



## Christian Surfers Australia

### Mission Safety Policy

*These guidelines represent the safety policy for CSA. Because there are inherent dangers in surfing and other Mission 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 CSA 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

<b>CSA</b>	Christian Surfers Australia Inc
<b>Events</b>	Any activity, event or program organised or run by CSA
<b>Leader/s</b>	CSA Member who has fully completed the application process
<b>Minor/s</b>	Anyone under the age of 18
<b>Mission</b>	CSA unit or 'club'
<b>Mission Coordinator</b>	Person nominated by other Leaders and anointed by the RC to run a Mission
<b>Parent/s</b>	Parent/s or legal guardians
<b>Participant/s</b>	Anyone attending CSA Events (including but not limited to Minors)



# **1 Key Safety Elements For Running a Mission**

## **1.1 Mission Coordinator**

- 1.1.1 Each core group must have a Mission Coordinator. This person will show discernment in leading the core group of Leaders, and have spiritual and practical oversight – to keep things on track with vision and impacting the local surfing community
- 1.1.2 The Mission Coordinator shall ensure all CSA Leaders in the Mission have completed the 'New Missionary Form'
- 1.1.3 The Mission Coordinator shall ensure all CSA Leaders will annually (in Dec/Jan) re-apply for membership by completing the 'Returning Missionary Form'

## **1.2 Safety and Training**

- 1.2.1 There should be at least one (preferably two) Leaders with senior first aid training at all CSA Events
- 1.2.2 There should be at least one (preferably two) Leaders with surf rescue certificate (or surf bronze) for water safety at any CSA Event that involves water activities
- 1.2.3 Appropriate equipment must be used at all times (eg leg-ropes, sun-cream, wetsuits if cold)

## **1.3 Ratio of Leaders to Participants**

- 1.3.1 Subject to 1.3.2 – 1.3.4, There must be a ratio of no more than 1:8 Leaders to Participants at all CSA Events
- 1.3.2 This ratio may be higher, at the Mission Coordinators discretion, (ie involve more Participants) where the group contains Participants over 18
- 1.3.3 This ratio may be higher, at the Mission Coordinators discretion, (ie involve more Participants) where the particular event by its nature involves larger groups in a focused context (eg surf competitions, bible studies)
- 1.3.4 This ratio may, at the Mission Coordinators' discretion, be lower (ie involve less Participants) if there are special dangers or needs
- 1.3.5 This ratio can include both male and female Leaders, though there must be at least one Leader of the same gender as

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Participants if any of the Participants are Minors (eg no female Participants who are minors if there are no female Leaders present etc)

**1.4 First Aid Kit.** Each Mission should have an up to date first aid kit available at all Events

1.4.1 The kit is to be industry standard "Workplace B First Aid Kit" or better (Ph Red Cross 1300 367 428)

**1.5 Assessment of Participants and Conditions**

1.5.1 For Events involving water activities, the Mission Coordinator (or other Leaders present) should do an assessment of Participant's swimming abilities before any water activity begins

1.5.2 Any such assessment may also involve discussion of hazards, dangers and prevailing weather conditions

1.5.3 No pressure to surf should be placed on Participants by the Leaders if they feel it is beyond their capacity to surf in particular conditions prevailing

## **2 Vehicles and Driving**

### **2.1 General Safety**

2.1.1 Vehicles must be roadworthy as to the standards of the state motoring laws, registered, licensed and insured

2.1.2 Driving should accord with the speed limits and laws of the state in which the Event occurs

2.1.3 One person per seatbelt, with seatbelts worn at all times by every occupant

2.1.4 Drivers of Participants who are Minors are to have two years regular licensed driving experience for the class of vehicle they are driving (ie excluding time on 'L' plates)

2.1.5 No riding in the back of utes vans, or trailers

2.1.6 When driving long distances make use of driver revive stations, stopping every two hours to manage fatigue

2.1.7 Where possible have back-up drivers, namely leaders who don't take their car in case of driver fatigue or some other circumstance

