

## **COVID-19 Operating Procedures**

### **All-Aboard Watersports, Bristol BS1 6XG. Updated 30/09/20**

PLEASE NOTE: All Operating Procedures outlined below are specific to operating during the COVID-19 pandemic. These should be read in conjunction with our Standard Operating Procedures which still apply. We are taking guidance from our Governing Bodies in conjunction with the Government.

#### **1. General**

Anyone who has either experienced COVID-19 symptoms themselves, or lives with someone who has, either 7 days before attending the Centre, or within 7 days after attending the Centre, should let us know immediately. In this situation we will do our best to reschedule activities for a later date.

If you have experienced COVID-19 symptoms, please follow Government guidelines about self-isolation. (<https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>)

#### **1.1 Use of the Centre**

All activity, including session arrival and departures, briefings and fitting of kit will take place outside the Centre.

Use of the downstairs bathroom is permitted in certain circumstances. We kindly ask that if you are coming inside to use the downstairs bathroom, that you wear a face mask at all times whilst inside the Centre.

Use of the kitchen and changing rooms will be unavailable in most circumstances. Meeting rooms available in certain situations provided no more than 6 people at a time (where possible to maintain social distancing). Masks should be worn inside wherever possible.

Wetsuits, water shoes, splash suits & lockers will be unavailable. If you have your own Buoyancy Aid please use it, alternatively these will be provided. We will have a changing area at the end of the boat yard, and recommend swimwear is worn at all times.

Please ensure your child arrives at holiday or after-school club with a change of clothes, sun cream, hat and if rain is likely they will also need waterproofs.

The Office team may continue to work from home where possible.

When the Office team, instructors & volunteers are in the Centre, they will keep 2m apart at all times.

Office doors should be propped open at all times that the team are in. Windows should be open to allow for good ventilation.

Please note: the kitchen will be unavailable so please bring your own food/drinks.

## **2. Cleaning**

All open areas of the Centre (downstairs bathroom and walkway through to the bathroom) will be cleaned thoroughly by the AAW cleaner on each day that there is activity running.

Antibacterial wipes, PPE, bins and hand sanitiser will be placed in the bathroom with guidelines to wiping down surfaces after use.

Buoyancy Aids, oars and paddles will be cleaned after each use and left to dry for a minimum period of 24 hours (where possible – if 24 hours is not possible then the kit must be left for the maximum amount of time in between use).

Boats will be sprayed after each use with an eco-friendly disinfectant and left to dry for a minimum period of 24 hours (where possible – if 24 hours is not possible then the kit must be left for the maximum amount of time in between use).

Powerboats will be allocated to instructors for use on a whole day basis and will be sprayed using eco-friendly disinfectant after use.

Radios will be allocated to instructors for use on a whole day basis and wiped after each use.

Each boat will be kitted out with PPE kits including disposable gloves, apron & masks in the event of needing to perform a rescue, first aid or similar procedure. These kits will be discarded after use.

When the Office team are in the Centre, desks, phones etc will be cleaned and sanitised before the team leaves.

## **3. Activity Sessions**

Sessions will be limited to 5 people maximum (total group size 6 to include the instructor and/or volunteer), to be either a household group or 5 individuals from separate households.

There will be a maximum number of people at the Centre at any one time.

Groups should arrive ready to go on the water (i.e personal wetsuits/swimsuits/clothes) as changing rooms are unavailable.

On arrival groups should make their way around towards the back of the Centre and enter through the boat yard to be met by their instructor/volunteer. Bags/kit can be stored in the boat yard under a shelter, and groups should leave the way they came in.

Please use the NHS Track & Trace app and scan our QR code on arrival. This can be found on the back door of the Centre in the boat yard. Registers will still be used.

Registration will be done by one person on the gate in the morning to avoid the use of multiple use of registers/pens etc. (Holiday Club only)

Sessions will be either 1.5, 2 or 2.5 hours in length, to include full enhanced safety briefing.

Start and finish times of sessions will be staggered where possible.

Use of hoists unavailable until further notice.

Instructors have the right to change the activity from what is planned if needed.

### **3.1 Safety Equipment**

Participants should use their own Buoyancy Aid/wetsuit if possible.

All Buoyancy Aids will be fitted by participants or household members and checked by household members under guidance from the instructor/volunteer.

All participants and instructors/volunteers to remain 2m apart, or at the very least 1m with additional measures in place ie wearing a mask or visor.

### **3.2 First Aid**

Wherever possible, minor first aid should be administered by the casualty themselves or a member of their household. PPE will be provided.

The instructor/volunteer can supply first aid/PPE equipment and give instructions whilst maintaining social distancing. If the situation dictates that the instructor/volunteer must give first aid and break the distancing rule, they should use appropriate PPE which will be stored with the first aid kit or on the powerboats.

### **3.3 Rescue Procedure**

Instructors/Volunteers will check that each participant is water confident at the start of the session.

As a first port of call, the individual should self-rescue. This is advised where possible. Failing this, a responsible adult/household member within the group who is willing and able to carry out a rescue procedure should do so under guidance from the instructor.

If neither of the above are possible, then a rescue procedure is required from the instructor/volunteer; and either:-

- a) The instructor/volunteer should use a throw/towline to drag the participant to the steps where they can climb out themselves
- b) If the participant must be rescued from the water the social distancing rule must be broken. Records will be kept in this event in the form of an accident/incident form.

## **4. Sailing**

All sailing sessions will be a maximum of 5 participants to 1 instructor/volunteer ratio and 2m distancing will be maintained throughout the session.

As a primary port of call Access Boats will be used. Hartley Boats & Feva's will be used for RYA courses and where necessary on holiday clubs.

Instructors will maintain precautions with regard to wind/weather and tide conditions and find alternative activities as necessary, such as land drills.

All boats will be sprayed with eco-friendly disinfectant and left for a period of 24 hours after each use (where possible).

## **5. Paddling**

Group size 1:5, 2m apart at all times

Only use of kayaks/Katakanus/bellboats until further notice to reduce likelihood of capsize.

All kayaks/canoes/katakanus/bellboats will be sprayed with eco-friendly disinfectant and left for a period of 24 hours after each use (where possible – if 24 hours is not possible then the kit must be left for the maximum amount of time in between use).

#### **6. Stand up Paddleboarding**

Individual paddleboards available, MegaSUP currently only available to household groups.

All boards will be sprayed with eco-friendly disinfectant and left for a period of 24 hours after each use (where possible – if 24 hours is not possible then the kit must be left for the maximum amount of time in between use).

#### **7. Rowing**

Rowing is now permitted in line with guidance from British Rowing. Groups of 4-6 from mixed households may row provided participants wear a face covering as individuals will be closer than 2m. A cox must be present in every session. Oars, life jackets/buoyancy aids & boats must be cleaned after use in line with All-Aboard cleaning procedures.

#### **8. Raft-Building**

Unavailable at this time due to inability to stick to 2m distancing.

#### **9. Motorboats**

Only use of Aiming Higher for trips until further notice. Powerboats can be used as safety boats or for smaller groups.

Maximum group size of 6 people from the same household. Maximum 2 wheelchairs at a time depending on size.

2m distancing marked out on the boat to ensure distance from the instructor/volunteer.