

Session Briefing – Checklist

Identify:

No. of instructors
No. of parent help
No. of children
Discretely identify at risk children i.e., asthma, bee stings, EpiPens?
Non-English speaking, non-swimmers, anything else health wise you need to know about? (*asthma inhalers, EpiPens left with?*)

Delegate session duties for both set up and clean up:

Who is going to be the key holder on the beach?
Does everyone else know who the key holder is?
Do they know where the phone and first aid kit are. Do your parents know what and how to do their duties?
Does your teacher know what is expected of them?
Long hair tied back; glasses tied on?

Safety:

Buddy system to toilets/changing rooms?
Buoyancy Aids to be always worn past the white line, by everyone!
Do you know where the defibrillator is? Do you know the code?
Whistle system: **All ashore = 1 long blast**
Look at me = 1 short blast.

Discuss preferably before the arrival of the children:

Weather conditions - Wind direction - on shore - offshore – strength -forecast today – overhead - too cold/hot - tide in/out?
Ratios – Instructor/patrol boat: Pupil
Session flow chart can be checked.

Therefore today we can do?
Who makes these decisions?
Is the teacher happy with these decisions?
Who is doing what?

Help reduce the risks.

- **Keep to a confined area/set boundary.**
- **Stay out of swimming area.**
- **Crowd control, who is in charge on beach?**
- **Do you need to reduce the ratios?**
- **(new instructors/pupils/big waves/marginal wind?)**
- **Do you need more instructors on shore?**