



## Channel Islands Surfing Federation (CISF)

### Event/Competition Risk Assessment and Procedures Policy

Event/Competition title: .....

Event/Competition date: from...../...../.....to...../...../.....

Site location(s)/country: .....

Two CISF appointed 'risk assessment' officials:

Completed by: name & sign.....Date.....

Reviewed by: name & sign.....Date.....

#### Introduction

This Channel Islands Surfing Federation ("CISF") Event/Competition Risk Assessment and Procedures Policy ("Policy") is designed to aid officials with an approaching and/or an on-going Event/Competition:

- Child and adult safety and security are prime considerations
- Parents or appointed Guardians take full and unconditional responsibility for their children and the CISF, JSC and Guernsey Surf Club have no liability whatsoever from the day of departure to returning to Jersey and/or Guernsey after participating in an Event/Competition
- This Policy must be read in conjunction with the CISF Off-Island Travel Policy
- A formal 'assessment of the risks' at an event should have the aim of preventing the risks or reducing them. Children must never be placed in situations which expose them to unacceptable risks.
- If identified risks cannot be contained at the Event/Competition the visit must be abandoned
- This Policy identifies and assesses potential risks within these sections;
- Arrivals/departures at airport(s) or ferry port(s) - transportation within the host nation - host nation State security and emergency/evacuation measures - hotel accommodation - opening and closing ceremonies - event/competition site, beach access and, beach, sea and weather conditions
- The risk assessment procedures are an intuitive checklist when preparing for an Event/Competition. The CISF appointed risk assessors provide brief notes or a not applicable (N/A), and insert a Risk Factor (low, medium, high, severe) to confirm that each has been assessed and completed.

- The CISF officials must each retain a copy of their risk assessment(s)
- The frequency of conducting separate CISF 'risk assessments' are at the discretion of the CISF officials present at the Event/Competition
- Parents and surfers (children or adults) must comply fully with the present CISF officials with regards to both CISF security measures and the host nation's State security personnel

**IMPORTANT NOTE:**

**ALL RISK FACTOR BOXES MUST BE COMPLETED BY INSERTING A - LOW, MEDIUM, HIGH OR SEVERE RISK FACTOR**

**1 Risk Assessments - Host nation's State security and emergency/evacuation measures**

Host nation's State security measures				
Hazard	People at risk	Actions taken	Comment. Further action(s) may be taken	
An outrage	Competitor surfers, parents and CISF officials	<b>Have you had sight of/read the organisers' and host nation's documented State Risk Assessment and emergency evacuation plan? Please refer to box opposite!</b>	<b>Circle appropriately:</b>  YES  NO	

**2 Risk Assessments - arrival/departure airport(s) and/or ferry port(s)**

Arrivals and Departures at Host's Airport(s) or Port(s)				
Hazard	People at risk	Actions taken	Further action(s) to be taken	Risk factor - low, medium, high, severe (insert in the first two boxes below)

Airside and arrivals hall - an outrage	Competitor surfers, parents and CISF officials	Supervisors to manage, account for and use Off-Island travel Policy methods to keep the group together at all times	Refer to CISF Off-Island Travel Policy	
Airside and departures hall - an outrage	Competitor surfers, parents and CISF officials	Supervisors to manage, account for and use Off-Island Travel Policy methods to keep the group together at all times	Refer to CISF Off-Island Travel Policy	
		<b>Have you had sight of/read the organisers' and host nation's documented Risk Assessment? Please refer to box opposite</b>	<b>Circle appropriately: YES or NO</b>	

**3 Risk Assessments - including departure from and return to airport(s) or ferry port(s), and travelling by coach/minibuses/car within the host nation to hotels and contest site/s**

<b>Transportation - various destinations</b>				
<b>Hazard</b>	<b>People at risk</b>	<b>Actions taken</b>	<b>Comment. Further action(s) may be taken</b>	<b>Risk factor - low, medium, high, severe (insert in the first box below)</b>
An outrage	Competitor surfers, parents and CISF officials	Supervisors to manage, account for and keep team together at all times	Refer to CISF Off-Island Travel Policy. Refer to Host nation's documented Security and Emergency plans and measures.	
		<b>Have you had sight of/read the organisers' and host nation's documented Risk Assessment? Please refer to box opposite</b>	<b>Circle appropriately: YES or NO</b>	

**4 Risk Assessments - hotel accommodation**

<b>Hotel accommodation</b>				
<b>Hazard</b>	<b>People at risk</b>	<b>Actions taken</b>	<b>Comment. Further action(s) may be taken</b>	<b>Risk factor - low, medium, high, severe (insert in the first box below)</b>
An outrage	Competitor surfers, parents and CISF officials	Have you had sight of/read each Hotel's documented security and emergency and evacuation plan? Please refer to box opposite.	Circle as appropriate: YES or NO	
		Have you had sight of/read the organisers' and host nation's documented Risk Assessment? Please refer to box opposite.	Circle as appropriate: YES or NO	

