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| **RISK ASSESSMENT:** |
| **Normal Swim Training: Battle Abbey Prep. Pool, Bexhill** |
| **Reviewed: August 2020** |

The Risk Assessment has been amended in June 2020 in order to incorporate important measures that will allow HSC to return to training in a safe environment, following the COVID-19 pandemic. The Club intend to resume training in July 2020. These measures are detailed in the HSC Return to Training Action Plan (July 2020) and follow Government and Swim England advice on how swimming clubs should operate at such time. The primary focus of the measures is to ensure social distancing and minimise transmission through appropriate hygiene measures. The Club will enforce the rules and codes of conduct that are outlined in its Action Plan, and have updated its Risk Assessment as follows:

Part 1. General Covid-19 Specific Risk Assessment for Hailsham SC

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| Name of Club: | HAILSHAM SWIMMING CLUB | | | | |
| Date risk assessment carried out: | August 2020 | Person: | C.Steenhoff, Chairman HSC | Review date: | 31 October 2020 |

| **What is the Hazard?** | **Who might be harmed** | **Risk rating before controls** | **Controls required** | **Risk rating after controls** | **Actioned by** |
| --- | --- | --- | --- | --- | --- |
| Spread of Covid-19 Coronavirus | | | | | |
| Carpark | * Athletes * Parents * Guardians * Coaches * Volunteers | High | * Information to members on social distancing * Designated drop off point, only park to pick up simmers, COVID officers and staff to use car park * Controls at facility in line with diagrams in the Protocols and Procedures for the Venue. | Medium | Club Committee and Facility Operator  Code of Conduct acceptance from Members |
| Facility entrance to the swimming pool | * Athletes * Coaches * Volunteers * Committee Members * COVID-Lead, Liaison Officers | High | * Temperature check on entry via remote laser gun * Social distancing-via separate entry and exit * Plan of movement from car park to pool entrance provided in diagrams in Protocols and Procedures document * One way operation of movement in the facility, anticlockwise movement * Clear information given to parents of protocols. | Medium | Club Committee and Facility Operator  Code of Conduct acceptance from Members |
| Changing rooms | * Athletes * Coaches * Volunteers | High | * No use of changing rooms and these remained locked. * Athletes to arrive in costume ready to swim. * Athletes to dry themselves off poolside and then put on clothes over swimwear to travel home | Medium | Club Committee and Facility Operator  Code of Conduct acceptance from Members |
| Health screening | * Athletes * Coaches * Volunteers | High | * Completion of screening club health checklist before commencing training session. * Duty of Members to inform Club of any changing conditions, if not then a Code of Conduct issue * Review of health checklist on a fortnightly basis | Medium | Lead Coaches/Covid-19 Officer  Code of Conduct acceptance from Members |
| Someone becomes unwell during session | * Athletes * Coaches * Volunteers | Low | * Contact parent guardian or next of kin and isolate individual in seated area on opposite side of the pool to the benches/bag area. Use appropriate PPE supplied by facility. | Low | Covid-19 Officer  Facility officer / Lifeguard  Coaching Staff |
| Poolside | * Athletes * Coaches * Volunteers | High | * Social distancing protocols to be followed at all times. * Anti-Clockwise movement of all personnel around poolside * Follow all general protocols and procedures as laid out in the Club’s Action Plan. | Medium | Lead Coach and Duty Manger or other suitable member of staff  Code of Conduct acceptance from Members |
| During swimming activity | * Athletes | High | * Appropriate training protocols and distancing measures to achieve social distancing protocols –single lane set up all clockwise movement in the lane and spacing * Minimise time spent poolside * Opportunities for mobilisation and stretching at home prior to travelling to facility | Medium | Lead Coaches  Code of Conduct acceptance from Members |
| Hygiene measures | * Athletes * Coaches * Volunteers | High | * Hand sanitisation before entering the facility * 1 Disabled toilet facility available. Clean hands, use anti-bacterial wipes on toilet seat after use and anything else that is touched. * Normal Covid-19 hygiene Rules communicated to all members in advance. | Medium | Club Committee/Covid-19 Officer  Code of Conduct acceptance from Members |
| Equipment | * Athletes | High | * Communication regarding use of equipment and sharing is prohibited. * Recommendation of cleaning protocols after each training session to be circulated: submerge kit in chlorinated water after session and sanitise equipment at home before attending training * cleaning pump spray (in office) to spray any areas used in addition to the main pool area such as accessibility toilet, hand rails, door handles and the seating area. | Medium | Club Committee  Coaching Staff  Code of Conduct acceptance from Members |
| Exiting the facility | * Athletes * Coaches * Volunteers * Committee Member or COVID-19 Officer | High | * Anti-clockwise one way system in place around poolside. Leave through emergency exit in boys changing rooms * Athlete to leave facility wearing wet costume. * Include 15 minute break between squad entry and exit to enable the maintaining social distancing rules at all time between sessions * Clear instruction to parents for collection their children (younger age groups). | Medium | Lead Coaches, Facility Operator |

