

General Activity Operating Procedures

Centre Responsibilities

- A staff meeting will be held every morning and will include:
 - a) The allocation of Instructors.
 - b) Any transport arrangements
 - c) Specific weather concerns
 - d) Medical concerns/special needs of participants. (If known)
 - e) Any safety issues or changes to Operating Procedures
 - f) Any changes to the programme
- A written record will be kept of all the previous groups programmes, including which Instructors actually worked with each activity group.
- All equipment must be in safe working order, and receive regular maintenance which will be recorded in the appropriate log book(s).
- A clearly marked location will be allocated for storing defective/damaged equipment.
- All equipment must be stored securely to prevent unauthorised use, and checked and cleaned when necessary.
- All activities areas must be clearly defined and activities restricted to using these venues only unless permission is sought from management.

Employee Responsibilities

- Surf-Lines staff are responsible for the safety and welfare of all participants during the duration of the activity session.
- Equipment must be checked for serviceability and prepared/set out before the start of each session. Defective kit/equipment must be placed in the designated storage area.
- For each session the Instructors must:-
 - Ensure all participants are present and have necessary medication and clothing
 - Ensure participants have food/drinks/suncream if appropriate

- Instructors must meet the participants at the correct times, not 5-10 mins late!
- Where transport is used to take the group to an activity venue the group must be counted onto the vehicle. All passengers must wear seat belts on transport where provided.
- Where participants are requested to carry large or heavy objects the basic principles of correct manual handling will be covered.
- All participants must ensure long hair is tied back/up and jewellery should be removed before attending an activity session.
- At the beginning of a session Instructors should consider warm ups as an injury prevention technique.
- Instructors must deliver the activity session in accordance with Surf-Lines Operating Procedure and NGB's guidelines.
- If the instructor is aware the session is running behind schedule, they must contact the centre immediately and inform a member of staff.
- At the end of the session Instructors must ensure that all their kit and equipment is de-preped and help with others were necessary any defects/damages must be reported.