2.1.7.1 If using a bus have a back up driver on board





- 2.1.8 Boards are to be secured to vehicles using appropriate tie downs (ie no 'ockie straps')
- 2.1.9 Trailers to be roadworthy and licensed, all luggage to be secured well, and drivers be aware of dangers in towing
- 2.1.10 Leaders should ensure adequate fuel, water and maps are available
- 2.1.11 Brief all drivers on where they are going, meeting points along the way and 'plan B' if get separated from the rest of the group
- 2.1.12 Where possible maintain mobile phone contact (Driver not to talk and drive – passengers only)
- 2.2 Drivers of Minors must be Leaders in CSA**
- 2.2.1 There may be an exception for Parents who take their own Minors, or other Minors with written parental consent

### **3 Camps and Day-trips**

- 3.1 Standardised camp-forms** from CSA should be used, with substance including that as per Appendix 3
  - 3.1.1 Whilst use of graphics etc is OK, forms must include:
    - 3.1.1.1 Section for Medicare number and emergency phone contact of parent or guardian
    - 3.1.1.2 Notice to campers and Parents that they need to tell you about food allergies, medical conditions etc
    - 3.1.1.3 Standard indemnification statement to sign:

Whilst I realise all due care will be taken, I indemnify Christian Surfers and its leaders against any claim made on behalf of the above camper arising out of any injury sustained during the surf camp. I accept that the camper participates in this surf camp at their own risk. I accept that Christian Surfers will assess conditions and will not force campers to surf in conditions they are not comfortable with. I also give Christian Surfers permission to seek any medical treatment for the above camper in the event of any injury if I cannot be contacted. I indemnify Christian Surfers against any loss or damage of the camper's personal property during the camp.

SIGNED: (Parent or guardian if U18)\_\_\_\_\_ DATE:\_\_\_\_\_

- 3.1.1.4 Conditions on camp form for new attendees in regard to their being no drugs, alcohol or bad behaviour

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3.1.2 Make sure parents/guardian know where the camp is being held and give an approximate return time. If circumstances warrant inform police or parks authority of Event

### **3.2 Check campsite for possible needs and hazards**

3.2.1 When arriving at campsite look over it for hazards and to ascertain needs

3.2.2 Maintain a clean and sanitary campsite, for environmental and sanitary reasons.

3.2.3 Ensure adequate ablution facilities if in remote locations (Note: this might mean bringing shovels and toilet-paper)

3.2.4 Maintain clean cooking and food prep areas providing hand-washing facilities available.

### **3.3 No male/female sleeping arrangements**

3.3.1 Except in family situations where the Mission Coordinator has given permission

### **3.4 Minors without Leaders**

3.4.1 Leader/s must be present whenever Participants go surfing

3.4.2 Minors should not go anywhere without the express permission of a Leader

3.4.3 Groups of Minors under 15 years old should not go anywhere without a Leader

3.4.4 Groups should be no less than four when going for surf-checks etc

3.4.4.1 In case of injury one can stay with the injured and two can go to get help

### **3.5 Use of Vehicles whilst Camping and Day-tripping**

3.5.1 Use vehicles for appropriate purpose (eg don't use a Commodore as a 4WD!)

3.5.2 Drive safely and at suitable speeds on gravel roads and the beach, and only where there is council permission

## **4 Contests & Other Beach Events**

### **4.1 Safety**

4.1.1 There must be a person or persons with senior first aid or surf rescue/surf bronze on site at all times

4.1.2 There should be a rescue board on site at all times as







required by ASP, Surfing Australia and the local council)

4.1.3 All CSA Leaders must know the location, and who the first aid trained people are

4.1.4 The Event Coordinator will beforehand complete a 'Risk Management Plan' (See Appendix 1)

## **4.2 Site Works**

4.2.1 Star pickets to have caps or covers

4.2.2 Enough bunting to restrict access to non-public area (eg around generator and in front of judges)

4.2.3 Turn generators off before refuelling

4.2.4 Store fuel in a safe manner away from public access

4.2.5 Install bunting, flags or cones around sharp or hazardous areas of the contest site

## **4.3 Electrical Safety**

4.3.1 Leads to be safe to OHS standard (no exposed plugs or wearing in the cord)

4.3.2 Leads to be water-proofed in wet weather to guard against electrical shock

4.3.3 Electrical cords to be buried in sand to 30cm, or hung 2.5 metres and secured

4.3.4 Scaffold built to Australian standards and manufactures recommendation with clear access to and from platform

# **5 Special Activities**

5.1 Though all special activities (ie games, beach football, sock-wrestling, skating etc) have a degree of danger involved, they are to be organised and supervised with a view to minimise the risk of harm to Participants

