

**Overview**

This document sets out Wetherby & District Swimming Club's plans and protocols for returning to swimming in response to the COVID-19 pandemic.

**\* ALL SWIMMERS, PARENTS, COACHES AND VOLUNTEERS ARE REQUIRED TO ADHERE TO THE PROCEDURES & PROTOCOLS SET OUT IN THIS DOCUMENT AT ALL TIMES \***

Spectators will not be allowed on poolside

## RISK ASSESSMENT (Spread of COVID-19)

In order to return to swimming, it is required for Wetherby & District Swimming Club to complete a risk assessment to identify potential COVID-19 transmission risks and any mitigation measures that can be put in place to reduce the risks.

All members and volunteers are required to stay up to date with these risks and control measures, which will continue to be updated whenever required.

<b>Name of Club:</b>	<b>Wetherby &amp; District Swimming Club</b>				
<b>Date risk assessment carried out:</b>	<b>01/10/20</b>	<b>Person:</b>	<b>Dom Jacques</b>	<b>Review date:</b>	<b>01/02/21 or as required by changes to Govt/Swim England/Leisure Centre guidance</b>

## COVID SPECIFIC RISKS

<b>Identified Hazard</b>	<b>Who is at risk</b>	<b>Risk rating before controls</b>	<b>Controls considered</b>	<b>Risk rating after controls</b>	<b>Responsibility</b>
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<p><b>Travel to facility &amp; car parking</b></p>	<p><b>Everyone</b></p>	<p><b>Medium</b></p>	<p><b>Adopt appropriate physical distancing and wear a suitable face covering when travelling inside vehicles with other people, where allowed by current Government guidance. Practice good hand hygiene.</b></p> <p><b>If arriving by car, drive slowly and use ONLY the main car park for dropping off swimmers. This will enable safer physical distancing around the entrance to the leisure centre where space is restricted and queueing may be required.</b></p>	<p><b>Low</b></p>	<p><b>Club Personnel</b></p> <p><b>Parents and Carers</b></p> <p><b>Swimmers</b></p>
<p><b>Entering Wetherby Leisure Centre</b></p>	<p><b>Everyone</b></p>	<p><b>Medium</b></p>	<p><b>Use an outside assembly area (by the bike lockers, as marked out by Wetherby Leisure Centre) to ensure swimmers can enter the building in a safe and managed way.</b></p> <p><b>Appropriate physical distancing when queueing to enter the facility.</b></p> <p><b>Provide information about protocols and procedures to all members in advance to minimise any confusion and risk.</b></p> <p><b>Use Club Marshalls to manage swimmer entry, record attendance</b></p>	<p><b>Low</b></p>	<p><b>Club Personnel</b></p> <p><b>Parents and Carers</b></p> <p><b>Swimmers</b></p> <p><b>Facility Operator</b></p>

		<p><b>and check emergency contact information AT EVERY SESSION.</b></p> <p><b>Only swimmers and required Club personnel will be allowed into the building.</b></p> <p><b>Parents and carers of swimmers aged under 8 (that require supervision) can be allocated a waiting area inside the building by prior arrangement should this be needed.</b></p> <p><b>Face coverings to be worn inside the building if required by guidance (currently not required)</b></p> <p><b>Any swimmers 16 and over and all club personnel that enter the Leisure Centre will be required to either 'check-in' using the NHS Test and Trace or (if this is not possible), sign in at Reception.</b></p> <p><b>Use of hand sanitiser on entry and within the building as required.</b></p>		
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<p><b>Changing and toilet facilities</b></p>	<p><b>Everyone</b></p>	<p><b>Medium</b></p>	<p><b>Swimmers to arrive in costume ready to swim, and change on poolside while maintaining physical distancing. All outdoor footwear should be removed before entering the poolside area.</b></p> <p><b>Personal belongings brought onto poolside (i.e. clothing/towel) should be placed in ONE suitable bag and stored in suitable locations on poolside (as agreed with Wetherby Leisure Centre) during the session. Care should be taken so that these belongings do not pose a trip hazard to people using the poolside areas.</b></p> <p><b>Members should (wherever possible) use toilet facilities at home prior to arrival. If the use of on-site facilities is required during the session, members should ensure appropriate physical distancing and good hygiene is observed.</b></p> <p><b>Swimmers should avoid drinking from public taps and dispensers and only use their own clearly identifiable drinks containers.</b></p> <p><b>Swimmers should dry off as best as possible on poolside and add</b></p>	<p><b>Low</b></p>	<p><b>Club Personnel</b></p> <p><b>Swimmers</b></p> <p><b>Facility Operator</b></p>
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			<p>suitable clothing to travel home in. Outdoor footwear should not be worn until outside of the pool area.</p> <p>Swimmers should shower at home prior to and after sessions.</p>		
<b>Around poolside</b>	<b>Everyone</b>	<b>Medium</b>	<p>Physical distancing to be observed at all times.</p> <p>The poolside area is greater than 2m on all sides.</p> <p>Presence of a Club Covid-19 Liaison Officer(s) to ensure protocols are being followed and to assist with any issues.</p> <p>All sessions to consider the appropriate positioning of teachers, coaches and volunteers at all times.</p>	<b>Low</b>	<p><b>Club Personnel</b></p> <p><b>Swimmers</b></p> <p><b>Facility Operator</b></p>
<b>In water</b>	<b>Swimmers</b>	<b>Medium</b>	<p>Appropriate organisation of lanes, swimmers and session content to ensure physical distancing is possible.</p> <p>All members to be briefed about the new procedures to minimise the risk to them and other swimmers.</p>	<b>Low</b>	<p><b>Club Personnel</b></p> <p><b>Swimmers</b></p>

