

# Swimming Lesson Risk Assessment

Issue 1

<b>Facility:</b> Sylvestrian Leisure Centre	<b>Date:</b> 24/07/2020	<b>Completed By:</b> Lydia Cooper
<b>Risk Assessment:</b> Generic and Specific 'Improver/Advanced' Swimming Lessons	<b>Review date:</b> 31/07/2020	

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)
Contracting COVID-19	Staff Customer – Adult Customer - Child	<ul style="list-style-type: none"> <li>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.</li> <li>Anyone with COVID-19 symptoms such as:               <ol style="list-style-type: none"> <li>A new continuous cough</li> <li>A high temperature</li> <li>A loss of, or change to sense of smell or taste</li> </ol>               Are advised to stay at home and self isolate in line with government guidelines             </li> <li><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/?fbclid=IwAR1PwxVCSjIY5ksVSHTpuR6B72_A8JDcxPsxHoCw2gvgmcMbtJCkwhfpkks">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/?fbclid=IwAR1PwxVCSjIY5ksVSHTpuR6B72_A8JDcxPsxHoCw2gvgmcMbtJCkwhfpkks</a></li> <li>Guidance added to EAP and advertised on website, social media etc.</li> </ul>	<p>Customers and staff to sign COVID-19 Health Declaration before attending.</p> <p>COVID-19 info page on website for all customers to read.</p>
COVID-19	Staff Customer – Adult Customer - Child	<ul style="list-style-type: none"> <li>Appoint a COVID-19 officer</li> <li>Communicate the nominated COVID-19 officer to staff and customers.</li> </ul>	<p>COVID-19 Lead Lydia Cooper. In absence – Jordan Wilson</p>
COVID-19 – Teacher protection	Staff	<ul style="list-style-type: none"> <li>Training plan created to update all staff on new policies, procedures, and methods of class delivery.</li> </ul>	<p>All staff to receive COVID-19 training</p>

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		<p>Practical guidance provided in terms of how to adapt lesson plans and still meet lesson criteria</p> <ul style="list-style-type: none"> <li>• Training provided in an online/virtual format to reduce unnecessary face to face contact</li> <li>• 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</li> <li>• 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 and amendments can be made as necessary</li> <li>• 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</li> <li>• Teachers arrive for work already changed to avoid using the changing facilities and public lockers if possible.</li> </ul>	<p>before returning to work. Wayne Bishop (Health and Safety and Compliance Director to run).</p>
Physical Environment – poolside including observation areas	<p>Staff Customer – Adult Customer - Child</p>	<ul style="list-style-type: none"> <li>• Provision of signage to indicate entry/exit to pool hall including any revisions to one-way systems introduced.</li> <li>• Social distancing must be observed on poolside and observation areas and throughout change-over of lessons.</li> <li>• 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</li> </ul>	<p>Video sent to all parents before attending explaining new norm and how they will enter/exit facilities.</p> <p>Staggered lesson</p>

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		<p>poolside has been established whilst maintaining social distancing</p> <ul style="list-style-type: none"> <li>• New system ('new norm') to be clearly communicated before restarting swimming lessons i.e. website, social media, posters, learn to swim software / portals etc.</li> <li>• Particular attention is paid to trying to avoid children needing the toilet, ensuring that hats are on prior to the lesson, goggles adjusted, not attending if unwell etc.</li> <li>• Parent/guardians (as spectators) can watch but must adhere to strict social distancing (markers on seats). Limited to one parent/guardian per swimmer (including limit on accompanying siblings where possible)</li> <li>• Lifeguards, teachers/assistants to be trained to enforce the social distancing rules</li> <li>• Areas on poolside are designated for specific lessons with social distancing markers to stop cluster gatherings on poolside (such as use of floor markings and posters)</li> <li>• Hand gel / hand washing facilities on entry/exit of poolside, changing rooms, observation/spectator areas for staff, swimmers and spectators</li> <li>• Face coverings to be worn in changing rooms. These are available for purchase if required</li> <li>• Furniture in observation areas is spaced at least two metres apart and is cleaned regularly.</li> </ul>	<p>start/finish times.</p>
<p>Overcrowding – possible transmission of CV-19 between staff (teachers and lifeguards).</p>	<p>Staff</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>1 teacher per lesson. 1 lifeguard on MP and 1 on TP.</p>

