



Group/Session Leader Checklist



SELF	
I am dressed & equipped for the conditions	All sessions
I have an ouch pouch (minimum) or first aid kit	All sessions
I have a whistle and mobile phone or VHF radio	All sessions
I have a throw rope/tow rope/knife/sling/kisu/spare paddle/dry clothes/warm drink/VHF radio/other	As required
TEAM	
All are dressed for the conditions; all have required PPE	All sessions
All are of appropriate experience/capabilities	All sessions
I am aware of any medical issues	All sessions
I have a count/record of all attendees	All sessions
All have agreed paddle buddies	As required
All are carrying hand sanitizer/wipes	Recommended
GEAR	
All equipment has been checked	All sessions
All kayaks are water worthy	All sessions
We have completed boat washes as needed	As required



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CONDITIONS	
I have checked the detailed weather forecast	All sessions
I have assessed tides, temperature, winds, water levels, other	As required
I have identified known hazards or other risks	All sessions
SESSION/TRIP PREP.	
I have a clear trip plan incl. departure/arrival times	All sessions
I have completed a beach speech	All sessions
<ul style="list-style-type: none"> • DEFINE AREA/BOUNDARIES • IDENTIFY HAZARDS • COMMUNICATION PLAN (AUDIO/VISUAL) • EMERGENCY PLAN 	
I identified the emergency extraction point(s)	All sessions
I know to call 999 or 112 in an emergency	All sessions
I have informed Coast Guard/ Emergency Services in advance	As required

Suggest to print on PVC (or similar) 120mm x 90mm