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| **Name of club :** |  Alton & District  |
| **Date risk assessment carried out :** | July 2020 | **Person :** | Davina Malkin | **Review date :** |  |

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| **What is the Hazard?** | **Who might be harmed** | **Risk rating before controls** | **Controls considered** | **Risk rating after controls** | **Actioned by** |
| Spread of Covid-19 Coronavirus |  |  |  |  |  |
| Car Park | SwimmersParents / GuardiansCoaches / teachersVolunteers | High | Information from centre on parking signage and controls Parental drop off / pick up only (if age appropriate). Parents need to remain contactable on their emergency number (as on TU) at all times during the session. Swimmers to have knowledge of this number on their own mobile phones or written on paper in their bag. All swimmers need to register with a COVID liaison rep at the entrance. They will be recognisable with an Alton & District item of clothing / clipboard etc All swimmers to arrive 10-15 minutes before session. Do not arrive earlier than this. No entry will be given for late arrivals All swimmers to have Alton & District item of clothing on to enable them to be recognisable. No lift sharing with other swimmers | Low | Everyone Active / Churchers CollegeCOVID liaison reps |
| Entrance / Reception area | SwimmersParents / GuardiansCoaches / teachersVolunteers | High | Met by specific COVID Liaison rep that will stay with that group for the whole sessionUse of Hand sanitizer on entry Social distancingFollow one way system to spectator areaDoor to be held open by COVID Liaison rep to avoid swimmers touching the door Parents only to accompany their swimmer if prior agreement from COVID Lead. They will wait in designated area and will not accompany onto poolside / spectator areaThere will be no opportunity for siblings to arrive early / wait for another sibling to finish session. Arrangements will need to be made for a separate pick up or drop off, or for that child to wait outside of the building Information / Zoom Video to be sent and watched by all swimmers beforehand | Medium | Everyone Active / Churchers CollegeCOVID liaison reps |
| Poolside / Spectator area | SwimmersCoaches / teachersVolunteers | High | Enter when previous group has left poolside – led by same COVID liaison repSocial Distancing All swimmers to arrive “beach ready” Use of small bags, and minimal items bought with themChange in designated area on spectator seating. Clothes and Bags left in designated area – socially distanced from next swimmerNo re-entry to reception areaThere will be no spectators allowed | Medium | LifeguardsCoaches / teachersCOVID liaison reps |
| Swim training session | SwimmersCoaches / teachers | High | Await instruction from coach to enter poolsideSocial distancing Enter pool at specific place instructed by coach Coach to remain socially distanced from swimmers Specific numbers in lane / named swimmers in lane (as advised beforehand by Headcoach) Single Use lane. Remain in specific swimming order in lane as instructed by coachNo swimmer to share equipment / water bottles Any headsets used by a coach remain with that coach and are fully cleaned and sterilised by them when finishedToilet only to be used if absolutely essential and with agreement with the coach. If toilet is required, Swimmer to go straight and return promptly. COVID liaison rep to ensure that this happens. Swimmer to use hand soap to wash hands before returning to the pool  | Medium | Coaches/ teachersLife guards |
| Exit / Changing room  | SwimmersVolunteers | High | Exit pool at specific place instructed by coachCoach to check all swimmers have taken all equipment and water bottles before they leaveReturn to designated changing area and dry off, collect bag. All Swimmers to return home in dry robe / towel / clothes over top of costume and trunks Showers and cubicles will only be able to be used with prior agreement with COVID Lead (for specific reasons that the swimmer needs to full change)Use of disinfectant to thoroughly clean after use Exit through changing room. Follow one way system only out to exit. No re-entry to poolside. If items are forgotten they will be collected by the coach Socially distancing No use of drinks / confectionary machinesNo congregating in reception areas. Swimmers to leave the building immediatelyUse of hand sanitizer on exit of the building Parents to collect their swimmer promptly at the end of the session. The COVID Liaison rep will not be responsible for waiting with the swimmer once the session has ended.  | Medium | LifeguardsCoaches / teachersCOVID liaison reps |
| Equipment | SwimmersParents / Guardians | High | Coach to advise what equipment is required for each session Swimmer only to bring required equipment. Coaches will not be able to lend or fix equipment, so goggles to be in full working order. No valuables to be bought as there will be no use of lockers. No swimmer to share equipment / water bottlesAll equipment to be clearly labelled All equipment to be fully cleaned after every session  | Medium | Coaches / teachers |
| Health screening / Pre-swimming information | SwimmersCoaches / teachersVolunteers | High | Information on access and exit procedures to the buildings and what to expect to be sent to all swimmers beforehand. Signed declaration by all swimmers. This will be retained and if any swimmer does not follow guidance they will not be allowed to swimInformation on the swimming sessions, bubbles, expectations and what to expect to be sent to all swimmers beforehand. Signed declaration by all swimmers. This will be retained and if any swimmer does not follow guidance they will not be allowed to swim. Completion of health screening checklist before every session for all swimmers, coaches and COVID reps. To be checked by COVID Liaison rep (need advise on how these are retained, stored, shredded in line with GDPR?) If swimmer develops COVID symptoms COVID Lead to be notified immediately. All members of the bubble will be notified immediately Swimmers with additional needs / specific requirements will be identified beforehand to the COVID Lead and individual risk assessments completed  | Medium | Coaches / Teachers, COVID lead, |
| Injury / Illness | SwimmersParents / GuardiansCoaches / teachersVolunteers | Low | In the event of any injury this will be dealt with by lifeguard onlyIndividual will be isolated in first aid room, or suitable area. Appropriate PPE will supplied by facility, and all appropriate protocols followedParent to be contacted by COVID liaison rep or coach to collect immediately  | Low | Everyone Active / Churchers CollegeLifeguard |