



COVID19 OPERATING PROCEDURES:

**ALL SURF SCHOOL NORMAL OPERATING PROCEDURES ARE TO BE FOLLOWED WITH THE FOLLOWING ADJUSTMENTS WHILE COVID 19 SITUATION CONTINUES WRITTEN IN CONJUNCTION WITH GOVERNMENT AND RLSS GUIDANCE
WRITTEN 21/05/2020 LAST UPDATE: 17/11/2021**

NORMAL OPERATING PROCEDURES (NOP):

General:

Maintain social distancing of 2 meters where possible.

Staff to encourage all clients to follow these rules.

Signs asking the public to observe social distancing of 2 meters.

Physical barriers will be used to keep the public away from staff.

The desks and big signs will be used at the front of the container to keep the public away from the container entrance. Bollards and ropes will be erected around staff areas.

Hands sanitiser to be available for staff and public.

Conditions for lessons and hire:

Conditions need to be such that clients can self rescue from most situations.

Instructors when assisting clients on boards will maintain a safe distance where possible. If they need to help a client on the board then they will do so from the back of the board so that they are not face to face.

Reporting and recording:

Where possible the completing of beach reports/ lesson reports/ incident forms/ safeguarding forms will be done online via personal computers/devices or via the company phone/tablet where it can be disinfected before and after use.

Where not possible then only the manager on the day can complete the paperwork, and the information for the report can be messaged through to Nick if he is not there to record remotely.

Bookings:

All bookings and payments will be made online.



Clients will be asked to not book or come down to surf if they have been asked to self isolate or are showing any symptoms of COVID 19.

Public signing in:

Group sizes will be maintained to government and national governing body guidelines. Groups will be asked to come at different times to avoid too many people coming at once.

Changing Rooms:

Changing rooms will be open according to government advice.

Lessons:

All lessons numbers must follow current guidance from the government and national governing body, Surfing England.

Instructors will brief the clients beforehand on maintaining social distancing on the beach and water. This should be everywhere except for emergency situations see EAP adjustments below for further info.

All equipment will remain separate to each individual throughout the lesson.

Cleaning of equipment:

All equipment that has been used must be disinfected. Use the spray bottles, cleaning buckets and disinfectant provided using the ratios of disinfectant to water recommended by the product. The product will be checked to be able to kill enveloped viruses.

WETSUITS

Clients will be directed by staff to place their wetsuit once changed into the cleaning bucket.

Instructors will clean their own wetsuits.

Wetsuits must be put into the buckets with disinfectant and water in the ratios and for the time indicated on the disinfectant used.

Instructors will disinfect all the equipment they personally used themselves. This includes all rescue equipment, radios, wetsuits and boards.

BOARDS, PADDLES, RESCUE BOUYS, WATERPROOF FIRST AID KIT:

All hard equipment (boards SUPs etc) to be disinfected.



All boards, paddles, rescue buoys, will be sprayed down with disinfectant from the spray bottles.

Throw lines to be soaked in disinfectant after use.

Radios to be only used by 1 member of staff at a time and then must be disinfected thoroughly before the next use.

WHISTLES:

Whistles will be given to staff as a personal item as part of their equipment. If a whistle is returned to the surf school it is disinfected.

If any staff/clients develop symptoms or test positive:

If any staff or people that they live with develop symptoms of or test positive for COVID19 we will ask them to not come to the surf school, call 111 to check about their symptoms and request a test. Staff will be asked to not come to work unless they get a test confirming they do not have Covid 19.

Clients will be asked to not come if they have tested positive for covid19 or have developed symptoms between booking and their session, and to not book if they have had symptoms within the last 2 weeks.

EMERGENCY ACTION PLAN:

Rescues and first aid:

We are following the current advice given by the Royal Life Saving Society for beach operators.

The parts that are relevant is section 6.

<https://www.rlss.org.uk/Handlers/Download.ashx?IDMF=1b172aa0-f229-4049-98b7-a094f53c3c1d>

For rescues, we are recommending that rescue breaths be given in cases of drowning and pediatric collapse but only with the use of a pocket mask or resuscitation face mask when the patient has returned to shore.

In the event of a rescue then the instructor will radio the surf school asking for assistance. The persons at the surf school will bring the first aid and PPE down to the patient.



The PPE required for first aid, the gloves, surgical masks, visors and aprons are in the first aid box.

In every first aid situation we will first try to ascertain if the patient is symptomatic or tested positive for covid19 in the last two weeks.

For minor first aid situations that require smaller assistance (small grazes, abrasions, weaver fish/jelly fish stings etc) and where we can confirm the patient is not symptomatic, tested positive in the last 2 weeks for covid19, a visor and apron is not necessary, but staff must wear a surgical mask and gloves. The patient will be asked to keep their face turned away from the staff during any situation that requires assistance.

Full PPE of gown, mask, visor, gloves must be worn when dealing with a first aid situation where we are unable to check if the patient is symptomatic (ie an unconscious patient) or where major assistance is required (CPR, choking, vomiting, major bleeds etc)

A separate bin bag for the waste from any first aid/rescue situation will be used and disposed of appropriately.

BEACH ACCESS NORTH EAST

The general section of this policy at the start also applies to how we operate with Beach Access North East in shared access of the container spaces.

Beach Access North East will provide further detailed guidance on their operating procedures for the loaning of their equipment.