|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Facility:**  | **Crownbridge School** | **Date:**  | **29/11/2020** | **Completed By:**  | **Chris Bateman** |
| **Risk Assessment:** | **Generic and Specific to \*‘Disabled’ Swimming Lessons** | **Reference No:** | **COVID-Disability/Crownbridge** |

\*For the purpose of this risk assessment, disabled swimming lesson refers to a person with a disability being accompanied to the swimming pool requiring the support of a carer.

| **List significant hazards and howpeople may be harmed** | **List groups of people who are at risk from the significant hazards identified**  | **List existing control measures or note where the information may be found** | **Further action required to control risk****Y / N**(list actions at end)  |
| --- | --- | --- | --- |
| Contracting COVID-19  | StaffCustomer – Adult Customer - Child | * Customers are informed if they, or a member of their household, has, or have, any signs or symptoms of COVID-19, they are not to enter the swimming facility or attend swimming lessons.
* Anyone with COVID-19 symptoms such as:
1. A new continuous cough
2. A high temperature
3. A loss of, or change to sense of smell or taste

Are advised to stay at home an self isolate in line with government guidelines* <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/?fbclid=IwAR1PwxVCSjIY5ksVSHTpuR6B72_A8JDcxPsxHoCw2gvgmcMbtJCkwhfpkks>
* Guidance added to EAP and advertised on website, social media etc.
 | N |
| COVID-19 | StaffCustomer – Adult Customer - Child | * Appoint a COVID-19 officer – Chris Bateman
* Communicate the nominated COVID-19 officer to staff and customers
* Bookable slots are timetabled for swimmers and carers to visit the pool ahead of lessons restarting to view the new norms, and with regard to accessibility to the changing rooms, poolside and assistance required from staff to enter and exit the pool.
 | N |
| COVID-19 – Teacher protection | Staff | * Training plan created to update all staff on new policies, procedures, and methods of class delivery. Practical guidance provided in terms of how to adapt lesson plans and still meet lesson criteria
* Training in an online/virtual format is provided to reduce unnecessary face to face contact
* Swim teachers, lifeguards and swim school staff are trained on COVID-19 awareness, employee safe workplace practices, for hand washing and staying at home if ill and reporting illnesses
* A meeting is undertaken with teachers within the first few weeks of swimming lessons restarting so that practices and procedures can be reviewed and appropriate adaptations or amendments can be made as necessary
* Health screening of employees and/or swimmers will be conducted and an enforcement plan developed with protocols for known or suspected COVID-19 cases. Staff in older age categories or with underlying health problems may require individual risk assessments
* Teachers arrive for work already changed to avoid using the changing facilities and public lockers if possible.
 | N |
| Physical Environment – poolside including observation areas | StaffCustomer – AdultCustomer - Child | * Provision of signage to indicate entry/exit to pool hall including any revisions to one way systems introduced. This takes into account how any new routes will work for disabled users and whether this enables easy access to accessible changing rooms and toilets
* Social distancing must be observed on poolside and observation areas and throughout change-over of lessons.
* No spectating allowed on poolside
* Consider whether carers could be safely utilised to assist with disabled swimmers getting in and out of the pool, thus reducing staff needing to breach social distancing (only applicable to children aged 11 plus as Wales have removed the need for children under 11 to social distance).
* New system (‘new norm’) to be clearly communicated before restarting swimming lessons i.e. website, social media, posters, learn to swim software / portals etc.
* Lifeguards, teachers/assistants are trained to enforce the social distancing rules (only applicable to children aged 11 plus as Wales have removed the need for children under 11 to social distance).
* Areas on poolside are designated for specific lessons with social distancing markers to stop cluster gatherings on poolside (such as use of floor markings)
* Hand gel / hand washing facilities on entry/exit of poolside for staff, swimmers and spectators
* Face coverings are mandatory to be worn indoors by parents or children over the age of 11 except where they are entering the swimming pool
 | Y |
| Overcrowding – possible transmission of CV-19 between staff (teachers and lifeguards). | Staff | * Overall pool layouts reflect if more than one swimming teacher is on poolside. Where practical, each to teach from alternate sides of the pool and for teachers are assigned to the same section of the pool for the duration of their shift to maintain the recommended social distance (including between teacher and teaching assistant).
