



Swim England Covid-19 Risk Assessment Template

All clubs must complete a Covid-19 specific risk assessment before returning to the water.

Below is a partially populated example that clubs can use to help inform their risk assessment. It is critical that this is completed in full detail.

Use this template as a guide and starting point to create your club's own Covid-19 risk assessment.

This is not an exhaustive list and we highly recommend that you complete a full risk assessment for your club returning to the pool.

It is critical to complete a Covid-19 risk assessment prior to activity taking place.

This document is how you intend to reasonably protect any participants, workforce, public etc from the risk of Covid-19. The protocols listed within this document must be reviewed regularly and changed accordingly if measures or guidance changes.

If you need support or advice in completing this risk assessment please contact Swim England officers for support.



Covid-19 Risk Assessment

Name of Club: Radcliffe Swimming & Water Polo Club		Name of Risk Assessor: Operations During COVID-19		Date of Risk Assessment: 23.07.2020		
What are the hazards?	Who might be harmed	Controls considered	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus.	<ul style="list-style-type: none"> Members Coaches Volunteers Parents 	<ul style="list-style-type: none"> Communication to members. 	<ul style="list-style-type: none"> All club communication has been cascaded through electronic platforms. Swimmer/player return to the pool documentation and individual risk assessment have been sent, returned and collated via the same electronic platforms. 	Website and welfare officer.	30.08.2020	
Spread of Covid-19 Coronavirus.	<ul style="list-style-type: none"> Members Coaches Volunteers Parents 	<ul style="list-style-type: none"> Swimmers on arrival to the centre 	<ul style="list-style-type: none"> On arrival at the centre parents/guardians will remain outside of the building and hand over the swimmer/player to the COVID-19 support staff. Each swimmer/player will be directed to the 	COVID-19 support staff	Each session	



			<p>hand sanitiser station and they will sanitise their hands.</p> <ul style="list-style-type: none"> Swimmers/players will then be directed to the pool poolside via the designated entrance outlined by Bury Leisure. 			
Spread of Covid-19 Coronavirus.	<ul style="list-style-type: none"> Members Coaches Volunteers Parents 	<ul style="list-style-type: none"> Hand washing. 	<ul style="list-style-type: none"> All swimmers/players will have watched and understood the correct hand washing measures outlined by PHE on the correct procedure for hand washing. 	Website and welfare officer	Pre 02.08.2020	
Spread of Covid-19 Coronavirus.	<ul style="list-style-type: none"> Members Coaches Volunteers Parents 	<ul style="list-style-type: none"> Changing Room Protocol. 	<ul style="list-style-type: none"> All swimmers/players will be asked to arrive at their session pool ready. Castle Leisure Centre – both male and female changing rooms will be accessible to a limited number of swimmers/players outlined in the Bury 	Coaches, teachers, COVID-19 lead and support staff.	Pre first pool session on return. Each session	



			<p>Leisure risk assessment, where possible all swimmers/players will be asked to towel off and go home in clothing which can be placed over swimwear and wash at home.</p> <ul style="list-style-type: none"> • Radcliffe Leisure centre – the changing rooms will be unaccessible for swimmers during these sessions, unless there is a documented, current and valid medical condition as to why a swimmer requires changing facilities post session. 			
Spread of Covid-19 Coronavirus.	<ul style="list-style-type: none"> • Members • Coaches • Volunteers • Parents 	<ul style="list-style-type: none"> • Equipment. 	<ul style="list-style-type: none"> • All equipment used in sessions is going to be the individual swimmers kit, this will be cleaned pre and post session, following the Swim England guidance. All equipment should be thoroughly scrubbed at home to remove any biofilms generated from the pool water. 	Coaches, teachers, COVID-19 lead and support staff, swimmers, parents, guardians.	Each session	



			<ul style="list-style-type: none"> Water polo equipment that is unable to be provided by individual players will be cleaned pre and post session, with any surfaces being disinfected for example polo posts. Water bottles required at all sessions, however, bottles need to be marked with swimmers/players name. 			
Spread of Covid-19 Coronavirus.	<ul style="list-style-type: none"> Members Coaches Volunteers Parents 	<ul style="list-style-type: none"> Rules on pool side <p>Rules in the pool.</p>	<ul style="list-style-type: none"> Swimmers/players will be directed to positions on the poolside by teachers/coaches in order to maintain social distancing. If swimmers/players require a rest from the session due to fatigue there will be a designated rest area set out upholding all national government and national 	Teachers, coaches	Each session	



			<p>governing bodies' guidance on social distancing.</p> <ul style="list-style-type: none"> Teachers/coaches will uphold the social distancing from all swimmers/players while maintaining clear visibility and being able to maintain good verbal communication of instruction and advice. 			
Spread of Covid-19 Coronavirus.	<ul style="list-style-type: none"> Members Coaches Volunteers Parents 	<ul style="list-style-type: none"> Rules in the pool. 				
Maintaining social distancing.	<ul style="list-style-type: none"> Members Coaches Volunteers Parents 	<ul style="list-style-type: none"> Car park rules. 	<ul style="list-style-type: none"> Parents/guardians will be required to drop swimmers/players off at the centre entrance with the COVID-19 support staff and then head back to the car (where applicable) at the end of the session the COVID-19 support staff will bring the swimmers/players 	COVID-19 support staff, teachers, coaches.	Each session	