Part 2. Covid-19 Risk Assessment for Control Measures

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| Name of Club: | HAILSHAM SWIMMING CLUB | | | | |
| Date risk assessment carried out: | August 2020 | Person: | C.Steenhoff, Chairman HSC | Review date: | 31 October 2020 |

| **What are the hazards?** | **Who might be harmed** | **Controls Required** | **Additional Controls** | **Action by who?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| Spread of Covid-19 Coronavirus. | * Members * Coaches * Volunteers * Parents * Covid-19 Lead Officers * Lifeguard | * Hand sanitising before entry to the pool * Hand washing after using toilet facility * Anti-bacteria wiping anything that is touched * Action Plan and letter circulated to members * Zoom Member call before return to training to reinforce protocol * Changing protocol poolside and proper changing at home * Use of own equipment. No sharing * Rules on pool deck, one way movement in a anti-clockwise direction * Rules in the pool: single lane max. 6 per lane, 36 in total * Follow all Action Plan rules and procedures * Breathing patterns when passing swimmers in next lane * Sanitisation of all equipment * PPE measures for Lifeguard as listed in Action Plan * Spraying down of facility after sessions * Cleaning of toilet facility after session by staff | * Weekly, fortnightly and monthly review by COVID-19 Lead Officer, Liaison Office and Committee * Follow National prescribed guidance from Swim England and evolving guidance from Government * Responsibility if parents to instil Code of Conduct with their children * Checking and maintenance of signage, floor markings * Swimming training etiquette and education over time e.g. breathing patterns, head down when passing a swimmer, introductory aerobic and technique sessions at the start of the training plan * Lifeguard COVID-19 specific training (3X2 hour sessions in advance of return to training) | COVID-19 Team and Club Committee to monitor the control measures being adhered to | Weekly – report from Squad Liaison to Lead, elevated to Committee if necessary  Fortnightly – report from Lead to Committee  Monthly - Full Programme Review |  |
| Maintaining social distancing. | * Members * Coaches * Volunteers * Parents * Lifeguard * Covid-19 Lead Officers | * Requirement to keep at least 2m away from other people outside of your household (applies to all instances) * Car park rules on drop off and pick up points, parents not allowed to leave their cars. * Signage around and outside the facility giving directions of movement in protocols and procedures for the vebue * Restricted lane usage – single lanes, no more than 6 users a lane, clockwise movement in each lane * Verbal direction of coaching staff and COVID-Officers | * Swimming training etiquette and education over time e.g. become spatially aware of other swimmers over time, introductory aerobic and technique sessions at the start of the training plan to assist, no explosive sets * Coaching staff to maintain safe operation of swimmers movements in the pool | COVID-19 Team and Club Committee to monitor the control measures being adhered to  Coaching staff to manage lane spacing and training styles to accommodate social distancing in the pool | Weekly – report from Squad Liaison to Lead, elevated to Committee if necessary  Fortnightly – report from Lead to Committee  Monthly - Full Programme Review |  |

