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| **Facility:** | **Various Facilities** | | **Date:** | **12/09/2020** | **Completed By:** | **Chris Bateman** |
| **Risk Assessment:** | | **Generic and Specific to Training Courses** | | | **Reference No:** | **COVID-Training/VariousFacilities** |

\*For the purpose of this risk assessment, training courses refers to a courses delivered by CB Training Services Limited such as first aid, lifesaving, pool plant and swimming teacher courses.

| **List significant hazards and how people 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) |
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| Contracting COVID-19 | Staff  Customer – 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 | Staff  Customer – 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 learners to visit the venue ahead of training courses * Leaners emailed COVID Policy prior to attending course | N |
| COVID-19 – Tutor 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 * Tutors are trained on COVID-19 awareness, employee safe workplace practices, for hand washing and staying at home if ill and reporting illnesses * Health screening of employees and/or learners 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 | N |
| COVID-19 – Learner protection | Customer – Adult  Customer - Child | * Training in an online/virtual format is provided to reduce unnecessary face to face contact * Tutors are trained on COVID-19 awareness, employee safe workplace practices, for hand washing and staying at home if ill and reporting illnesses * Health screening of employees and/or learners will be conducted and an enforcement plan developed with protocols for known or suspected COVID-19 cases. Staff/Learners in older age categories or with underlying health problems may require individual risk assessments * Learners emailed our COVID Policy prior to attending a course * Learners are socially distanced throughout course minimum 2m but where they may work within 2m distance they are provided PPE such as aprons, gloves and masks * Face coverings are mandatory to be worn indoors | N |
| Personal Injury / First Aid – access and availability to first aid equipment | Staff  Customer – 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 |
| Emergencies | Customer – Adult Customer - Child | * AED in place at some venues but if no AED available at the venue EMS is to be called immediately * Appropriate rescue equipment in place * EAP | N |
| Instruction - possible transmission of CV-19 between staff and learners. | Staff | * The lesson is structured so activities can be completed whilst social distancing is maintained. * Teacher and leaners 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). * Practical activities during the course are to be socially distanced of 2m but where they may work within 2m distance they are provided PPE such as aprons, gloves and masks * Face coverings are mandatory to be worn indoors | N |
| Hygiene/Cleanliness/Housekeeping – in addition to general cleanliness, the added risk of contracting COVID-19 | Staff  Customer – Adult Customer - Child | * The enhanced cleaning regime includes training rooms, access/egress routes, toilets, accessible changing rooms, poolside and poolside observation areas as per the revised cleaning schedule * Door handles, light switches, Pool steps, hoists, hand rails etc. (high touch points) 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 learners have access to hand sanitizing gel 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 | N |
| Manikin Hygiene, the added risk of contracting COVID-19 | Staff  Customer – Adult | * Practical activities during the course are to be socially distanced of 2m but where they may work within 2m distance they are provided PPE such as aprons, gloves and masks * Where possible, each learners will use their own manikin for CPR practice * Where there it is not possible for each leaner to have their own manikin to practice CPR skills on, the faces and lungs will be changed between each learner * Lungs to be replaced after each use with new set * Faces to be removed and sterilized then replaced after each use * Manikin wipes are available to clean faces/chests by learners during courses * Pocket Masks are available for lifesaving courses with additional one-way valves available to change between users and wipes available to clean masks | N |
| Practical sections of course hygiene, the added risk of contracting COVID-19 | Staff  Customer – Adult | * Practical activities during the course are to be socially distanced of 2m but where they may work within 2m distance they are provided PPE such as aprons, gloves and masks * Each learner will be given a brand new un-opened sterile bandage to practice with for first aid courses * Leaners will not pull each other out of the pool for rescue techniques on lifesaving courses – the use of a ‘Ruth Lee’ full size manikin will be used * When sharing a ‘choking manikin’, learners should use PPE and/or hand sanitizer before and after using | N |
| Transmission of COVID-19 from the physical environment such as training rooms, toilets, accessible changing rooms etc | Staff  Customer – Adult Customer - Child | General:   * Face coverings are mandatory to be worn indoors * The number of learners is limited to 12 maximum * Hand gel/sanitizer is provided at entrance and exit of training rooms/changing facilities * COVID-19 guidance for training courses emailed to learners prior to attending the course * Separate entrances/exits are introduced where possible * Tutors, 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). * Furniture in observation areas is spaced at least two metres apart and is cleaned regularly. * Provision of signage to indicate entry/exit to venue 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   Swimming Pool Venues:   * Traffic flow through accessible changing rooms is reduced and a one way system is implemented where feasible * Changing rooms and cubicles 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. * 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 * 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. * Lifeguards are trained in use of pool hoists * 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). * Carers are permitted on poolside during lessons, limiting one per swimmer if not required to be in the water | N |

**Risk Reduction Plan**

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

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