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| **RISK ASSESSMENT:**  |
| **Normal Swim Training: Freedom Leisure Centre, Uckfield** |
| **Reviewed: August 2020** |

The Risk Assessment has been amended in July 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 August 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
* Other Members of the Community
 | High | * Information to members on social distancing (2m at all times)
* Drop off area in main car park, no parents to leave car. Swimmers to then walk to the side entrance (metal gate) to the left of the main entrance. COVID officer will be there to direct swimmers.
* Pick up from end of path within general car park, by astro turf.
* Signage and controls at facility in line with protocols at the Leisure Centre
 | Medium | Club Committee and Facility OperatorCOVID-OfficerCode of Conduct acceptance from Members  |
| Facility entrance to the swimming pool | * Athletes
* Coaches
* Volunteers
* Committee Members
* COVID-Lead, Liaison Officers
 | High | * Coaching staff and COVID-Officers to enter and leave the facility using the main reception. Those staff to be responsible for directing swimmers to the separate entrance point.
* Entrance and egress of members by the side entrance and far fire exit respectively, as directed by COVID officers
* Swimmers to queue 2m apart alongside the building before they are allowed entry to the poolside. Queue to be controlled by COVID-Officer and when safe to do so will invite swimmers into the facility.
* Do not arrive more than 15 minutes before the start of the session in order to manage the queue of swimmers
* Swimmers to queue in group order for the specific session
* Clear information given to parents of protocols in advance via zoom meeting and additional information on the club’s website
* All that enter the building will sanitise their hands at the station by the entrance doors
* All who enter the facility (staff, volunteers and swimmers) will have their temperature checked using the non-contact laser thermometer – **HSC Specific measure**
* All that enter the facility with kit bags will submerge their kit bags in the pool water for sanitation purposes. This will be done as the swimmers make their way to the shower area.
 | Medium | Club Committee and Facility OperatorCOVID-OfficerCode of Conduct acceptance from Members |
| Changing rooms | * Athletes
* Coaches
* Volunteers
 | High | * No use of changing rooms and these remain out of bounds.
* Athletes to arrive in costume ready to swim.
* Allocated benches on poolside to the far side of the pool that swimmers will place their bags, one bench for each of the four lanes
* Athletes to dry themselves off poolside and then put on clothes over swimwear to travel home.
* Showers available and swimmers must quickly shower before the start of each session, travelling in a clockwise motion around poolside
 | Medium | Club Committee and Facility OperatorCode of Conduct acceptance from Members |
| Health screening | * Athletes
* Coaches
* Volunteers
 | High | * Completion of screening club health checklist on Team Unify before commencing training session.
* Duty of Members to inform Club of any changing conditions on a daily basis, if not then a Code of Conduct issue
* Review of health checklist on a weekly basis
* Attendance registers for all session online from Team Unify for Track and Trace purposes. Freedom Leisure may need access to this information.
 | Medium | Lead Coaches/Covid-19 OfficerCode 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 near to the lifeguard station
* Covid officer to monitor the health of the affected swimmer
* Use appropriate PPE supplied by facility.
 | Low | Covid-19 OfficerFacility officer / LifeguardCoaching Staff  |
| Poolside | * Athletes
* Coaches
* Volunteers
 | High | * Social distancing protocols to be followed at all times.
* Socially distanced movement of all personnel around poolside
* All swimmers will start the session from the opposite side of the poolside from where they place their bags
* Swimmers will be called up to start their session lane by lane for their allocated groups
* Follow all general protocols and procedures as laid out in the Action Plan.
* Storage of personal belongings and bags to a minimum and 2m spaced apart on the allocate benches
* Covid Officers to wear face masks at all times
 | Medium | Lead Coach and Duty Manger or other suitable member of staffCovid OfficerCode of Conduct acceptance from Members |
| During swimming activity | * Athletes
 | High | * Single lane training now acceptable (max of 6 swimmers a lane, 24 swimmers in total), all swimming in clockwise direction.
* Appropriate training protocols and distancing measures to achieve social distancing protocols – and spacing and appropriate training sets (no butterfly in single lane set up and no backstroke full stroke and turns due to no flags being provided)
* Minimise time spent poolside, keep swimmers moving in the water
* Opportunities for mobilisation and stretching at home prior to travelling to facility
 | Medium | Lead CoachesCode of Conduct acceptance from Members |
| Hygiene measures | * Athletes
* Coaches
* Volunteers
 | High | * Hand sanitisation before entering and leaving the facility
* Temperature check of all members using non-contact laser thermometer, undertaken by covid-officer
* Toilet facilities are available if they are required. Only one person in the toilets at a time, maintaining social distancing
* Clean hands after use. Sanitiser will be available throughout the session.
