

COVID-19 specific risk assessment Level 4 – Stafford Leisure Centre – 19th June 2021

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| <p>Activity: A risk assessment for transfer of COVID-19 virus whilst undertaking the Level 4 gala/s through the pandemic period and assuming social distancing rules are still in place.</p> <ul style="list-style-type: none">• working on a poolside coaching.• working on a poolside when volunteering• working on a poolside coordinating the squads• Entry & Exit of swimmers & swimming in the pool | <p>Site: Stafford Leisure Centre</p> |
| <p>People at Risk: Coaches, swimmers, volunteer helpers (both young volunteers and parent) & parent/carers of swimmers.</p> | <p>Additional Information: <i>Have Risk Assessments already been completed for Club activities before COVID-19? If so please attach</i></p> <p>Yes, general working poolside & competition risk assessments</p> |
| <p>Assessor's name:...Emma Hawley..... Assessor's signature:.....</p> | |
| <p>Review Date:...31/07/2021..... (as applicable)</p> | |

Risk Evaluation

Due to the ongoing COVID-19 pandemic, and the plan of a Level 4 Competition on Saturday 19th June 2021, an additional risk assessment to the normal operational risk assessment is needed. This should be monitored by the Stafford Apex Swimming Club COVID-19 Lead; Emma Hawley.

Each work activity should have an existing associated risk assessment. That assessment should be examined whilst completing the COVID-19 risk assessment to reduce the risk of transfer of the virus. A decision should be recorded when additional action is required and when it is taken. This should be as specific as possible.

The assessment should be regularly reviewed by the COVID-19 lead and will need a complete review if the guidelines change from the Government and/or Swim England (Governing Body). The staff member should report any difficulties in either complying with the assessment or completing work between these reviews.

If there is any difficulty in reaching agreement on appropriate control measures the Club's Officers should be consulted as soon as any issues arise.

A copy of the individual assessment should be given to every person in control of the sessions.

Health & Safety Executive guidance regarding the safety aspects of working during the COVID-19 pandemic can be obtained from the HSE website or via the www.Gov.uk website.

| Hazard | Risk | Initial Rating (L, M, H, Low Medium High or not applicable | Control Measures and Guidance | Final Rating (L, M, H,) | Additional Action Required (action by whom and completion date) |
|---------------------------------------|---|--|---|----------------------------|---|
| 1) Transfer of Virus - General | Spreading of the virus amongst all users. | High | <ul style="list-style-type: none"> One way system around the pool to be in operation. Temperature checks for all adults on arrival, and all adults and over 16's to complete track & trace survey / NHS app. COVID-19 signage to be displayed throughout the building. Separate entry and exit doors to the building. Additional cleaning regimes throughout the building. | Low | |

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| | | | <ul style="list-style-type: none"> • Swimmers to arrive at poolside from 4.15pm enter changing rooms in small groups to reduce crossing of groups. • Senior & Junior groups to use different areas of the changing rooms. • Each Squad to be allocated lanes to warm up and then go to the corresponding area so have their own designated space on poolside marked out into 2 positions for swimmers. • A maximum of 8 swimmers per lane to be maintained. • Hand sanitiser provided on entry and exit. • Spectators reduced to 1 adult per swimmer. • Swimmers to bring and use their own equipment and chairs if they so wish and masks to be worn in public areas between poolside and reception. • Officials and volunteers to bring their own refreshments. • Officials and volunteers encouraged to take a LF test COVID test 48 hrs prior to the event. • Awards/Medals are not to be awarded at this meet. They will e bagged up and left at training to be collected by swimmers. | | |

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| | | | All results to be shown online, no paper copies of results to be published. | | |
| 2) Transfer of Virus- Staff Interaction | Spreading of the virus amongst the staff | High | <ul style="list-style-type: none"> • Maintain social distancing • Limit staff numbers in buildings to those that need to be at the session's to allow them to operate. • Work from home where possible (admin) • Initially, staff should only be in the centre if required to work at the competition. | Low | |
| 3) Transfer of Virus - Face to face contact with all. | Increased risk of virus spread. | High | <ul style="list-style-type: none"> • All admin interaction with parents to be done away from the pool via email, phone calls, online calls if needs be. • Maintain 2m social distancing throughout the building. • Private discussions with parent/carer to take place in an open space (away from others) to protect the staff member and parent/carer. • Masks to be worn by all 12 and overs at all times around the centre. Masks worn at that person's discretion on poolside. • Volunteers to put their bags/coats stored in the lockers in the changing rooms. | Low | |

