

NORMAL OPERATING PROCEDURE

Before Beach School Session

- Beach School Leader to visit site in advance of session, risk assess all activities and check tide times and weather forecast.
- Risk assessments to be checked by Head Teacher and EVC and submitted to EVOLVE with dates of the visit.
- Group leaders/additional helpers will need to indicate that they have read and accept the RA, plans, NOP and EAP and understand their role on the day.
- Beach School Leader to check all resources are safe and in a good state of repair.
- Beach School Leader to check contents of Happy Bag and First Aid Kit and replenish any used/damaged items.
- Beach School Leader to check the site on the day to make any local amendments to RA, check conditions and remove any obvious hazards from the designated area.
- Beach School Leader will arrange safe meeting point for the group.
- Beach School Leader will be responsible for advising re appropriate clothing (as detailed in RA) and obtaining medical information and equipment.
- Beach School Leader will ensure ratios are adequate for the age and class.
- Beach School Leader should have relevant and up to date outdoor first aid training. One other First Aider to be with the group.
- Beach School Leader will be required to have the following information:

Number of children

Age of children

Number of staff

Any special behavioural, learning or physical needs of the children or staff

Any medical conditions, allergies or medications needed

During Beach School Session

- Beach School Leader will meet the group at designated point and conduct final checks eg of clothing, issues arising on the day etc
- Conduct regular headcounts.
- Beach School Leader will inform the group leaders of any amendments to plans or RA which may be due to conditions/weather on the day.
- Group leaders and their support staff remain responsible for their group at all times and for allocating children to groups/activities as requested Beach School Leader
- Beach School Leader will deliver a verbal Health and Safety briefing at the start of the session and when needed throughout the session. Happy Bag will be explained.
- Children will be encouraged to assess their own risks in a way appropriate to their age.
- Group leaders, Beach School Leader and all other helpers will all work together to ensure that the children follow the health and safety advice given, follow the RA and remain safe. The Beach School Leader will not be able to continue the session without the full and active support of the group leaders, support staff and helpers.
- Beach School Leader will be responsible for the Happy Bag and will advise of what to do if it is needed.
- Beach School Leader will lead and direct activities but must not be allocated a group of children. This is because the Beach Practitioner will provide the over-arching supervision of the group and monitor tide/conditions.
- Beach School Leader will keep their back to the sea wall facing the children and the sea.
- Group Leaders remains responsible for the behaviour and any behaviour issues at all times.
- The Beach School Leader may need to stop the session in the event of an incident. (see Emergency Action Plan)
- Beach School Leader will have a charged mobile phone.

After Beach School Session

- Beach School Leader will ensure the beach is left as it was found.
- All children to wash their hands thoroughly after visiting the beach.
- Beach School Leader will check, clean, replace any resources.
- Beach School Leader will check Happy Bag and First Aid Kit
- Beach School Leader will gather feedback from Group Leader, support staff and children after the session.
- Beach School Leader will report back to Head Teacher any issues arising from the session.

EMERGENCY ACTION PLAN

- Group leaders/support staff/helpers to report any concern to Beach School Leader
- KEEP CALM. If necessary remove the danger, or the person from the danger.
- Call 999 and stay with the casualty whilst the group make their way back to the assembly point. A member of staff will take responsibility for the rest of the group while the Group Leader joins the casualty.
- In the event of an emergency the Beach School Leader will blow two long whistles and all staff will assemble their groups swiftly and return to the meeting point.
- First Aid bag, welfare items, mobile phone located in the Happy Bag held by Beach School Leader
- Respond using DR. ABC for first assessment
- Mobile phone to be used to contact school, parents or emergency services. Beach School Leader to be responsible for contact details.
- If appropriate, administer first aid. Beach School Leader and a member of group staff must have up to date, appropriate First Aid Knowledge.
- If Beach School Leader is required to deliver first aid or deal with a casualty, then the Group leaders must assemble the rest of the group at 'base' away from the casualty, out of danger and await the Beach Leader to restart the session or, if required, end the session.
- If a child needs to be withdrawn from the remainder of the session, the Group Leader/first aider should accompany them back to school/wait with them for carer to arrive. Keeping them warm and comfortable and monitoring for any changes. This person should also have a mobile phone. Another adult should also accompany them.
- If emergency services are contacted the Beach School Leader will keep the casualty comfortable and warm until help arrives. Another adult, known to the casualty will also remain with them.
- In the event of a threat from a member of the public, dog or storm, the Beach School Leader will blow two long whistles and all staff will assemble their groups swiftly and return to the set base.
- Beach session will recommence when the emergency has been dealt with and all ratios are as required by RA.
- Any injury requiring emergency services, first aid, any head bump or injury leaving a mark will be recorded in an accident book.
- It is the responsibility of the Group leader to communicate details of any accident or injury to parents/carers.
- In the event of an emergency being witnessed by other children, Group leader to arrange appropriate debriefing.

EMERGENCY TELEPHONE NUMBERS

Shakespeare Primary School: 01253 872887

School mobile: 07804 566 435

Steve T (Head) mobile:

Sam Mooney (Evolve Lead) mobile:

Blackpool Victoria Hospital: 01253 300000

Fleetwood Coastguard: 01253 873780

Fleetwood RNLI: 01253 874000

Rossall Point Tower: 01253 870618

LOCATION OF BEACH SCHOOL SITES

G73 – Boating Lake entrance, Laidleys Walk

G75 – 2nd entrance down from boating lake

WE24 – Marine Hall Beach Car Park