

# Swim England Covid-19 Risk Assessment Template

All clubs must complete a Covid-19 specific risk assessment before returning to the water.

Below is a partially populated example that clubs can use to help inform their risk assessment. It is critical that this is completed in full detail.

Use this template as a guide and starting point to create your club's own Covid-19 risk assessment.

This is not an exhaustive list and we highly recommend that you complete a full risk assessment for your club returning to the pool.

It is critical to complete Covid-19 risk assessment as comprehensively as possible prior to activity taking place.

This document is how you intend to reasonably protect any participants, workforce, public etc. from the risk of Covid-19. The protocols listed within this document must be reviewed regularly and changed accordingly if measures or guidance changes.

If you need support or advice in completing this risk assessment please contact Swim England officers for support.

# General Covid-19 Risk Assessment for aquatic clubs

Name of Club:	WARE SWIMMING CLUB				
Date risk assessment carried out:	02/09/2020	Person:	Claire Matthews	Review date:	January 2021

What is the Hazard?	Who might be harmed	Risk rating before controls	Controls considered	Risk rating after controls	Actioned by
Spread of Covid-19 Coronavirus					
Carpark	<ul style="list-style-type: none"> <li>• Athletes</li> <li>• Parents</li> <li>• Guardians</li> <li>• Coaches</li> <li>• Volunteers</li> <li>• Other facility users</li> <li>• Staff</li> </ul>	High	<ul style="list-style-type: none"> <li>• Information to members on social distancing designated car parking signage and controls at facility.</li> <li>• Where possible we encourage swimmers to walk or be dropped off.</li> <li>• If there is the need to park then use both car parks to avoid over crowding</li> <li>• Recommendation for wearing of facial covering during travel to and from training.</li> <li>• Swimmers should only travel to and from the</li> </ul>	Medium	Club Committee, Athletes, Parents and Guardians and Facility Operator

			pool with members of their own household where possible.		
Facility entrance and reception area	<ul style="list-style-type: none"> <li>• Athletes</li> <li>• Coaches</li> <li>• Volunteers</li> <li>• Parents</li> <li>• Other facility users</li> <li>• Staff</li> </ul>	High	<ul style="list-style-type: none"> <li>• It is unlikely there will be a queue to enter the centre but if there is social distance from those around you.</li> <li>• Swimmers should arrive 15mins before your session starts.</li> <li>• Swimmers will not be allowed in to the sessions late as the Covid Rep will be poolside.</li> <li>• A Covid rep will verbally confirm nothing has changed from your health survey and mark you present. Under 18s will need a parent to verbally confirm this before the swimmer is allowed in to the building.</li> <li>• Swimmers without this confirmation will not</li> </ul>	Medium	Club Committee, Covid Rep, Coaching Team, Athletes and Facility Operator

			<p>be allowed in to the centre.</p> <ul style="list-style-type: none"><li>• If for any reason another adult has brought a swimmer to the pool the parent or guardian must notify the club that someone else will be giving consent on their behalf.</li><li>• Everyone entering the building must use the hand sanitiser provided at reception.</li><li>• Swimmers must follow the one-way system. They will stay to the left of the Perspex dividers and approach the door to the pool corridor.</li><li>• Sanitiser has also been provided for swimmers as they enter the pool corridor.</li><li>• Signage is in place highlighting the</li></ul>		
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			<p>direction that swimmers should be going.</p> <ul style="list-style-type: none"> <li>Information given to parents of protocols via Zoom sessions.</li> <li>Swimmers who do not attend Zoom sessions will not be allowed to train at Fanshawe. Swimmers under the age of 18 must attend with a parent or guardian.</li> </ul>		
Spectator Area	<ul style="list-style-type: none"> <li>Athletes</li> <li>Coaches</li> <li>Volunteers</li> <li>Staff</li> </ul>	High	<ul style="list-style-type: none"> <li>Swimmers must arrive 'Beach Ready'. The spectator area will be used for undressing and to leave kit whilst swimming.</li> <li>Session One swimmers to use left hand spectator area.</li> <li>Session Two swimmers to use right hand spectator area.</li> <li>Session Three swimmers to use left hand spectator area.</li> </ul>	Medium	Club Committee, Covid Rep, Athletes, Coaching Team and Facility Operator