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		<p>pool for the duration of their shift to maintain the recommended social distance.</p> <ul style="list-style-type: none"> <li>Supervision and number of lifeguards is defined for each lesson.</li> <li>Lesson start times are staggered.</li> <li>Lesson plans are designed to reduce/inhibit face-to-face teaching</li> <li>Class sizes are reduced to ensure social distancing of two metres.</li> <li>The number of swimmers in each lane or teaching area is limited</li> <li>Lane widths or teaching areas are extended to ensure and maintain social distancing</li> </ul>	<p>4 children per class.</p> <p>MP lessons take place in double lanes to maintain social distancing.</p>
Risk of drowning	Staff Customer - Child	<ul style="list-style-type: none"> <li>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)</li> </ul>	No mouth – mouth CPR
Risk of drowning due to pool depth	Customer - Child	<ul style="list-style-type: none"> <li>Teachers always keep a woggle or reaching pole to hand so a reach rescue can quickly be administered.</li> </ul>	
Risk of drowning or injury due to inadequate lifeguarding or failure to spot a child in difficulty	Staff Customer – Adult Customer - Child	<ul style="list-style-type: none"> <li>Lifeguard numbers are defined as a result of pool surface area, depth (including any abrupt changes).</li> <li>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.</li> <li>Lifeguards numbers confirmed within PSOP.</li> <li>Lifeguards are trained in NOP, EAP and PSOP.</li> <li>Pool alarms are in place and tested daily</li> </ul>	

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		<ul style="list-style-type: none"> <li>Pool rescue equipment is in place and is checked daily</li> </ul>	
Personal Injury / First Aid – access and availability to first aid equipment	Staff Customer – Adult Customer - Child	<ul style="list-style-type: none"> <li>First aiders have easy access to gloves, face masks, eye protection, screens and CPR pocket mask, face shields, bag-valve mask</li> <li>Adequate supplies of PPE are available</li> <li>Staff are updated on latest COVID-19 guidance with adequate training and awareness relating to first aid</li> </ul>	All staff to be trained and deemed competent before returning to work.
Personal Injury – entry/exit from the pool	Customer - Child	<ul style="list-style-type: none"> <li>Signage – pool rules</li> <li>Good housekeeping</li> <li>Pool layouts such as access to the swimming pool where the lesson is to be taught has been considered and communicated to teachers</li> </ul>	
Emergencies	Customer – Adult Customer - Child	<ul style="list-style-type: none"> <li>AED in place</li> <li>Appropriate rescue equipment in place</li> <li>EAP</li> <li>Pool alarms tested on a daily basis</li> </ul>	
Other Medical Conditions	Staff Customer – Adult Customer - Child	<ul style="list-style-type: none"> <li>Terms and conditions of swimming lessons require parent/guardian to inform receptionist/swim school coordinator of any medical conditions</li> <li>Swim teachers are informed of any class participants with medical conditions (and lifeguards are made aware also).</li> </ul>	
Risk of Missing or Lost Child	Customer - Child	<ul style="list-style-type: none"> <li>Access control</li> <li>Safeguarding training for staff</li> <li>Children from the lessons are not permitted to leave poolside unaccompanied</li> <li>Follow lost child procedure.</li> </ul>	
Safeguarding	Customer - Child	<ul style="list-style-type: none"> <li>Safeguarding training</li> <li>All swimming teachers are DBS checked (enhanced)</li> </ul>	

