

TEMPLATE SAFETY BRIEFING

Introduction

Introduce yourself and your team - explain the command chain.

Ask participants to listen carefully and query anything they don't understand or are uncomfortable about.

Health & Safety

Point out any immediate onshore hazards (*** ask them! Especially if returning clients*)

Point out the emergency assembly point (**)

Point out toilets, changing facilities, food, drink, First Aid

If anyone needs First Aid they must speak to the coach first!

Conditions & Orientation

Discuss & point out weather, tides, water conditions, current and forecast (**)

Point out operating area & prominent features for orientation when on the water

Format for the session

Describe the session - what's going to be happening

Safety on the water

Stress the importance of following instructions immediately

Discuss possible hazards on the water (**)

Demonstrate coach emergency signals (blow whistle!!)

Participant distress signals: (one hand up, paddle up) (**)

Discuss any other relevant emergency procedures

Any other advice for the session

Advise clients re taking their own gear (towels, bags) to the beach, dealing with car keys etc.

Participants must inform the instructor if they are becoming cold

Participants must inform the instructor if they wish to cease paddling or leave the beach.

No free swimming unless the instructor is aware and a supervisor is in place

Final check!

Everyone feeling well?

Anyone's medical situation changed since previous sessions?

Anyone needing any medication, inhalers, Epi Pens to be carried?

Everyone has appropriate clothing, headwear, footwear (as applicable)

Anything in pockets that mustn't get wet? (phones, keys!)

NO headphones or earbuds!

Anyone with glasses need a retaining strap?

Adequately hydrated and sunscreen applied?

Everyone has a properly fitted lifejacket (if applicable)