

Lesson Plan

Pre-Lesson Activity

All staff will be required to read the school's sexual harassment policy and requirements for what to do when exposed to blood, then sign a declaration that they have done so prior to performing any student lesson.

Staff Beach Set-up

Beach set-up and board organization will start by 7:20 each day. Surfboards, chairs, stands, rashguards, wetsuits, and administration equipment will be carried to beach. Also make sure there is a trash bag available and the first aid kit is stocked and can be accessed immediately. Check-in and board stand set-up will be assigned when unloading begins.

Instructors must be suited up in the parking and board loading location by the set-up starting time of 7:20 am. This means have their wetsuit on during colder days.

Each board will be inspected for damage and leash safety by the instructor when unloaded from van. Boards needing repair will be repaired immediately if possible, or put back in the van for transport to the shop.

All boards requiring wax will be waxed and ready on the beach by 7:30

Instructors assigned for check-ins will be in place on the beach with waivers and student list by 7:20 am. Check-in individuals are responsible for collecting lesson fees, making sure waivers are signed, and notifying students that surfing is an extreme sport with the potential for injury.

Check-in individuals will be responsible for handling and answering the on the beach cell phone.

No-Shows and Cancellations

No-show status determination will be assigned by the check-in staff. At the lesson starting time, the check-in staff will attempt to contact the late student. If the student cannot be contacted, or if the student indicates that they will not be available, at 20 minutes after the lesson starts the student will be determined a no-show and deposits will be forfeited unless other arrangements are made.

The individual responsible for all business decisions will determine if conditions are acceptable for providing lessons in a safe environment. If conditions are not acceptable, the responsible individual will first attempt to reschedule, and if that doesn't work, will refund deposits to students involved.

Instructor Assignments

A dedicated instructor will be assigned to all students 10 years old and younger

Special needs students will be assigned a dedicated instructor

In not circumstances will there be more than 4 students per assigned instructor

Private Lessons

Private lessons will start at 7:30 am if possible with beach check-in starting at 7:20

Private lessons for 1-2 people are 1 ½ to 2 hours long with a single instructor assigned

Private family lesson (up to 5 students) – 2 instructors

The most senior instructor available will provide on the beach instruction. At least twice during the instruction students should be notified that they can get hurt if safety instructions aren't followed.

Group Lessons

Group lessons will start at 8am.

Group lessons are 1 ½ hours with instructors assigned as follows

1-4 similar age students – one instructor (regular, senior or master level)

1-5 with adults and one or two small children (age 12 or under) – 2 instructors (any level)

The most senior instructor available (preferable senior or master level) will provide on the beach instruction with additional instructors working with individuals as needed

At least twice during the instruction students should be notified that they can get hurt if safety instructions aren't followed.

Budgetary Issues

Lesson money will be collected by check-in staff. Note that the preferred collection time for private lessons is after the lesson when there is a higher chance of receiving a tip.

Payment for instructors will take place after all equipment has been loaded and ready for transport

Emergency/Contingency Planning

Emergencies can be minor or significant. All instructors and school staff are required to read these instructions and sign an affidavit stating they have done so.

First Responder

Initially, it is up to the instructor in the water or on the beach to assess the situation. He or she is immediately on the scene and must decide the initial response to an emergency.

In the event of an injury, the instructor must help the student directly to shore, notifying the check-in staff of the injury as soon as possible. If other instructors are present, the class can continue. Otherwise, all students are to go in to shore.

If minor treatment is necessary, and the student is an adult, administer first aid according to guidelines provided by the Red Cross during first aid training. If the student is a minor, first aid should be requested and administered by the student's parent or guardian. Only if the responsible adult declines, is unable to administer first aid, or verbally requests the instructor to perform the first aid, should the instructor administer treatment. If the responsible adult refuses treatment, the instructor should immediately notify beach lifeguard services and fill out an accident report.

In the event of a serious emergency requiring professional treatment, the instructor must take immediate action. Get to the student and assess the situation. Move all students into the beach. Call emergency help or have check-in staff call emergency help (lifeguards if available or closest emergency provider) while administering immediate first aid from the first aid kit or resuscitate as indicated until EMS arrives.

For _____ Surf School, trained medical staff are on site and immediately available. The instructor should administer first aid until school medical personnel arrive.

In the event of bleeding, follow the NSSIA rules when blood is showing. If emergency facilities are immediately available, the instructor or pre-assigned medical staff will transport the student to the emergency facility. The nearest emergency treatment facility for this school is located at _____. The phone numbers for lifeguards is _____ and for the emergency treatment facility is _____.

In all cases, the instructor will fill out an accident report form recording conditions and treatment provided as soon as possible. Also include witness names and take pictures if possible.

Check-in staff will maintain accident report forms, be responsible interviewing witnesses, for taking care of lesson equipment, and managing all other lesson activities and students while the emergency is in process. This includes assuming the instructor's teaching activities for all remaining students during the lesson.

Injuries Where Blood is Exposed

If during a lesson a student is injured and you get blood or other potentially infectious materials in your eyes, nose, mouth, or on broken skin, immediately flood the exposed area with water and clean any wound with soap and water or a skin disinfectant if available. Report this immediately to the school administrator or your employer and then seek immediate medical attention.

There are a number of steps that the instructor should follow that are governed by US Code. Fortunately, injuries will usually occur in salt water and this will help decontaminate the immediate area prior to any exposure you may receive.

U.S. Department of Labor - Occupational Safety & Health Administration

1910.1030(h)(5)

Part Title:	Occupational Safety and Health Standards
• Subpart:	Z
• Subpart Title:	Toxic and Hazardous Substances
• Standard Number:	1910.1030
• Title:	Bloodborne pathogens.

Contaminated Sharps means any contaminated object that can penetrate the skin including, but not limited to, needles, fishhooks, fiberglass, broken glass, and sharp rocks.

Decontamination means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Handwashing Facilities means a facility providing an adequate supply of running potable water, soap and single use towels or hot air drying machines.

Occupational Exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Parenteral means piercing mucous membranes or the skin barrier through such events as penetrations, human bites, cuts, and abrasions.

Source Individual means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.

Universal Precautions is an approach to infection control. According to the concept of Universal Precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.

All surf school employers must create and maintain an Exposure Control Plan that instructors can follow when blood is exposed. Of significant interest to instructors is that all instructors shall enforce hand washing provisions that are readily accessible to employees. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.

Broken glassware that may be contaminated shall not be picked up directly with the hands.

I have read the above requirements in detail and agree to abide by them.

Name _____ Date _____

Name _____ Date _____

Name _____ Date _____

Name _____ Date _____

Surf School Sexual Harassment Guidelines for Instructors

Please not the following conditions. Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

The following guidelines will protect instructors from sexual harassment charges by students or other employees.

- Remain professional at all times
- Do not comment on the looks or clothing of attractive students
- Do not make arrangements to meet students or other instructors while in the lesson area
- When in the water, avoid touching the student directly. It's best to hold and position the board using the leash attachment. If, in order to avoid injury, you must touch your student, touch them only below the knees, and then apologize after.
- One additional protection technique is to notify the student that if they feel you grab their ankle, you are doing as a protective mechanism, and they should prepare for a wave landing on them should they feel it.

By signing this declaration, the instructor agrees to these guidelines and also understands that any complaints will be immediately investigated with discipline to include immediate discharge.

I have read the above guidelines in detail and agree to abide by them.

Name _____ Date _____

Name _____ Date _____

Name _____ Date _____

Name _____ Date _____