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Equipment – risk of impact injuries from use of teaching aids or equipment.	Staff Customer – Adult Customer - Child	<ul style="list-style-type: none"> <li>• Fault log</li> <li>• Pre and post inspections of equipment</li> <li>• Flotation aids are the correct size for the pupil</li> <li>• Teachers prevent children putting any equipment in their mouths at any point.</li> <li>• A plan is in place for the use and disinfection of teaching equipment</li> <li>• Teachers consider reducing the amount of equipment to be used.</li> <li>• Equipment is placed on poolside in advance of lessons to reduce teacher access into equipment stores</li> <li>• Equipment usage is controlled within / in between lessons, such as not sharing with other lesson participants.</li> <li>• If equipment and toys are used, they are cleaned after each use. Equipment is to be cleaned in a sanitizing solution following government cleaning protocols.</li> <li>• Two separate sets of equipment are used for alternate lessons (while one is being used, the other is disinfected by an appointed member of staff).</li> <li>• Clipboard and pens used by teachers not to be shared. Sanitized before and after use.</li> <li>• Where practical, registers are delivered to teachers on poolside to avoid office access.</li> </ul>	<p>Equipment disinfected between lessons. Rota of equipment use in place so one set of equipment is being disinfected whilst other set being used for next lesson. Equipment to be submerged in chlorinated water for 1 hour.</p> <p>Cleaning record kept for all equipment.</p> <p>No room for swim teachers in swim office – access not permitted.</p> <p>Teachers not to access pool equipment store.</p>
Instruction - possible transmission of CV-19 between staff (teachers and teaching assistants).	Staff	<ul style="list-style-type: none"> <li>• Time given at the start of each lesson to explain social distancing and the new norm</li> <li>• All main pool swim teaching, to teach from poolside</li> </ul>	

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		<ul style="list-style-type: none"> <li>Swim lesson plans take into account any high-risk activity such as breathing techniques. Drills are planned to ensure the class all breathe to the same side.</li> <li>Swim teachers teach from a 'side on' stance so that they are not directly facing class participants.</li> <li>The lesson is structured so activities can be completed whilst social distancing is maintained.</li> <li>Where possible teachers ask participants to ensure activities are conducted away from others i.e. markers on poolside such as floats or aids to indicate where each swimmer should be and swim back to.</li> <li>Double lane teaching zones are programmed so that children can swim down one side and up the other whilst maintaining social distancing</li> <li>Where possible teachers ask participants to ensure breathing activities away from others.</li> </ul>	3 double lanes in the MP.
Hygiene/Cleanliness/Housekeeping – in addition to general cleanliness, the added risk of contracting COVID-19	Staff Customer – Adult Customer - Child	<ul style="list-style-type: none"> <li>The enhanced cleaning regime includes changing rooms, poolside and poolside observation areas as per the revised cleaning schedule</li> <li>Pool steps, hoists, pods, hand rails etc. are frequently cleaned as part of the revised cleaning regime.</li> <li>Staff undertaking cleaning wear suitable PPE as per government guidance</li> <li>Toilets are used on an urgent needs basis and cleaned thoroughly and regularly with limited usage</li> <li>The circulation of outside air is increased as much as possible by opening windows and or doors</li> <li>Teachers have access to hand sanitizing gel on poolside so they can use regularly.</li> </ul>	

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Transmission of COVID-19 from the physical environment such as changing rooms	Staff Customer – Adult Customer - Child	<ul style="list-style-type: none"> <li>• Traffic flow through changing rooms is reduced and a one way system is implemented</li> <li>• The number of swimmers in changing rooms is limited</li> <li>• Lesson start/finish times are staggered</li> <li>• Changing rooms and cubicles are cleaned at each 'turnover' of use</li> <li>• Hand gel/sanitizer is provided at entrance and exit of changing facilities</li> <li>• Adults and their children are asked to arrive 'pool ready' such as already dressed in their swimwear.</li> <li>• Parents/guardians are advised to keep hold of their child's changing bag and to avoid using public lockers. Swimmers are encouraged after their lesson, if viable, to shower when they get home</li> <li>• Hair dryers and costume dryers are turned off/isolated</li> <li>• 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.</li> <li>• Separate entrance/exits are introduced where possible</li> <li>• COVID-19 guidance for swim lesson participants issued, including a list of FAQs</li> </ul>	<p>Lockers will not be available.</p> <p>No showers available.</p>



## 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

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