			<ul style="list-style-type: none"> <li>• The spectator area will be marked out and swimmers must go to their designated area.</li> <li>• Where possible family groups will use the same area.</li> <li>• Where possible swimmers will have the same area each session.</li> <li>• Where there are three sessions the Covid rep or coach will need to disinfect the left hand side of spectators. Cleaning station will be in the Ware SC cupboard.</li> <li>• Swimmers will need to towel dry and change in the spectator area before exiting through the changing rooms.</li> </ul>		
Changing rooms	<ul style="list-style-type: none"> <li>• Athletes</li> <li>• Coaches</li> </ul>	High	<ul style="list-style-type: none"> <li>• Use of lockers, toilets and changing rooms is not recommended.</li> </ul>	Medium	Club Committee, Covid Rep, Athletes and Facility Operator

	<ul style="list-style-type: none"> <li>• Volunteers</li> </ul>		<p>They will be available for emergencies only and Fanshawe are maintaining a high level of cleanliness with facilities regularly deep cleaned between users.</p> <ul style="list-style-type: none"> <li>• The changing rooms will be a unisex exit.</li> <li>• Should a swimmer need the toilet they must then follow the one way system back on to poolside.</li> <li>• Showers are not currently available.</li> <li>• Athletes to arrive in costume ready to swim. Also known as 'Beach Ready'.</li> <li>• Swimmers should go to the toilet before they come</li> <li>• Swimmers will need to change in the spectator area.</li> <li>• Swimmers should</li> </ul>		
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			<p>bring minimal stuff with them.</p> <ul style="list-style-type: none"> <li>Swimmers should towel dry and go home. They have 15mins to leave the building from when their session finishes.</li> <li>Swimmers will use the nearest changing rooms to exit the poolside. Covid reps will ensure they only use them as a walk through.</li> <li>General public should not be entering or using these changing rooms.</li> </ul>		
Health screening	<ul style="list-style-type: none"> <li>Athletes</li> <li>Coaches</li> <li>Volunteers</li> </ul>	High	<ul style="list-style-type: none"> <li>As per advise from Ian Mckenzie (Swim England) a verbal check that nothing has altered from the health screen must happen before a swimmer is allowed in to the building. Swimmers under 18 must ask their parent or guardian to confirm</li> </ul>	Medium	Lead Coaches/Covid-19 Officer/Designated committee members, Athletes and Parents/Guardinans



			<p>this with the Covid rep at the session.</p> <ul style="list-style-type: none"> <li>• Return to training and Health Survey issued again for returning to Fanshawe.</li> <li>• All paperwork must be received before the swimmer gets in the pool.</li> <li>• Swimmers who have not completed the paperwork will not be allowed to train.</li> <li>• If the swimmer ticks 'Yes' to any of the options they must contact the club.</li> <li>• Fanshawe's policy is in line with guidance that only swimmers that feel healthy should be entering the building.</li> </ul>		
Someone becomes unwell during session	<ul style="list-style-type: none"> <li>• Athletes</li> <li>• Coaches</li> <li>• Volunteers</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Contact parent guardian or next of kin and isolate individual in first aid room or other suitable area. Use appropriate PPE supplied by facility.</li> </ul>	Low	Covid-19 Officer Facility officer / Lifeguard (depending on hire agreements)

			<ul style="list-style-type: none"> <li>• Abide by Fanshawe's rules and regulations.</li> <li>• Emergency contact number collected by the club.</li> </ul>		
Poolside	<ul style="list-style-type: none"> <li>• Athletes</li> <li>• Coaches</li> <li>• Volunteers</li> </ul>	High	<ul style="list-style-type: none"> <li>• Social distancing protocols to be followed at all times.</li> <li>• Coaches should remain one metre from the edge of the pool at all times.</li> <li>• Coaches should never be stood directly above swimmers.</li> <li>• No one should be approaching people outside of their own household.</li> <li>• Whiteboard to be used for the programme to limit shouting.</li> <li>• Follow Swim England advice at all times regarding sessions.</li> </ul>	Medium	Lead Coaches, Athletes and Duty Manger or other suitable member of staff