* Supervision and number of lifeguards is defined for each lesson as per PSOP (Pool Safety Operating Procedures).
* Swim schools categorise their class levels into i. Low ii. Medium iii. High exposure risk levels
* PSOP to reflect any changes (Not all classes/levels present the same risk). Operators have determined revised teacher:swimmer ratios and include them within revised guidance and lesson plan documents.
* The amount of lessons which occur at the same time are limited to 2 classes, in order to achieve social distancing in the water.
* Class sizes are reduced to ensure social distancing of two metres where practical (only applicable to children aged 11 plus as Wales have removed the need for children under 11 to social distance).
* Sinking discs and/or dive rings can be used to indicate pool space allocation on pool floor for swimmers and groups.
 | N |
| Risk of drowning | StaffCustomer – Adult Customer - Child | * The preservation of human life takes precedent. If a swimmer is in difficulty, a lifesaver must respond quickly and where required, perform CPR (see COVID-19 CPR protocols from the UK Resuscitation Council)
 | N |
| Risk of drowning due to pool depth | Customer – AdultCustomer - Child | * Extra buoyancy / flotation aids are provided to allow teaching from the poolside (see sanitization under equipment)
* Children will be allocated a space in the pool where they are confident enough to swim in that depth
 | N |
| Risk of drowning due to weak or non swimmer ability | Customer – AdultCustomer - Child | * Carers/Volunteer staff are asked to be in the water with non-swimmers and swimmers with poor mobility (restrict ratio of one adult to one disabled swimmer as replacement for need of a teacher in the water)
 | N |
| Risk of drowning or injury due to inadequate lifeguarding or failure to spot a disabled swimmer in difficulty | StaffCustomer – Adult Customer - Child | * Lifeguard numbers are defined as a result of pool surface area, depth (including any abrupt changes).
* Lifeguard zone visibility tests (LZVT) are conducted to confirm lifeguard numbers and positions are suitable and lifeguards are able to apply 10:20 rule when undertaking a rescue.
* Lifeguards numbers confirmed within PSOP.
* Lifeguards are trained in NOP, EAP and PSOP.
* Pool rescue equipment is in place and is checked daily
* Admission policy reflects any changes as a result of the COVID-19 guidance and clearly displayed within facility and on website
 | N |
| Personal Injury / First Aid – access and availability to first aid equipment | StaffCustomer – Adult Customer - Child | * First aiders have easy access to gloves, face masks (FFP2), eye protection/face shields, screens and CPR pocket mask
* Adequate supplies of PPE are available
* Staff to be updated on latest COVID-19 guidance with adequate training and awareness relating to first aid
 | N |
| Personal Injury – entry/exit from the pool | Customer – AdultCustomer - Child | * Signage – pool rules
* Good housekeeping
* Pool layouts such as access to the swimming pool where the lesson is to be taught has been considered and takes account of the location of pool hoists, access steps, etc
 | N |
| Emergencies | Customer – Adult Customer - Child | * AED in place
* Appropriate rescue equipment in place
* EAP
 | N |
| Other Medical Conditions | StaffCustomer – Adult Customer - Child | * Terms and conditions of swimming lessons to require parent/carer to inform CB Training of any medical conditions
* Swim teachers are informed of any specific disability or medical conditions such as epilepsy (and lifeguards are made aware also). Medical conditions to be recorded on learn to swim software / portals as appropriate.
 | N |
| Risk of Missing or Lost Child | Customer - Child | * Access control
* Safeguarding training for staff
* Children from the lessons are not permitted to leave poolside unaccompanied
 | N |
| Safeguarding | Customer - Child | * Safeguarding training
* All swimming teachers are DBS checked (enhanced)
 | N |
| Equipment – risk of impact injuries from use of teaching aids or equipment. | StaffCustomer – Adult Customer - Child | * Fault log
* Pre and post inspections of equipment
* Flotation aids are the correct size and appropriate for the disabled participant
* Teachers/carers should prevent swim school participants putting any swim aids and/or equipment in their mouths at any point.
* A plan is in place for the use and disinfection of teaching equipment and aids.
* Teachers consider reducing the amount of equipment used.
* Equipment is placed on poolside in advance of lessons to reduce teacher access into equipment stores
* Ensure equipment usage is controlled within / in between lessons, such as not sharing with other lesson participants.
