



Surfing Mums Inc Harm and Risk Management Policy

These guidelines represent the safety policy for SMI. Because there are inherent dangers in surfing and other Association activities, this is a harm and risk-minimisation policy. These guidelines are not exhaustive, and are to be used in conjunction with common good sense to ensure that SMI Events are run as safely as is possible given the circumstances. At all times our duty of care for Participants and Leaders must be kept in mind, with the general rule that the younger and less experienced the Participant the greater the care that will be required.

Definitions

SMI Surfing Mums Incorporated

Events Any activity, event or program organised or run by SMI

Minor/s Anyone under the age of 18

Group SMI unit or 'club'

Group Coordinator Person appointed by SMI to run a Group

Parent/s Parent/s or legal guardians

Participant/s Anyone attending SMI Events (including but not limited to Minors)

i. Key Safety Elements

a) Group Coordinator

Each group must have a Group Coordinator.

b) Safety and Training

There should be at least one Participant with senior first aid training at all SMI Events.

Appropriate equipment must be used at all times (eg leg-ropes, sun-cream, wetsuits if cold).

All SMI Participants must know the location of, and who the first aid trained people are.

- SMI recommends a ratio of one parent to one child.
- SMI recommends that parents are comfortable with the level of safety of the person they chose to leave their child/children with while they go surfing

c) First Aid Kit

Each Group should have an up to date first aid kit available at all Events.
The kit is to be industry standard "Workplace B First Aid Kit" or better (Ph Red Cross 1300 367 428).

d) Assessment of Participants and Conditions

For Events involving water activities, the Group Coordinator should assess and discuss hazards, dangers and prevailing weather conditions with Participants.
No pressure to surf should be placed on Participants by the Group coordinator or other Participants if they feel it is beyond their capacity to surf in particular conditions prevailing.

ii. Accident Procedures

Where a Group Coordinator or a Participant is injured at a SMI Event:
Call on First Aid person to assess the situation and administer treatment.
In case of injury one can stay with the injured and two can go to get help.
Group Coordinators should not leave Participants who are Minors alone or unattended at an accident scene.

a) Minor Accidents:

Administer first aid.

Always err to the side of caution and ask person if they want to see a doctor or go to hospital emergency.

Fill in 'Incident Report Form' (See Appendix 1).

b) Serious Accidents:

First aider to assess situation. Group Coordinators to obey their instructions.

Call ambulance.

Keep patient comfortable as best you can till the ambulance arrives.

Inform emergency contact of the accident, what has been done so far, where the Participant has been taken for care.

Fill in 'Incident Report Form' (See Appendix 1)

iii. Blood Spillage Policy

a) Those attending to bleeding persons should wear non-utility gloves, ie disposable latex or vinyl gloves which must never be reused.

These must be worn when: direct contact is anticipated with blood or body substances, mucous membranes, or non-intact skin, as when attending to first aid of a bleeding person handling items or contact surfaces contaminated with blood or body substances.

b) Gloves must be changed and discarded:

as soon as they are torn or punctured;

after contact with each person.

Hands must be washed after removal and disposal of gloves.

- c) If skin is penetrated or broken, the immediate first aid is to clean the wound with soap and water only. If water is not available a 70% alcohol band rub should be used.
- d) Clothes that are bloodstained, should be changed for clean ones once the wound has been treated. They should be handled with rubber gloves and treated as above.
- e) If blood gets on the skin, irrespective of whether they are cuts or abrasions wash well with soap and water.
- f) If eyes are contaminated, rinse the area gently but thoroughly, with the eyes open, with water or normal saline.

Appendix 1

Incident Report – Confidential

SMI Group: _____

Date of Incident: ____/____/____

Time of incident: _____

Location incident occurred: _____

People involved in the incident:

Name	Address	Contact
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Nature of Incident with a brief description (Circle):
Serious Leader Dispute, Person Injured, Illegal Act, Sexual Misconduct,
OTHER (May attach report)

What warnings were there before the incident?

Names of Witnesses:

Name	Address	Contact
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Details and brief description of Incident:

If there was any injury how was it treated and by whom?

Was there an adequate first aid kit on site and a qualified first aid person?

YES/NO

SIGNED

Group Coordinator: _____

Date: _____ / _____ / _____