During activity	<ul style="list-style-type: none"> <li>Athletes</li> </ul>	High	<ul style="list-style-type: none"> <li>Appropriate training to achieve social distancing protocols.</li> <li>Do not approach members of the coaching team, staff or other swimmers.</li> <li>Stick to your allocated lane every week with your allocated bubble.</li> <li>Lanes will be split in to two different start ends to help with social distancing measures.</li> <li>No diving</li> <li>(Pre and post pool exercise are not advised).</li> <li>Adhere to social distancing and stay apart at the end of the pool.</li> <li>Follow Swim England's advice at all times.</li> </ul>	Medium	Lead Coaches, Athletes
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Hygiene measures	<ul style="list-style-type: none"> <li>• Athletes</li> <li>• Coaches</li> <li>• Volunteers</li> </ul>	High	<ul style="list-style-type: none"> <li>• Covid-19 Rules communicated to all members in advance.</li> <li>• Staff are maintaining a high level of cleanliness within the centre.</li> </ul>	Medium	Club Committee/Covid-19 Officer, Facility Staff
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Equipment	<ul style="list-style-type: none"> <li>• Athletes</li> </ul>	High	<ul style="list-style-type: none"> <li>• Communication regarding use to swimmers and parents</li> <li>• Sharing is prohibited.</li> <li>• The club will not be lending any equipment to swimmers.</li> <li>• If swimmers choose to bring equipment then they do so at their own risk and we strongly advise that it is washed after.</li> <li>• Drinks bottles must be clearly labelled.</li> <li>• Drinks CANNOT be shared.</li> </ul>	Medium	Club Committee, Lead Coaches, Athletes
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			<ul style="list-style-type: none"><li>• We will not be able to refill drinks bottles.</li><li>• Swimmers will have a designated location for their bottle.</li><li>• Swimmers are not allowed help with hats or goggles from any person outside of their own household. If you cannot put your own hat and goggles on you should get help at home and come ready.</li><li>• Kit must remain in the designated place in spectators or their designated point on poolside.</li><li>• Ware SC kit such as the pace clock, pens, whiteboard etc must only be used by the club.</li><li>• Recommendation of cleaning protocols</li></ul>		
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			after each training session to be circulated.		
Exit	<ul style="list-style-type: none"> <li>• Athletes</li> <li>• Coaches</li> <li>• Volunteers</li> <li>• Parents</li> <li>• Other users</li> </ul>	High	<ul style="list-style-type: none"> <li>• Athlete to leave facility As soon as possible.</li> <li>• Swimmers have 15mins to leave the facility once the session has ended.</li> <li>• The Covid Rep will ensure they walk straight through the changing rooms and follow the one way system.</li> <li>• Swimmers to keep to the left hand side of the Perspex as they go through reception area.</li> <li>• Everyone leaving the building must use the hand sanitiser</li> <li>• Instruction to parents for collection their children (younger age groups) via Zoom.</li> </ul>	Medium	Lead Coaches, Facility Operator, Covid Rep, Athletes

Spectators	<ul style="list-style-type: none"> <li>• Parents</li> <li>• Siblings</li> <li>• Carers</li> </ul>	High	<ul style="list-style-type: none"> <li>• The club does not recommend that anyone spectates.</li> <li>• Parents, Guardians and carers are encouraged to wait in the car or drop off.</li> <li>• If there is a reason that someone must spectate we will only allow one person per household.</li> <li>• They must use the hand sanitiser on entry and exit of the building.</li> <li>• They must follow the one way system.</li> <li>• They should avoid using the toilets.</li> <li>• They will not be allowed to wander around the building.</li> <li>• No siblings are to stay and watch.</li> <li>• Anyone spectating must stay within the</li> </ul>	Medium	Lead Coaches, Facility Operator, Covid Rep, Parents and Guardians
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			<p>designated zone allocated to them and their child.</p> <ul style="list-style-type: none"><li>• The club recommends they wear a face covering if they need to spectate.</li><li>• No one should be approaching staff, coaches, members of the committee, Covid Lead or Liasion and other swimmers.</li></ul>		
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