* If equipment is used all swim aids are cleaned after each day. Equipment is to be cleaned in a sanitizing solution following government cleaning protocols.
* Separate sets of equipment are used for each lesson during the day (while one is being used, the other is disinfected with chlorine water by an appointed member of staff).
* Electronic devices/clipboards and pens used by teachers are sanitized before and after use.
* Where practical, electronic devices/registers are delivered to teachers on poolside to avoid back office access.
 | N |
| Instruction - possible transmission of CV-19 between staff (teachers and teaching assistants). | Staff | * All swim teachers to teach from poolside where possible (can use visual teaching props)
* Swim lesson plans take into account any high risk activity such as breathing techniques (such as breathe to the side away from others)
* Carers/Volunteer staff need to assist disabled swimmers from within the pool.
* Teacher and carer/volunteer staff are to maintain social distancing rules at all times (only applicable to children aged 11 plus as Wales have removed the need for children under 11 to social distance).
* The lesson is structured so activities can be completed whilst social distancing is maintained.
* Where possible teachers ask participants (carer and disabled swimmer) to ensure breathing activities away from others.
 | N |
| Hygiene/Cleanliness/Housekeeping – in addition to general cleanliness, the added risk of contracting COVID-19 | StaffCustomer – Adult Customer - Child | * The enhanced cleaning regime includes accessible changing rooms, poolside and poolside observation areas as per the revised cleaning schedule
* Pool steps, hoists, hand rails etc. are frequently cleaned as part of the revised cleaning regime.
* Staff undertaking cleaning wear suitable PPE as per government guidance
* Toilets are used on an urgent needs basis and cleaned thoroughly and regularly with limited usage
* The circulation of outside air is increased as much as possible by opening windows and or doors
* Teachers and carers/volunteers have access to hand sanitizing gel on poolside so they can use regularly.
* A hygiene officer/ambassador is nominated for each shift whose role is to facilitate disinfection of equipment at the end of each lesson and to assist teachers in certain situations when dealing with a child with a runny nose etc.
* Wet wipes/tissues are provided on poolside for swimmers to blow their nose or if they need to cough, along with a bin to dispose of wipes.
 | N |
| Transmission of COVID-19 from the physical environment such as accessible changing rooms | StaffCustomer – Adult Customer - Child | * Parents are advised to avoid the changing rooms where possible and wrap children up in a dressing gown/onesie and shower after the lesson at home
* Traffic flow through accessible changing rooms is reduced and a one way system is implemented where feasible
* The number of swimmers in changing rooms is limited to 12 maximum over both sides
* Changing rooms are cleaned at each ‘turnover’ of use. Dependent upon the number of users requiring accessible changing facilities and the availability, this may dictate the class number that can be accommodated.
* Hand gel/sanitizer is provided at entrance and exit of changing facilities
* Swimmers are asked to arrive ‘activity ready’ such as already dressed in their swimwear (if possible)
* Swimmers are requested to take a pre-shower at home before entering the pool
* A safe way for disabled users to store their possessions whilst they are in the pool has been considered, for example, using sanitized tubtrugs on poolside to place their changing bags into if public lockers are not available.
* Swimmers/parents/guardians/carers/swim school staff are advised not shake any towels or clothing items as this could put the virus in the air.
* Separate entrances/exits are introduced where possible
* COVID-19 guidance for swim lesson participants, and carers including a list of ‘Do and Don’ts’ is issued
 | Y |

**Risk Reduction Plan**

| **List further action required to control the risk** | **Responsibility for Action**  | **Target Completion Date** | **Date Completed**  | **Signed** |
| --- | --- | --- | --- | --- |
| * A safe way for disabled users to store their possessions whilst they are in the pool has been considered, for example, using sanitized tubtrugs on poolside to place their changing bags into if public lockers are not available.
 | **Chris Bateman** | **January 2020** |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Review and Comments**

| **Name** | **Signature** | **Date** |
| --- | --- | --- |
| **Review** | Review Conducted by: |  |  |  |
| Review Conducted by: |  |  |  |
| Review Conducted by: |  |  |  |
| Review Conducted by: |  |  |  |

| **Comments** |
| --- |
|  |
|  |
|  |
|  |