

## COVID-19 Activity Standard Operating Procedure (SOP)

As of June 2020, the COVID-19 Activity Standard Operating Procedures (SOP), General Activity and Avon Tyrrell General COVID-19 Risk Assessments must be used in conjunction with existing activity SOP's & Risk Assessments.

**NB** – Where the COVID-19 SOP & Risk assessment details contradicting information to the existing activity SOP's & Risk assessment the COVID-19 documents have overriding power and should be followed.

### Daily Set up / Take Down

It is each instructor's responsibility to set up the activities according to the training they have received and to ensure strict social distancing guidelines can be followed.

A summary of how the areas should look for customers can be found in the 'New' activity's office (Garage).

### Safety Equipment

- Step by Step PPE fitting guidance should be available for customers to read & follow.

For Helmets:

- Loosen internal cradle & chin strap
- Put the helmet
- Starting with the cradle tighten it up until snug then tighten the chin strap until you can get two finger between your chin and the chin strap.

For Buoyancy Aids:

1. Loosen all straps, undo all buckles and zips
  2. Put the Buoyancy aid on
  3. **Starting from the waist**, tighten all straps, buckles and zips
- Instructors should run through the PPE fitting guidance steps with customers.
  - Instructors must see customers performing physical checks on their PPE to ensure it is correctly fitted and secure.
  - Customers can use their own helmets for Bike Hire ONLY and will receive a discount from reception on bookings for this.

### During the activity

- Ensure social distancing is adhered to. 2m where possible but 1m + mitigation where not possible. Mitigation can include but is not limited to being outdoors or wearing a face mask.

- Instructors should not spot participants on sessions due to social distancing. Where the activity requires spotting, the instructor must either change the activity so spotting isn't required or where the activity is being undertaken by a family from the same household, they can be given a brief on correct spotting procedure.
- No Food or Drink should be consumed on activity sessions other than items families / children have brought with them on the day.
- To help the instructors run a smooth safe session, it is recommended they use the **C.L.A.P** Principle of Safety
  - a. **C**ommunication - (Misunderstandings must be avoided at all cost) ensure the participants understand what you are saying and explaining what you want them to do instead of what you don't want them to do.
  - b. **L**ine of Sight - when supervising participants, it is important to keep a good line of sight to be able to intervene (physically or verbally) if required.
  - c. **A**voidance - (Avoidance is better than cure) by looking out for potential issue before they happen, you can put in rules, actions in place before it becomes an issue.
  - d. **P**osition of Maximum Usefulness - (being in the right place at the right time is key) Selecting the appropriate place to stand is important- being able to see/take action if there is an issue or the potential for an issue.

After the activity

- Hard equipment (bikes, Paddles, Boats etc) must be wiped down with sanitising spray upon return.
- PPE (Helmets, buoyancy aids etc) must be quarantined for 72 hours.

## COVID-19 General Activity Risk Assessment








**Activity**      Activity Instruction



**What are the hazards?**

- Passing on Coronavirus
- Contracting Coronavirus

**Who is at risk?**

- Staff, participants and members of the public.

What are the risks?	Existing safety measures/controls	Likelihood	Risk Rating
Spread of virus through surfaces and hard equipment	<ul style="list-style-type: none"> <li>• Hand washing facilities available across site.</li> <li>• Hand gel sanitising stations available at each activity bases.</li> <li>• Customers are advised to bring their own hand gel onto site during their visit.</li> <li>• Frequent cleaning of surfaces (at least twice a day).</li> <li>• Cleaning of hard equipment (Bows, arrows, Kayaks, SUPs etc) after every use.</li> </ul>		
Spread of virus through PPE	<ul style="list-style-type: none"> <li>• Hand gel sanitising stations available at each activity bases.</li> <li>• PPE quarantined for 72 hours after use following manufacturers guidance.</li> </ul>		
Breach of social distancing guidelines	<ul style="list-style-type: none"> <li>• Pre information sent to all customers prior to arriving onsite.</li> <li>• Increased signage onsite detailing social distancing guidelines.</li> <li>• Signage at the activity bases detailing social distancing guidelines.</li> <li>• Reduced capacity at activity stations to allow more space between instructors and customers.</li> <li>• Strict queue systems set up at activity bases to control flow of customers.</li> </ul>		
Incorrect fitting of PPE due to social distancing guidelines	<ul style="list-style-type: none"> <li>• Signage at the relevant activity bases detailing step by step guides of how to fit PPE.</li> <li>• Instructors to talk customers through step by step fitting following the guides at the activities.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Through visual check of PPE. Instructors must witness customers doing physical checks on their PPE.</li> <li>• Reduced capacity on activities to give instructors more time to ensure equipment is fitted correctly.</li> </ul>		
<p>Customers requiring First Aid whilst on site / on activities</p>	<ul style="list-style-type: none"> <li>• Comprehensive first aid kits available at activity bases.</li> <li>• All instructors are first aid trained.</li> <li>• All first aid kits contain gloves &amp; face masks which must be worn when giving first aid.</li> </ul>		

Reviewed June 2020 by Chief Instructor

Approved by Director of Avon Tyrrell & Operations