Part 3. Updated Swimming Training Specific Risk Assessment for Hailsham SC

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| Name of Club: | HAILSHAM SWIMMING CLUB | | | | |
| Facility: | BATTLE ABBEY PREP. SCHOOL, BEXHILL | | | | |
| Activity: | SWIMMING TRAINING – Lane swimming in training squads | | | | |
| Date risk assessment carried out: | June 2020 | Person: | C.Steenhoff, Chairman HSC | Review date: | 31 August 2020 |

| **Potential**  **Hazard** | **Who is at risk?** | **Existing Control**  **Measures** | **Risk**  **Rating** | **Preventative**  **Measures** | **Responsibilities** |
| --- | --- | --- | --- | --- | --- |
| Chemical imbalance  (*Need to maintain chlorine level above and below a nationally prescribed standard*) | Swimmers/  Poolside personnel | * Trained Sports Centre staff take daily samples to test alkaline/chlorine levels * Head Coach and senior coaches (that are also Bedes School Members of staff) are trained to take appropriate samples for both morning and evening training, and at other times as required * Effective communication between Bedes School and HSC on any chemical level issues (parameters set in Action Plan) * Bedes School Estates/Management team have overall responsibility for managing the pool chemical levels | Medium | * Use of electronic automatic chemical dosage pump for water additives * Effective communication with Estates Team at Sports Centre staff at Bedes School regarding the prescribed standards * Only trained personnel to undertake tests, who understand the prescribed limits for safe training * Chemical levels to be checked approximately every 2 hours at the start and conclusion of each training sessions | * Bede’s School trained staff, some of whom are also HSC teachers and Head Coach * Bedes staff and HSC Head Coach and senior staff to follow national guidelines in relation to COVID-19 legislation on pool use |
| Compliance with Normal Operating Procedures & EAP at all pools  (*These operating procedures have been temporarily amended to reflect social distancing measures required for the use of the swimming pool, as outlined in the HSC Return to Training Action Plan*) | All participants | * Usual pool prohibitions – no running, blocking exits with bags etc. Keep the poolside glass doors/window area clear for effective access and egress fro the building * All appropriate measures as outlined in the HSC return to Training Action Plan, including, but not limited to: * Enforcing social distancing at all times (more than 2m apart) * No parents attending training * Bags and kit stored in allocated spaces * Formal lane etiquette as stated, with a prescribed maximum number of swimmers in each double lane * One way system, move in a clockwise direction only around the poolside (swimmers and staff) * Minimise cross over of sessions, but when necessary have allocated member of staff/Committee providing instructions * Keep pool steps out for the foreseeable future * 1 member of Staff in attendance at all sessions to be lifeguard trained. | Medium | * Awareness of general rules at the venue; * Support Pool Staff and COVID-19 Officers in enforcement; * All Members to be aware that changes proposed relate to the overall code of conduct and that they have fully read the HSC Return to Training Action Plan and abide by the enforced rules and regulations * Joint up approach to enforcement * Committee Member/COVID officer to be in attendance at all sessions to enforce rules and monitor implementation of the Action Plan * Minimise cross over between sessions by having a 15minute break between groups finishing and starting, this also provides an opportunity for cleaning of the facility and toilet. | * All Club Poolside personnel in consultation with the Facility Operator * NOP/EAP to be determined by School * All Swimming Club Members to abide by the Code of Conduct and rules of the HSC Return to Training Action Plan * Committee Members rota for attendance at sessions for enforcement and monitoring purposes |
| Lane rope deployment  (*As a temporary measure the lanes ropes should remain in the set position in the pool for the short term, to minimise need to move them/contact*) | Club poolside personnel | * Care taken to unroll ropes from reels/storage if necessary. * Only designated coaching staff to move lane ropes, hands to be sanitised in advance * Temporary measure to keep lane ropes in position (to avoid contact and need to move them) * Regularly check the standard/quality of the lanes ropes (wear and tear) | Low | * Awareness of safe methods through training. * Keep lane ropes in position as much as possible during the period of social distancing * Make sure for safety lane ropes are put back on the roller and not loose on poolside | * All Club Poolside personnel |