5.1.1 Leaders should ensure the Participants are roughly evenly matched if this involves contact in the game

5.2 No involvement pressure is to be placed on Participants by the Leaders

5.3 Leaders or Participants are to provide special safety gear if needed by the Participants

# **6 Accident Procedures**

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- 6.1 Where a Leader or a Participant is injured at a CSA Event:
  - 6.1.1 Call on First Aid trained Leader to assess the situation and administer treatment
  - 6.1.2 At all Events where Participants have freedom to explore (eg away from camp), groups should be no less than 4
    - 6.1.2.1 In case of injury one can stay with the injured and two can go to get help
  - 6.1.3 Minor Accidents**
    - 6.1.3.1 Administer first aid
    - 6.1.3.2 Assess weather a person needs to be taken home to parents/guardian
    - 6.1.3.3 Inform parents of injury and procedure that has taken place so far, asking if they want child brought home
    - 6.1.3.4 Hand them back into parent /guardians care and suggest they refer to medical advice
    - 6.1.3.5 Always err to the side of caution and ask person if they want to see a doctor or go to hospital emergency
    - 6.1.3.6 Fill in 'Incident Report Form' (See Appendix 2)
  - 6.1.4 Serious Accidents**
    - 6.1.4.1 First aider to assess situation. Leaders to obey their instructions
    - 6.1.4.2 Call ambulance
    - 6.1.4.3 Keep patient comfortable as best you can till the ambulance arrives
    - 6.1.4.4 Inform Parents of the accident, what has been done so far, where the Participant has been taken for care
    - 6.1.4.5 Leader to meet Parent at the hospital to explain situation and procedure
    - 6.1.4.6 Fill in 'Incident Report Form' (See Appendix 2)

## 7 Evacuation Procedure

- 7.1 For Events held in remote locations you may need an evacuation plan if someone falls sick, is injured or if you have a vehicle breakdown
  - 7.1.1 When travelling into camping location, take note if mobile reception is available and if not where the closest signal is



- 7.1.2 Know the location of the nearest emergency medical centre and have their contact details available
- 7.1.3 Make sure you have enough fuel and water in vehicles, tools, basic spare parts, radiator hoses, and fan belts and know-how to change them
- 7.1.4 Members should stay in the same car for the duration of the trip, the driver being responsible for those that he/she is carrying, knowing where they are at all times and no one gets left behind
- 7.1.5 In case of accident or vehicle breakdown rearrange passengers into other vehicles or call in backups to ferry people out
- 7.1.6 Leaders should not leave Participants who are Minors alone or unattended at an accident scene

## **8 Food Preparation**

- 8.1 The following is adapted from [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)
- 8.2 At all CSA Events where there is preparation of food, personal hygiene, temperature control and storage considerations must be kept in mind

### **8.3 Hygiene**

- 8.3.1 Wash your hands *thoroughly* with soap and hot running water for at least 15 seconds and dry them with a clean towel before eating or preparing food. Re-wash as needed
- 8.3.2 Especially after using the toilet, blowing your nose or coughing into your hands or cleaning surfaces or waste
- 8.3.3 People with symptoms of food-borne disease (especially vomiting or diarrhoea) should not prepare food for others for 48 hours after the symptoms have finished
- 8.3.4 All cooking utensils and vessels are to be cleaned in hot water at regular intervals

### **8.4 Temperature control**

- 8.4.1 To reduce multiplication of bacteria, store food outside the "temperature danger zone" (above 5°C or below 60°C)
- 8.4.2 Hot foods are kept above 60°C (i.e. "steaming" hot)
- 8.4.3 Cooked foods that are reheated, should be reheated rapidly







until all parts of the food reach 75°C

8.4.4 Frozen foods are thawed in either the refrigerator or the microwave. The longer raw food is left at room temperature the more quickly bacteria multiply and toxins form. Avoid thawing foods on the bench

8.4.5 Remember that while the inside of the food may still be frozen, the outside may have thawed and is already in the “temperature danger zone”

8.4.6 Food needs to be thoroughly cooked to kill germs

## 8.5 **Storage**

8.5.1 Raw meat, fish, poultry, and raw vegetables can contain large numbers of bacteria, and must be handled carefully

8.5.2 It is advisable to:

8.5.2.1 Store raw foods in covered or sealed containers below other ready-to-eat foods inside the refrigerator to prevent food parts and meat juice spilling or dripping on to other food

