|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Facility:**  | **Crownbridge School** | **Date:**  | **29/11/2020** | **Completed By:**  | **Chris Bateman** |
| **Risk Assessment:** | **Generic and Specific to ‘Non-Swimmers & Beginners’ Swimming Lessons (Stages 1-3)** | **Reference No:** | **COVID-NonSwimmer&Beginner/Crownbridge** |

| **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 a 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
* Communicate the nominated COVID-19 officer to staff and to customers.
 | 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
* Swim teachers, lifeguards and swim school staff 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 re-starting so that practices and procedures can be reviewed, and appropriate adaptations and amendments can be made as necessary
* Health screening of employees and/or swimmers is 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.
* Social distancing must be observed on poolside and observation areas and throughout change-over of lessons.
* Clear guidance is provided for how parents/guardians are to deliver and collect their child at the start and end of the lesson. The most practical way for children to enter and leave poolside has been established, whilst maintaining social distancing.
* New system (‘new norm’) to be clearly communicated before restarting swimming lessons i.e. website, social media, posters, learn to swim software / portals etc.
* Parent/guardians arrive with their child/children early in the first week so that site specific briefings on the ‘new norm’ can be explained if required. Parents will also be emailed risk assessments and policy for COVID prior to attending lessons
* Particular attention is paid to trying to avoid children needing the toilet, ensuring that swim hats are on securely prior to the lesson, goggles are adjusted and applied by parents, children are not to attend if they are unwell
* Parent/guardians (as spectators) not to be permitted on poolside during lessons
* Limiting one parent/guardian per swimmer and no non swimming siblings are to attend the venue where practical
* Lifeguards, teachers, and assistants to be trained to enforce the social distancing rules
* 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
 | N |
| Overcrowding – possible transmission of CV-19 between staff (teachers and lifeguards). | Staff | * Overall pool layout reflects if more than one swimming teacher is on poolside. Where practical, each to teach from alternate sides of the pool and 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).
* Where swimming lesson programming has changed to accommodate social distancing requirements, resulting in some ‘non-swimmer’/beginner classes being taught in deeper water than previously, additional buoyancy aids are identified if needed
* Supervision and number of lifeguards is defined for each lesson
* 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). Revised teacher:swimmer ratios are determined and included within revised guidance and lesson plan documents.
* The amount of lessons which occur at the same time are limited to 2, in order to achieve social distancing in the water.
* Lesson plans have been developed to reduce / inhibit face-to-face teaching
* Class sizes are limited to 6 to ensure social distancing of two metres (only applicable to children aged 11 plus as Wales have removed the need for children under 11 to social distance).
* Lesson duration may be reduced slightly to include safe change-over time between lessons to avoid crowds gathering
* 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 or in the pool where required (see sanitization under equipment)
 | N |
| Risk of drowning due to weak or non swimmer ability | Customer – AdultCustomer - Child | * Lifeguard and swimming teachers are all lifeguard or rescue trained
* Teachers always keep a woggle to hand, so a reach rescue can quickly be administered.
 | N |
| Risk of drowning or injury due to inadequate lifeguarding or failure to spot a child 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
* Child 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 - 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 communicated to teachers
 | 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.
* Assistance/support in the water maybe required from the parent /guardian for children with specific conditions such as ADHD, Autism, ADD
 | 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 for the pupil
* Bring your own equipment (or clean your own) policy in place to reduce staff time needed to disinfect.
* Teachers keep and maintain their own basic equipment i.e. woggle, float (label/colour code)
* Adults and teachers are encouraged to stop babies, toddlers and pre-school age children putting any toys and/or equipment in their mouths at any point.
* A plan is in place for the use and disinfection of teaching equipment and toys.
* Teachers consider reducing the amount of equipment used.
* Equipment is placed on poolside in advance of lessons to reduce teacher access into equipment stores
* Equipment usage is controlled within / in between lessons, such as not sharing with other lesson participants.
* If equipment is used all swim aids/toys 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 sanitised 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 | * Upon swim school restart, time is allowed at the start of each lesson to explain social distancing and the new norm
* All swim teaching, including teaching assistants, to teach from within the water for non-swimmers and beginners (only applicable to children aged 11 and under as Wales have removed the need for children under 11 to social distance). Any children aged over 11, the teacher will need to socially distance from the child and the child from other children.
* Teachers will maintain class spacing and social distancing where practical or use various other teaching methods such as teaching from behind the child or teaching side to side with the child to minimize face to face interaction
* To reduce air droplets, the number of songs during the lessons (and by whom) are reduced.
* Swim teachers and assistants teach from a ‘side on’ stance so that they are not directly facing class participants.
* Swim lesson plans take into account any high risk activity such as breathing techniques (such as breathe to the side away from others)
* The lesson is structured so activities can be completed whilst social distancing is maintained.
* Where possible teachers ask participants 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 changing rooms, poolside and poolside observation areas as per the revised cleaning schedules
* Pool steps, hoists, pods, handrails 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 dependent on size of facility
* The circulation of outside air is increased as much as possible by opening windows and / or doors
* Teachers 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 changing rooms | StaffCustomer – Adult Customer - Child | * Traffic flow through 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 across both sides
* Changing rooms and cubicles are cleaned at each ‘turnover’ of use
* Hand gel/sanitizer is provided at entrance and exit of poolside
* Children are asked to arrive ‘activity ready’ such as already dressed in their swimwear.
* Parents/guardians are advised to keep hold of their child’s changing bag and avoid using the public lockers. Swimmers are encouraged after their lesson, if viable, to shower when they get home
* Swimmers are requested to take a pre-shower at home before entering the pool
* Swimmers/parents/guardians/swim school staff are advised not to 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, including a list of ‘Do and Don’ts’ is issued
 | N |

**Risk Reduction Plan**

| **List further action required to control the risk** | **Responsibility for Action**  | **Target Completion Date** | **Date Completed**  | **Signed** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Review and Comments**

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

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