**5 Risk Assessments - for both the 'opening' and 'closing' ceremonies**

<b>Opening &amp; closing ceremonies</b>				
<b>Hazard</b>	<b>People at risk</b>	<b>Actions taken</b>	<b>Comment. Further action(s) may be taken</b>	
An outrage	Competitor surfers, parents and CISF officials	Have you had sight of/read the 'opening' and 'closing' ceremonies documented security and an emergency/evacuation plan? Please refer to box opposite!	Circle as appropriate: YES or NO	

**6 Risk Assessments - security at event/competition site, beach access and beach/weather conditions**

<b>Event/Competition Site</b>				
<b>Hazards</b>	<b>People at risk</b>	<b>Actions taken</b>	<b>Comment. Further action(s) may be taken</b>	<b>Risk factor - low, medium, high, severe (insert in each of the boxes below)</b>
	<b>Competitor surfers, spectators, sponsors &amp; guests, CISF officials or ALL</b>	<b>Controls and procedures taken to mitigate risk(s)</b>	<b>Provide brief details or state not applicable (N/A)</b>	
<b>Security personnel are highly visible at all entrances, exits, stairs, stairways and on the beach</b>	All	The event enclosure has security personnel guarding all entrances and exits. Clear signage and made secure.		
<b>Car park(s)</b>	All	Ample space available for event/competition		
<b>Electric power &amp; cables</b>	All	Power sources from and to the event site etc. Cables made secure		
<b>Board storage</b>	All	A dedicated area/s with surf board racks and made secure		
<b>BBQ, roast spit &amp; other catering facilities</b>	All	Supervised with adequate fire extinguisher(s) sourced by the caterer(s)		
<b>Changing areas &amp; tents are secured</b>	Surfers and officials	Personal items are in a safe area - with clear access		

<b>Gazebo (e.g. sponsor promos)</b>	All	Securely fastened and manned		
<b>Judges portacabin &amp; area</b>	Officials	Stabilised portacabin, secured area with signage, judging materials, chairs, tables, horns and disc		
<b>Event/competition area – signage &amp; barriers</b>	All	Appropriate signage with barriers secured. All subject to the size of the event		
<b>Sponsor &amp; CISF/JSC/GSC flags &amp; banners</b>	All	Flag poles and banners securely fastened on railings. Note. If weather conditions deteriorate remove overnight		
<b>Beach Access</b>				<b>Risk factor - low, medium, high, severe (insert in each of the boxes below)</b>
<b>A fully secured and guarded beach area. Be aware of potential hazards for everyone present</b>	All	Judges (with head judge) will be in the judging cabin, sea wall or beach/shore. Beach marshalls to keep the approach to and from the competition areas clear for competing surfers and officials. Beach marshalls are made aware of their responsibilities		
<b>Steps and pathway to the beach &amp; access to the sea kept clear where possible</b>	All	Use barriers to contain spectators		
<b>Potential slipping, falling, cuts &amp; abrasions at access points</b>	All	Host nation's First Aiders are available with First Aid Kits		

<b>Beach, Sea &amp; Weather Conditions</b>				<b>Risk factor - low, medium, high, severe (insert in each of the boxes below)</b>
<b>Weather conditions</b>	All	Dangers associated with high winds, large swell, electric storms, snow, hail, rain	Forward planning. Tide charts, weather reports, alternative beach site selection or postponed	
<b>Beach marker flags</b>	All	Use flags to keep surfers within the designated competition area. Safely secured e.g. with base weights		
<b>Injury – in the sea caused by competing surfers, surfboards, free surfers</b>	Competing surfer(s)	Host nation's appointed lifeguards, beach marshalls, officials with First Aid and emergency training, preferably with experience	-Host nation's appointed surfers with lifesaving qualifications -First Aiders prepared	
<b>Hypothermia</b>	Competing surfer(s)	Wetsuits, head and booties worn. Heats are normally each confined to 15 mins	-Host nation's or appointed surfers with lifesaving qualifications -First Aiders prepared	
<b>Caught in rips &amp; currents</b>	Competing surfer(s)	Host nation's Contest Director and officials to decide upon safety of the sea conditions and liaising with officials and lifeguards		
<b>Preventative measures - drowning</b>	Competing surfer(s)	Competitors advised to always use leashes, Host nation provides close monitoring, beach marshalls supervise within contest area		

<b>Reefs, rocks, gullies &amp; sand banks</b>	Competing surfer(s)	Competitors are advised of usual or, any unusual formations		
<b>Stings from sea creatures</b>	Competing surfer(s)	Wetsuits, head and body boots options. Surfers to state allergy conditions on consent forms and/or at registration		

**NOTE. When travelling Off-Island to compete**

When the CISF plan to send a team to participate in competitions held in the UK or internationally the organising committee at the time, should contact the Event/Competition organisers and/or host nation and request details of their risk assessment and emergency response plans for the forthcoming Event/Competition, any potential risks and hazards, and other relevant information.

Safeguarding and security must be the prime consideration.

**NOTE. This documented CISF Event/Competition Risk Assessment and Procedures Policy is the property of the CISF and must not be reproduced by any third party without prior permission.**

MC 17.10.16

Ends.