8.5.2.2 Cover foods before storage in the refrigerator, freezer, and cupboards to protect them from contamination

8.5.2.3 Wash hands immediately after handling raw foods and before handling cooked or ready-to-eat food

8.5.2.4 Do not wash meat such as raw chicken before cooking

8.5.2.5 Use different chopping boards, utensils, and plates for raw foods and ready-to-eat food. If the same chopping board or knife is used ensure it is washed thoroughly in hot soapy water and dried before re-use

8.5.2.6 Thoroughly wash raw vegetables before preparation and eating

8.5.2.7 Store food items carefully away from toxic chemicals, insect sprays, cleaning agents, etc

8.5.2.8 Don't use cloth towels that have been used to wipe hands or bench tops for drying dishes. These should be washed and dried regularly

8.5.2.9 Regularly wash or replace dish cloths.

8.6 **Remember:** If uncertain about the quality or safety of a



particular food, the old saying applies, 'If in doubt, throw it out'.

## **9 Remaining Above Reproach**

**9.1 Above Reproach;** We want people to feel safe and free from any predatory behaviour when involved in CSA events.

**9.1.1** CSA Leaders shall not pursue relationships, of a romantic nature with any Minors who are participants.

**9.1.1.1** If this does occur between those that are close in age there is to be complete accountability with mission Coordinator and RC

**9.1.1.2** The Mission Coordinator, and the Regional Coordinator shall be informed by the Leader if a romantic relationship occurs or appears to have occurred between a Leader and an older Participant

**9.1.1.3** The Leader may be asked to step down in accordance with the 'CSA Discipline Policy' (Appendix 2) if there has been inappropriate behaviour

### **9.1.2 CSA Leaders' Conduct**

**9.1.2.1** Ensure that all Participants can attend CSA Events and feel 'safe' from sexual advances or any kind of violence

**9.1.2.2** Take care to have others around when alone with Minors (eg always have another Leader or over 18 Participant present when in a car, or when walking back from the surf etc)

**9.1.2.3** Take care to never make a Minor feel unsafe or hemmed-in (eg When speaking with a Minor do not stand between them and the door; do not have over-bearing body-language etc)

**9.1.2.4** Take measures to minimise the risk of false accusations (eg always drop off two Minors last if giving a lift home; never drop off last a Minor of the opposite gender etc)

## **9.2 Sexual Protocol**

**9.2.1** Leaders and Participants shall not engage in sexual activity of any kind

**9.2.2** Leaders and Participants shall not engage in sexual





innuendo of any kind

9.2.3 Leaders must be careful to not act in a way that may be interpreted by any reasonable person as conduct fitting either of the two preceding subparagraphs

### **9.3 Reporting Sexual Misconduct by RC**

9.3.1 In the event of sexual misconduct the RC will inform the appropriate authorities (eg Police, Community Services Department)





## Appendix 1

### CSA Risk Management Action Plan

**NAME OF EVENT:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Using Risk Assessment Table (over) - enter a value (1-3) according to level of risk.

1. High Risk
2. Medium risk
3. Low Risk

**NOTE:** 'NEW Risk Ranking' is the ranking after the control measures have been implemented

Hazard Identified	Risk Ranking	Control Measures	Person responsible	NEW Risk Ranking
Describe each hazard here – eg sunburn, drowning etc	Rate risk 1-3 BEFORE measures taken	Describe what measures the event organizers will take to reduce the risk NOTE: Event Coordinator ALWAYS to inspect and assess conditions prior to event commencing]	Whether RC, Mission Coordinator or other	Rate risk 1-3 AFTER measures taken

#### Safety Procedures in Event of a Safety Incident:

- 1 [Outline general procedure as specific to the event]
- 2
- 3

Risk Assessment Produced by: \_\_\_\_\_ Date: \_\_\_\_\_

[Name & Sign]

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## RISK ASSESSMENT TABLE

		L I K E L I H O O D			
		Very Likely	Likely	Unlikely	Highly Unlikely
C O N S E Q U E N C E S	Fatality	HIGH RISK	HIGH RISK	HIGH RISK	MEDIUM RISK
	Major Injuries	HIGH RISK	HIGH RISK	MEDIUM RISK	MEDIUM RISK
	Minor Injuries	HIGH RISK	MEDIUM RISK	MEDIUM RISK	LOW RISK
	Negligible Injuries	MEDIUM RISK	MEDIUM RISK	LOW RISK	LOW RISK

Using this table enables assessment of likelihood and consequence, which can then be translated into levels of risk. Areas of high risk should be given first priority for elimination or control in the workplace.