			back to the designated exit point for collection.			
Maintaining social distancing.	<ul style="list-style-type: none"> Members Coaches Volunteers Parents 	<ul style="list-style-type: none"> Signage. 	<ul style="list-style-type: none"> All Radcliffe Swimming & Water Polo Club members, teaching and coaching team, COVID-19 lead and support team and any other significant person of the club should at all times follow the signage which has been displayed and/or communicated by the Bury Leisure team within their centres. 	Swimmers, players, teachers, coaches, COVID-19 lead, COVID-19 support staff, all other person associated with the club.	Each session	
Maintaining social distancing.	<ul style="list-style-type: none"> Members Coaches Volunteers Parents 	<ul style="list-style-type: none"> Restricted lane/pool usage. 	<ul style="list-style-type: none"> During each session the number of swimmers/players will be restricted to that of both Swim England guidance and the guidance of Bury Leisure as long as that does not exceed the Swim England guidance 	Teachers, coaches	Each session	
Maintaining social distancing.	<ul style="list-style-type: none"> Members Coaches Volunteers Parents 	<ul style="list-style-type: none"> Taped/marked areas on pool deck. 	<ul style="list-style-type: none"> Social distancing marking to be in place on/along poolside to indicate stopping points for swimmers/players 	Teachers/coaches	Each session	



Swimming Section

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					
Carpark	<ul style="list-style-type: none"> • Swimmers • Parents • Guardians • Coaches/teachers • Volunteers 	High	<ul style="list-style-type: none"> • Information to members on social distancing within centre car park • Recommendation for wearing of facial covering if the minimum social distance cannot be achieved. 	Medium	Club Committee, website officer
Facility entrance and reception area	<ul style="list-style-type: none"> • Swimmers • Coaches/teachers • Volunteers • Parents 	High	<ul style="list-style-type: none"> • Social distancing-during entry to the centre • Information given to parents of protocols. • Temperature checks and hand sanitisation on immediate entry to the centre 	Medium	COVID-19 support staff



Changing rooms	<ul style="list-style-type: none"> Swimmers Coaches/teachers Volunteers 	High	<ul style="list-style-type: none"> Use of lockers and changing rooms. At castle leisure centre changing rooms can be used in line with the numbers outlined by Bury Leisure, at Radcliffe leisure centre changing rooms cannot be used. All swimmers will be advised to not use the changing facilities. Swimmers to arrive in swimwear ready to swim. 	Medium	<p>Club Committee</p> <p>Coaches, teachers</p>
Health screening	<ul style="list-style-type: none"> Swimmers Coaches/teachers Volunteers 	High	<ul style="list-style-type: none"> Completion of screening club health checklist before every training session.COVID-19 support team or head coach will ask swimmers how they feel and take a temperature check which is recorded on the session register. 	Medium	Coaches/Covid-19 support staff



Someone becomes unwell during session	<ul style="list-style-type: none"> Swimmers Coaches/teachers Volunteers 	Low	<ul style="list-style-type: none"> Contact parent guardian or next of kin and isolate individual in first aid room or other suitable area. Use appropriate PPE supplied by club and/or facility. 	Low	<p>Covid-19 support staff, coach/teacher.</p> <p>Lifeguard</p>
Poolside	<ul style="list-style-type: none"> Swimmer Coaches/teachers Volunteers 	High	<ul style="list-style-type: none"> Social distancing protocols to be followed at all times 	Medium	Coach, teacher, COVID-19 lead or support staff.
During activity	<ul style="list-style-type: none"> Swimmers 	High	<ul style="list-style-type: none"> Appropriate training to achieve social distancing protocols. 	Medium	Coaches/teachers



Water Polo Section

What are the hazards?	Who might be harmed	Controls considered	Additional controls	Action by who?	Action by when?	Done
Carpark	<ul style="list-style-type: none"> • Players • Parents • Guardians • Coaches • Volunteers 	High	<ul style="list-style-type: none"> • Information to members on social distancing within centre car park • Recommendation for wearing of facial covering if the minimum social distance cannot be achieved. 	Medium	Club Committee, website officer	
Facility entrance and reception area	<ul style="list-style-type: none"> • Players • Coaches/ • Volunteers • Parents 	High	<ul style="list-style-type: none"> • Social distancing-during entry to the centre • Information given to parents of protocols. • Temperature checks and hand sanitisation on immediate entry to the centre 	Medium	COVID-19 support staff Head coach	



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Changing rooms	<ul style="list-style-type: none"> • Players • Coaches • Volunteers 	High	<ul style="list-style-type: none"> • Use of lockers and changing rooms. At castle leisure centre changing rooms can be used in line with the numbers outlined by Bury Leisure, All swimmers will be advised to not use the changing facilities. • Swimmers to arrive in swimwear ready to swim. 	Medium	Club Committee Coaches	
Health screening	<ul style="list-style-type: none"> • Players • Coaches • Volunteers 	High	Completion of screening club health checklist before every training session. COVID-19 support team or head coach will ask swimmers how they feel and take a temperature check which is recorded on the session register.	Medium	Coaches/ Covid-19 support staff	
Someone becomes unwell during session	<ul style="list-style-type: none"> • Players • Coaches • Volunteers 	Low	Contact parent guardian or next of kin and isolate individual in first aid room or other suitable area. Use appropriate PPE supplied by club and/or facility.	Low	Covid-19 support staff, coaches Lifeguard	
Poolside	<ul style="list-style-type: none"> • Players • Coaches • Volunteers 	High	Social distancing protocols to be followed at all times	Medium	Coach, COVID-19 lead or support staff.	