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| | | | <ul style="list-style-type: none"> Maximum of two people only permitted in the timing room. Waiting areas for volunteers – Officials – Liaisons – hall with masks on when not doing their jobs. All to observe 1m plus rule unless with people for more than 15 mins then observe 2m+ rule. | | |
| 4) Transfer of Virus - Lifeguards | Increased risk if CPR is required & other first aid. | High | <ul style="list-style-type: none"> Centre lifeguards will be used and all have up to date certifications. | Low | |
| 5) Transfer of Virus- Changing village | | Medium | <ul style="list-style-type: none"> All swimmers to be encouraged to come into the Centre 'beach ready' i.e. have swim wear on already under their normal clothes. A designated area to be marked out on poolside for them to put their belongings and get changed. After the session/swim they towel dry themselves. Village changing rooms are available for swimmers to use at our discretion. Swimmers to be aware Club cannot guarantee cleaning to be done between users. | Low | |

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| | | | <ul style="list-style-type: none"> Regular cleaning of general touch points to be carried out by Centre staff. | | |
| 6) Transfer of Virus - Toilet areas | | Low - Medium | <ul style="list-style-type: none"> Officials & volunteers/coaches use the toilet in reception / dry change and swimmers use the village changing area. Educational signs for customer information i.e. social distancing Regular and repeated cleaning of toilets, cubicles, basins, taps, toilet flush handles and seats and touch points to be undertaken by centre staff Ensure soap dispensers are stocked with soap to promote self-hygiene. | Low | |
| 7) Transfer of Virus – pool balcony | Increased risk of spreading virus | High | <ul style="list-style-type: none"> Balcony to be used for spectators but limited to 70 people maximum.. Admittance to one adult per swimmer swimming in the water with priority given to parents of swimmers under 14 years age. Any child of the parent are counted in their own right as part of the 70 maximum allowed. | Low | |

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| | | | <ul style="list-style-type: none"> Numbers to be monitored and reviewed if felt risk is too high. COVID Liaison officer will be on the balcony at all times. | | |
| 8) Transfer of Virus – Warm ups/Competition time/swim downs. | Increased risk of spreading virus | High | <ul style="list-style-type: none"> Usage of the pool - follow UK Government guidance, Sport England & Swim England guidance Swimmer's to turn up 'beach ready' and leave clothing on poolside. Showers not available unless necessary. No training equipment needed for this competition – just competition equipment. No sharing of equipment to be undertaken. Buckets of water to be allocated to each lane with sponges for swimmers to wash the blocks between heats. Coaches only enter the water if necessary or to perform a rescue. Parent/carers to be encouraged to put any hats/goggles etc needed onto their swimmer. If Team Managers apply then masks to be worn and no face to face contact, stand to the side to implement. | Low | |

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| | | | <ul style="list-style-type: none"> Swimmers to remain in their 'squad' bubble and ensure change and swim in the same lane areas for warm up. Movement of swimmers from races to spaces to rest between races. Barriers to be placed down the poolside to allow for a one way anti clockwise system to be in place. Swimmers to be placed into heats and allocated places to stand. Heats to then move from the back of the changing rooms to the space after the showers on poolside. 1 heat before swimmers then move to the space behind the blocks and stand against the wall/windows. Wait by the wall until heat in front starts. Then move forwards and get themselves ready. Swimmers to not take anything other than flip flops and goggles with them. After race swimmers exit the pool via the steps at the window side of the pool. | | |

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| 9) Potential Covid-19 case | Increased risk of spreading virus | Medium | <ul style="list-style-type: none"> Self-isolating guidelines to be followed. Freedom Leisure to be informed of any confirmed COVID-19 cases and PHE guidance followed. Club Programme Manager/COVID Lead to be informed immediately of any cases. | Low | |
| 10) Transfer of Virus - Cash handling | Increased risk of spreading virus | Low | <ul style="list-style-type: none"> All payments to be made through contactless card system. | Low | |
| 11) Transfer of Virus - Handling of paperwork | Increased risk of spreading virus | Low | <ul style="list-style-type: none"> All swimmer info to be processed day before. Results - Each timekeeper to have own clip board and chair at end of each lane. Results to be written on the recording sheets and collected at the end of each heat. Results to then be transferred to sportsystem. Only one person uses the laptop. | Low | |
| 12) Transfer of virus – Club equipment | Increased risk of spreading virus – touch points | Medium | <ul style="list-style-type: none"> Stop watches – timekeepers to be encouraged to bring own watches. If club ones used each to be cleaned before and after use. Start boxes, strobes and microphones – all to be cleaned with antibacterial | Low | |

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| | | | spray/wipes before and after use and also between users. | | |

Any additional comments / observations:

- Parent/Carers will expect changes and a degree of inconvenience to assist in the control of the virus
- It is important that everyone works together and is patient with each other
- Staff & COVID Liaison's available to control actions and to police new procedures