### CONSEQUENCE: (extent of injury or ill health)

- **Fatality**
- **Major or Serious injury** – serious damage to health which may be irreversible, requiring medical attention and ongoing treatment
- **Minor injury** – reversible health damage that may require medical attention but limited ongoing treatment. This is less likely to involve significant time off work.
- **Negligible injuries - First aid only with little or no lost time.** Unlikely to involve more than one day off work.

### LIKELIHOOD: (chance of each situation or events occurring)

- **Very likely** – exposed to hazard continuously
- **Likely** – exposed to hazard occasionally
- **Unlikely** – Could happen but only rarely
- **Highly Unlikely** – Could happen, but probably never will







## Appendix 2

# Serious Incident Report - *Confidential*

CS Mission/Camp/Event: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Time of incident: \_\_\_\_\_

Location incident occurred: \_\_\_\_\_

**People involved in the incident:**

NAME	FULL ADDRESS	PHONE

- **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	PHONE

- Have Christian Surfers Leaders spoken with any Parent? The Police (if needed)? Details and brief description:
  
- In your opinion, how did the CSA Leaders cope during and after the 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

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person?

### **SIGNED**

Mission/Camp/Event Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Leader present at Incident: \_\_\_\_\_ Date: \_\_\_\_\_

Regional Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

[NOTE: RC to discuss with Leaders involved, analyse safety concerns for future reference & inform CSA National office]





## Appendix 3 - Sample Camp Form

### ~ ALOHA SUNNY WAHINES ~

### Christian Surfers Girls Camp

The Regional Christian Surfers Girls Camp is on again at Gerroa! We will be staying in Safari Tents on right on Seven Mile Beach: surfing, eating and talking to our heart's content. If you want to hang out in the surf, sun and sand then why don't you come along? It doesn't matter if you haven't even ridden a wave yet, here's your chance to have an awesome weekend with girls who love to surf and have a life-changing time together!



- WHEN:** Friday 12<sup>th</sup> to Sunday 14<sup>th</sup> March, The camp will kick off at 8pm in Gerroa. If you live far from the fair shores of Gerroa, ask the CS gal who gave you this form about how to get there, & they can give u a lift!
- PACK:** Warm clothes (remember down South is colder than Sydney); sleeping bag and pillow; bathers & towel; sunscreen & hat; wetsuit if you own one; surf-craft of choice.
- RULES:** NO alcohol or drugs, 'mean' behaviour, or beach visits without a leader.
- COST:** \$75 – which includes accommodation and all meals (except Friday dinner which you can buy on the road).
- UP TO YOU:** There are only 25 places on this camp so as the saying goes  
**'you snooze, you lose'**  
To make sure you get a spot, tear off the section below and send it with your camp fee to:

**Christian Surfers Girls Camp**  
**C/o St Matthews Anglican Church**  
**Darley Rd, Manly 2095**

**If u have questions call:** Emergency contact during camp: V Snook 0408 900 132

✂

Camper(s) Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Postcode: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_ Emergency Ph: \_\_\_\_\_  
Any medical condition we should be aware of: \_\_\_\_\_  
Any special dietary needs we should be aware of: \_\_\_\_\_  
Medicare No.: \_\_\_\_\_ Medical Insurance name if covered: \_\_\_\_\_

Whilst I realise all due care will be taken I indemnify Christian Surfers and its leaders against any claim made on behalf of the above camper arising out of any injury sustained during the surf camp. I accept that the camper participates in this surf camp at their own risk. I accept that Christian Surfers will assess conditions and will not force campers to surf in conditions they are not comfortable with. I also give Christian Surfers permission to seek any medical treatment for the above camper in the event of any injury if I cannot be contacted. I indemnify Christian Surfers against any loss or damage of the camper's personal property during the camp.

SIGNED: (Parent or guardian if U18) \_\_\_\_\_ DATE: \_\_\_\_\_

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