			Drinks bottles must be clearly marked so that they are not accidentally shared with other swimmers.		
<b>Swimming Equipment</b>	<b>Swimmers</b>	<b>Medium</b>	<p>Only goggles, swim caps, ear plugs (where required), water bottles and required medication should be brought onto poolside until further notice. A water bottle should be the only piece of equipment at the pool edge when swimming.</p> <p>Water bottles should be clearly identifiable and not shared with other swimmers. Squirting water is <b>STRICTLY PROHIBITED!</b></p> <p>Training fins, floats, paddles and any other equipment should be left at home until further notice.</p>	<b>Low</b>	<p><b>Club Personnel</b></p> <p><b>Swimmers</b></p>
<b>Exiting Wetherby Leisure Centre</b>	<b>Everyone</b>	<b>Medium</b>	<p>Use of the fire escape at the back of the pool as an alternative exit to reduce contact with other swimmers entering the pool.</p> <p>Allow short breaks between sessions to safely manage incoming and exiting athletes as required.</p>	<b>Low</b>	<p><b>Club Personnel</b></p> <p><b>Facility Operator</b></p>

			<p><b>Appropriate physical distancing when queueing to exit the facility.</b></p> <p><b>Information about protocols provided to all members in advance to minimise risk and ensure all parents and carers know the procedures and times for collecting swimmers.</b></p> <p><b>Presence of Covid-19 Liaison Officer(s) to manage swimmer exit.</b></p> <p><b>Face coverings to be worn as required.</b></p> <p><b>Use of hand sanitiser on exit as required.</b></p>		
<b>Someone becomes unwell during session</b>	<b>Swimmers</b> <b>Coaches</b> <b>Volunteers</b>	<b>Medium</b>	<p><b>Contact parent, guardian or next of kin and isolate individual in a suitable location. Use appropriate PPE such as face coverings and ensure appropriate distancing in accordance with guidelines.</b></p> <p><b>Wetherby &amp; District Swimming Club will maintain a register of all personnel, volunteers and swimmers attending each session so that they can be easily contacted if required by NHS Test</b></p>	<b>Low</b>	<b>Club Personnel</b> <b>Facility Operator</b>

			and Trace and other relevant organisations.		
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### NON-COVID RISKS

Identified Hazard	Who is at risk	Risk rating before controls	Controls considered	Risk rating after controls	Responsibility
Slips and trips	Swimmers Coaches Volunteers	Medium	All Club personnel and swimmers instructed to walk slowly and carefully around poolside at all times  Care should be taken to prevent excess standing water wherever possible  All equipment to be kept tidy and away from the areas where people walk to prevent trips.	Low	Everyone

<b>Protruding step handrails &amp; Lifeguard chair</b>	<b>Swimmers Coaches Volunteers</b>	<b>Medium</b>	<b>Provide regular reminders to all personnel and swimmers to take extra care when working near these hazards.  Avoid using these areas of poolside wherever practicable.</b>	<b>Low</b>	<b>Everyone</b>
<b>Shallow end (1.0m)</b>	<b>Swimmers</b>	<b>Medium</b>	<b>Swimmers instructed not to dive or jump into the water at the shallow end.</b>	<b>Low</b>	<b>Club Personnel Facility Operator</b>
<b>Deep water (2.0m)</b>	<b>Swimmers</b>	<b>Medium</b>	<b>All members must be able to swim at a competent standard before joining the Club.  All Club sessions are overseen by a qualified lifeguard from Wetherby Leisure Centre.</b>	<b>Low</b>	<b>Club Personnel Facility Operator</b>

<b>Lane ropes</b>	<b>Swimmers</b>	<b>Medium</b>	<p>Lane ropes are installed and removed by the Facility Operator</p> <p>Swimmers are not allowed to enter the poolside area or water while the ropes are being installed/removed</p>	<b>Low</b>	<b>Facility Operator</b>
<b>Safe Supervision</b>	<b>Swimmers</b>	<b>Medium</b>	<p>All Club sessions are overseen by a qualified lifeguard from Wetherby Leisure Centre.</p> <p>Club personnel will take all reasonable precautions to safely supervise swimmers during Club sessions, but will be guided by Wetherby Leisure Centre on this as the Facility Operator.</p>	<b>Low</b>	<b>Club Personnel</b> <b>Facility Operator</b>
<b>Pool rules, Normal Operating Plan and Safety Operating Procedures</b>	<b>Everyone</b>	<b>Medium</b>	<p>All Club members will adhere to the Pool Rules, Normal Operating Plan and Safety Operating Procedures as set out by Wetherby Leisure Centre</p>	<b>Low</b>	<b>Club Personnel</b> <b>Swimmers</b> <b>Facility Operator</b>

<p><b>Emergency Action Plan</b></p>	<p><b>Everyone</b></p>	<p><b>Medium</b></p>	<p><b>All Club personnel and swimmers will be lead by Wetherby Leisure Centre in the event of an emergency.</b></p> <p><b>If an emergency situation arises, Club members will Facility Operator's staff and follow their instructions as appropriate.</b></p>	<p><b>Low</b></p>	
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