* Normal Covid-19 hygiene Rules communicated to all members in advance.
* Covid officers to wear face masks
 | Medium | Club Committee/Covid-19 OfficerCode 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
* No equipment will be used from Freedom Leisure
 | Medium | Club CommitteeCoaching StaffCode of Conduct acceptance from Members |
| Exiting the facility | * Athletes
* Coaches
* Volunteers
* Committee Member or COVID-19 Officer
 | High | * Swimmers to leave facility in a socially distanced manner clockwise around poolside –through the emergency exit doors by the slide (different door to entry to maintain one way movement)
* Athlete to leave facility wearing wet costume, after drying themselves and putting on covering clothes.
* Clear instruction to parents for collection of their children in the southern section of the car park.
 | 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 August 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 clockwise direction (where possible, socially distanced if not possible for one way operation)
* Rules in the pool: single lane max. 6 per lane, 24 in total
* Follow all Action Plan rules and procedures
* Breathing patterns when passing swimmers in next lane (keep head submerged)
* Sanitisation of all equipment with chlorinated water

  | * 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 (Reissued on 20 July 2020 to allow Swimming Clubs to deliver single lane training sessions)
* 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
 | 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 necessaryFortnightly – report from Lead to CommitteeMonthly - 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. Covid officers responsible for managing queue and entrance to the facility
* Restricted lane usage – single lanes, no more than 6 users a lane, clockwise movement in each lan
* Allocated areas on pool deck for storage of personal bags
* 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 toCoaching 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 necessaryFortnightly – report from Lead to CommitteeMonthly - 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: | BEDES SENIOR SCHOOL POOL, THE DICKER |
| Activity: | SWIMMING TRAINING – Lane swimming in training squads |
| Date risk assessment carried out: | August 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
* Effective communication between Freedom Leisure and HSC on any chemical level issues (parameters set in Action Plan)
* Freedom Leisure have overall responsibility for managing the pool chemical levels
 | Medium | * Use of electronic automatic chemical dosage pump for water additives
* Effective communication with Freedom Leisure 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
 | * Facility staff
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| 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 from 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) where possible, if not then ensure social distancing at all times
* Minimise cross over of sessions, but when necessary have allocated member of staff/Committee providing instructions
 | 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 with facility operator to enforcement
* Committee Member/COVID officer to be in attendance at all sessions to enforce rules and monitor implementation of the Action Plan
 | * All Club Poolside personnel in consultation with Lifeguards & Pool Staff
* NOP/EAP to be amended by facility provider
* 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
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| 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 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
* Facility Staff
 |
| 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 (if available)
* Session controlled by Coaching Staff
* All Coaches to have undertaken on-line COVID-19 training course
* All appropriate measures for training 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
* Committee Members rota for attendance at sessions for enforcement and monitoring purposes
 |
| Ensure sessions run at HSC pool are supervised by lifeguard | All participants | * HSC teachers/coaches can see lifeguard.
* Head Coach and senior coaching/teaching staff also lifeguard trained for morning sessions
* 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.
* Lifeguard to undertake normal supervision practices: counting swimmers, looking for hazards, moving around every 15 mins (but maintaining social distancing), whilst maintaining prominent position in the lifeguard chair
 | Low | * No session to run without designated lifeguard
* PPE to be used by lifeguard if they cannot social distance
* Social distancing observed by all staff and lifeguards when moving about poolside. Lifeguard to move in clockwise direction around poolside to minimise risk of cross-over.
 | * All Club Poolside personnel
* Facility operator -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 providers 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 staff
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| Ensure changing rooms and general facility is clean and safe to use | All participants | * Changing rooms are currently out of bounds for all users, but 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)
* Use of showers before the session is allowed
 | 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
* Facility 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)
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| 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
* 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 (*Starting blocks are not available at Freedom Leisure pool therefore this section does not apply*) | 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) – No starting blocks at Freedom Leisure
* Coaching staff to know the swimmers ability to use the starting block.
* Pool steps will be taken out of the pool and left on poolside for the foreseeable future as they are not required and are a general hazard for lane swimming
 | Low | * The splashing of chlorinated water over blocks should be a preventative measure
 | * All coaching staff
 |