| Ensure safety of warm-up & general safety during sessions  (*as amended by HSC Return to Training Action Plan protocols*) | Swimmers | * No diving in the shallow end; control safe numbers per lane (maximum number as stated in Action Plan) and backstroke flags to remain in place etc * Session controlled by Coaching Staff * All Coaches to have undertaken on-line COVID-19 training course * All appropriate measures outlined in the HSC Return to Training Action Plan | Medium | * Strictly enforce no diving policy, except in designated sprint lanes; * Awareness of water depths, height of starting blocks – any other potential hazards; * Check which team members are safe & confident about diving in – given the conditions * Monitoring of implementation of new measures by Committee staff, one of which is always in attendance at training sessions | * All Club Poolside personnel & staff * Covid Officers rota for attendance at sessions for enforcement and monitoring purposes |
| Ensure sessions have a designated lifeguard | All participants | * Head Coach and senior coaching/teaching staff also lifeguard trained * Designated lifeguard to observe social distancing measures unless severe and need to make contact * PPE to be provided so lifeguard can use it if needed. * Lifeguards to have attended additional training sessions in relation to COVID-19 measures in advance of the return to swim * Lifeguard to perform First Aid in social distance manner of practical, if not follow procedures outlined in Action Plan | Low | * No session to run without designated lifeguard * PPE to be used by lifeguard if they cannot social distance (provided by HSC) * Lifeguard training to be attended by all relevant staff (including additional COVID-19 related sessions) * Social distancing observed by all staff/designated lifeguard when moving about poolside. To move in anti-clockwise direction around poolside to minimise risk of cross-over. | * All Club Poolside personnel * Qualified lifeguard staff must maintain their appropriate training |
| Check clarity of pool water and at correct level | Swimmers | * Visual inspection by Lead Teacher/Coach before swimmers enter the pool * Ensure swimmers can see the walls when returning to prevent * Ensure pool has opportunity to settle after it has been treated with chemicals * Lifeguard also to inspect the quality of the water as an initial safety hazard | Low | * Pools maintained by Facility provider and the Club are informed of any problems * Ensure check by lifeguard and senior coaching staff before swimmers enter the water | * All Club Poolside personnel * Facility Provider |
| Ensure changing rooms and general facility is clean and safe to use | All participants | * Changing rooms are currently locked and out of bounds for all users, disabled toilet is currently in operation * Sanitise hands before entering the facility * Sanitise the toilet seat with anti-bacterial wipes after use, including any other item that is touched by the user * Normal cleaning of hands after using the toilets * Minimise touching anything unless absolutely necessary * Usual pool checks by cleaning staff (requirement for rinse down of poolside and toilet after club use after each session and between sessions – morning and evening) | Medium | * Report any issues to pool staff or Member of Committee in attendance of the session * HSC to provide sanitising equipment, with the Club also having a spare supply if it is needed * Teaching and coaching staff to undertake rinse down of poolside and toilet after each session, no chemicals to be used | * All Club Poolside personnel * Bedes Sports Centre staff * No adult who is not DBS’d by the Club is allowed to enter the changing rooms under any circumstances (under normal operating procedures) |
| Ensure equipment is appropriate for all pool users | All participants | * Revised protocol: all swimmers to use only their own swimming equipment for health and safety reasons, therefore no sharing under any circumstances * If equipment is to be borrowed then this is taken at the first session, maintained and looked after by the appropriate individual * Kit should be cleaned by all users after each session so that it is safe for them to use for the next session * Additional kit (such as backstroke ledges and bungee cords) will only be used in the short term if they are cleaned/sanitised by a member of staff * Submergence of any equipment in chlorinated water for cleaning purposes | Medium | * Enforce no sharing of equipment * Coaching staff to ensure equipment being used is appropriate for the user (eg hand paddles for younger swimmers) | * All coaching staff * Members Code of Conduct and rules of the Action Plan |
| Use of Starting Blocks and steps | Swimmers | * Starting blocks to be used sparingly during sessions and to be cleaned after the completion of each use (avoid explosive swimming at the start of swimming training cycle) * Coaching staff to know the swimmers ability to use the starting block | Low | * The splashing of chlorinated water over blocks should be a preventative measure | * All coaching staff |