**

A – Contact the Beach Safety Supervisor for your area:

- Beach Safety Supervisor South (Cornwall) – 07966725421
- Beach Safety Supervisor West (Wales)– 07969208076
- Beach Safety Supervisor North/East (Sunderland/Dorset) – 07854741521

### **Q – What happens if we do not bring the indemnity forms?**

A – Unfortunately the children will not be able to do the water session.

### **Q – Is there a risk assessment that covers the programme?**

A –Yes, it is in the 'Hit the Surf' school information pack that is send out to the schools.

### **Q – What if the school needs to leave early?**

A – If a schools need to leave early we will shorten the programme.

### **Q – Can teachers or parents take part in the programme?**

A – Yes we encourage teachers and parents to be actively involved if they wish.

### **Q – If a teacher or parent does not have a wet suit, can you supply one?**

A – Yes, if you can let us know your size before the day of the programme we will supply one

### **Q – What is the maximum number of children per session?**

A – 30

### **Q – What qualifications do the instructors hold who deliver the programme?**

A – They are all qualified beach lifeguards, hold a high level first-aid certificate and have been CRB cleared on an annual basis.

### **Q – Has this programme had an Adventure Activity Licensing Service inspection?**

A – This programme does not require an AALS license. However the RNLI requested that an AALS representative inspected the programme for good practise. AALS supports and commends this programme.