



# Andrew Simpson Centres

Andrew Simpson Centre, Portsmouth  
Standard Operating Procedures

COVID-19 Operating Procedures  
July 2020

Eastern Road, Portsmouth, PO3 5LY

+ 44 (0) 239 2663873

[www.andrewsimpsoncentres.org](http://www.andrewsimpsoncentres.org)

Private Limited Company (Not for Profit). Company No. 0898905

Please note: All Operating Procedures below are specific to operating during the COVID-19 pandemic. These should all be read in conjunction with the Standard Operating Procedures of the centre which all still apply.

## **1. General**

*Anyone who has themselves experienced symptoms associated with COVID-19, or is in a household with someone who has, must not visit the site. In this situation ASC Portsmouth will do our best to reschedule activities for a later date.*

*Anyone wishing to visit the site who has experienced any symptoms of Covid-19, or who has been in contact with anyone with symptoms, must follow Government advice about when they can end their self-isolation period (details [here](#)) and not visit until it is safe to do so.*

### **1.1 Use of the Building**

All activity will take place outside wherever possible including; welcome and registration, all briefings, all games and activities and all de-briefings.

Changing rooms will remain closed and students will be encouraged to come changed in watersports clothing where possible. Use of the toilets will be allowed, these will be spread amongst people, only allowing a maximum number of people in each toilet facility which will allow 2m distancing at all times.

### **1.2 Cleaning**

All areas in the building open to the public (toilets and throughfares) will be cleaned and sanitised regularly – at the beginning and end of each day as a minimum. When rooms are used (only when necessary) they will be cleaned and sanitised immediately after use.

Where staff are using areas (desks, phones etc) these will also be cleaned and sanitised regularly. Each person will have their own work area and there will be no crossover of usage of any equipment (phones, stationary, desks etc)

### **1.3 Programming**

All activities will be strictly run according to Government Guidelines.

Sessions will be run on a maximum of 5 students and one instructor.

We will limit the number of groups at the centre at any one time in order to enable groups to distance appropriately from one another as well as within groups.

Where possible, start and finish times of sessions will be staggered to avoid groups of parents in the car park, people registering etc.

## 1.4 Instructor Preparation

Instructors will be informed of their group beforehand and the Chief Instructor will allocate

- Area for meeting and briefing students
- Boats, boards and safety equipment to be used
- Wetsuits, buoyancy aids and any other clothing or personal equipment
- Specialist cleaning equipment
- Toilet facilities for students if necessary

All instructors must ensure that they are clear on what area of the site they are using – including their briefing areas, toilet facilities, and which equipment is theirs to use.

The instructor will be responsible for cleaning any equipment before, during and after their sessions and ensuring that the students have adequate cleaning supplies

The instructor will also be responsible for issuing wetsuits, buoyancy aids and other specialist clothing, including ensuring they are issuing clothing that has been cleaned and sanitised, and that any used clothing is cleaned and sanitised at the end of the session.

Where necessary, students can be issued a wetsuit for the week and take it home with them each night so that they can arrive changed in the suit the following morning.

### **Safety Equipment**

Instructors will be issued with a radio, killcord, safety boat, safety pack and any other equipment necessary for the running of the sessions at the start of the day and there will be no crossover between instructors or equipment.

Instructors must thoroughly clean and sanitise all equipment at the end of the day before it is returned.

### **First Aid / Accident Procedures**

Should an incident occur that needs first aid this must be dealt with wherever possible by the casualty themselves (or a member of their household).

The instructor can supply first aid equipment and give instructions whilst maintaining social distancing.

If the situation dictates that the instructor must give first aid and therefore break the 2m distancing, they should use appropriate PPE which will be stored with first aid equipment (mask, gloves, apron etc).

## **2. Sailing**

All sailing sessions will be run at a maximum of 5 students to 1 instructor and 2m distancing will be maintained throughout the session.

All sessions will generally be run in singlehanded boats except where candidates are members of the same household or bubble.

Instructors will need to exercise caution with regards to wind, weather and tide conditions and find alternative activities if necessary.

If an instructor is put in a large double handed boats with students they will remain 1m away from the students and take extra measures where necessary (masks / changing positions in the boat back to back etc)

Land drills and thorough briefings will be conducted to ensure success on the water and minimise the need for on the water rescue. When conducting land drills, equipment must be thoroughly cleaned in between uses

## **3. Windsurfing**

All windsurfing sessions will be run at a maximum of 5 students to 1 instructor and 2m distancing will be maintained throughout the session.

Students will need to have a level of competence initially before attending courses – minimising the need for the instructor to have to rescue on the water and break the 2m distancing.

Land drills and thorough briefings will be conducted to ensure success on the water and minimise the need for on the water rescue. When conducting land drills, equipment must be thoroughly cleaned in between uses

## **4. Kayaking**

All kayaking sessions will be undertaken on singlehanded kayaks, will be run at a maximum of 5 students to 1 instructor and 2m distancing will be maintained throughout the session

Land drills and thorough briefings will be conducted where necessary to ensure success on the water and minimise the need for on the water rescue. Instructors can tow students on their kayaks whilst maintaining social distancing if the students have been briefed beforehand on how this works.

All paddles and other equipment will be cleaned and sanitised thoroughly after each use

## **5. Standup Paddleboarding**

All SUP sessions will be undertaken on singlehanded kayaks, will be run at a maximum of 5 students to 1 instructor and 2m distancing will be maintained throughout the session

Land drills and thorough briefings will be conducted where necessary to ensure success on the water and minimise the need for on the water rescue. Instructors can tow students on their kayaks whilst maintaining social distancing if the students have been briefed beforehand on how this works.

All paddles and other equipment will be cleaned and sanitised thoroughly after each use

## **6. Climbing and High Ropes**

Due to the way the equipment is set up and the way climbing and high ropes needs to be run to ensure safety, it will not be possible to run these sessions whilst social distancing is in place

## **7. Archery**

All archery sessions will be run at a maximum of 5 students to 1 instructor and 2m distancing will be maintained throughout the session.

All equipment will be allocated to individuals at the start of the session and wherever possible no crossover will be needed. If this is necessary, equipment will be thoroughly cleaned between uses.

Archery does not necessarily require contact in order to run the session and all instruction can be done by talking people through techniques and demonstrating if necessary, therefore no significant changes will need to be made to the way archery is normally run, other than staying alert and maintaining social distancing.

## **8. Raft Building**

Due to the nature of raft building, it will not be possible to run whilst maintaining 2m distancing

## **9. Equipment Hire**

Equipment hire will be limited to kayaks and standup paddleboards to allow customers to maintain social distancing easily, and to minimise the need for rescue on the water.

Customers will be required to arrive in swim clothes / wetsuit where possible to minimise the need to use changing rooms.

Equipment hire process:

- Customers register and pay with reception (outside)
- Customers are allocated a (cleaned and sanitised) wetsuit, buoyancy aid and any other necessary equipment
- Customers are shown paddles and SUP / kayak which have been cleaned / sanitised but will need to launch them themselves
- Customers briefed on sailing area and wind / weather conditions as normal and given a launch briefing as no instructor assistance is possible when launching.
- Customers should also be given a landing briefing and told where to put their equipment on return for cleaning and sanitising before it is put back into circulation