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 a Covid-19 risk assessment 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.

Covid-19 Risk Assessment

You can find more information in the following reference documents:

* [**NHS hand washing Guidance**](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/)
* [**Paper towels v hand dryers**](https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/)
* [**Use of hand creams**](https://www.nhs.uk/conditions/emollients/)
* [**Health Surveillance**](https://www.hse.gov.uk/skin/professional/health-surveillance.htm)
* [**Public Health Advice**](https://www.publichealth.hscni.net/news/covid-19-coronavirus)
* [**Covid-19 posters**](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19)
* [**Social Distancing Guidance**](https://www.publichealth.hscni.net/news/covid-19-coronavirus)
* [**Face Mask Fitting**](https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm)

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 part 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 the clubs own Covid-19 risk assessment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Club:  | Polo 1 | Name of Risk Assessor:  | Joe Blogs | Date of Risk Assessment:  | 27 May 2020 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| What are the hazards? | Who might be harmed  | Controls considered | Additional controls | Action by who? | Action by when? | Done |
| Spread of Covid-19 Coronavirus.Spread of Covid-19 Coronavirus.*(continued)*Spread of Covid-19 Coronavirus.*(continued)*Spread of Covid-19 Coronavirus.*(continued)* | * Members
* Coaches
* Volunteers
* Parents
 | **Communication** * Regular communication with members before they return to the water. Video calls to prepare parents and athletes for the session and environment expectations.
* Coaches to have clearly defined and planned session plans adhering to all poolside and technical delivery guidance of Water Polo, as per the Swim England guidance.
* Covid-19 Officer to have engaged with the facility operator to ensure all social distancing and hygiene measures have been put in place and will be present on arrival.
* Club delivery team briefing ahead of any session taking place to ensure all coaches and volunteers know what the rules of engagement for the session are, along with understanding of any injury or illness protocols in the event of an emergency.
* Letters to all club members outlining the phased return to water and specific implications of how to book slots, and the protocol for attendance such as what facilities are in use and what process you will be expected to undertake on arrival, during and after your session.

**Facilities** * Connect with facility provider to understand their guidance for return to water and that of swim England. Identify differences and work with the government guidance to mitigate against risk.
* Consider changing room signage to be in place before session starts.
* Ensure appropriate sign in and sign out process is in place for sessions to manage members.

**Hand washing*** Hand washing facilities with soap and water in place.
* Stringent hand washing taking place.
* See [**hand washing guidance**](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/).
* [**Drying of hands with disposable paper towels**](https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/).

 * Staff encouraged to protect the skin by applying [emollient cream](file:///C%3A%5CUsers%5Cbrownliep%5CDownloads%5Co%09https%3A%5Cwww.nhs.uk%5Cconditions%5Cemollients%5C) regularly.
* Gel sanitisers in any area where washing facilities not readily available.
* Reminders to all members, coaches and volunteers regarding the use of Water Polo equipment and the management of it, before, during and after the session has been completed.

**Social distancing*** Social distancing – reducing the number of persons in any pool area to comply with the 2-metre (6.5 foot) gap recommended by the [**Public Health Agency**](https://www.publichealth.hscni.net/news/covid-19-coronavirus).
* [**Social distancing for vulnerable people**](https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people).
* Conference calls to be used instead of face to face meetings.
* Social distancing also to be adhered to in reception area and changing area.

**Symptoms of Covid-19*** If anyone becomes unwell with a new continuous cough or a high temperature they will be sent home and advised to follow the stay at home guidance.
* Designated Covid-19 Officer will maintain regular contact with staff members during this time.
 | * All should reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.
* Also reminded to catch coughs and sneezes in tissues. Follow Catch it, Bin it, and Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.
* Tissues will be made available throughout the workplace.
* Report any problems and carry out skin checks as part of a [**skin surveillance programme**](https://www.hse.gov.uk/skin/professional/health-surveillance.htm).
* To help reduce the spread of coronavirus (Covid-19) reminding everyone of the [**Public Health Advice**](https://www.publichealth.hscni.net/news/covid-19-coronavirus).
* Posters, leaflets and other materials are [**available**](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19) for display.
 | * Covid-19 Officer
* Lead Coach
* Covid-19 Officer
* Covid-19 Officer and Lead Coach
* Club Secretary
* Covid-19 Officer and Lead Coach
* Facility Operator
* Volunteer/

Covid-19 Officer/ Pool Operator* Pool Operator
* Pool Operator
* Covid-19 Officer
* Pool Operator
* Coaches and Team Managers
* Pool Operator and Covid-19 Officer (out of pool)
* Coaches (In and around pool deck)
 | Weekly 48hrs prior to session1 week prior to pool reopening24hrs prior to session 1-2 weeks before pool reopensRegular basis Before session starts and daily checks Every sessionOngoing Ongoing  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| What are the hazards? | Who might be harmed  | Controls considered | Additional controls | Action by who? | Action by when? | Done |
| Maintaining social distancing. | * Members
* Coaches
* Volunteers
* Parents
 | **Car park rules** * Social distancing should be maintained at all times
* Signage on direction of traffic and reminder of car park rules to be in place on arrival i.e. one lane traffic.

**In venue*** One way lane traffic within the venue outside of pool deck to ensure consistent 2 metre social distancing.
* Pool deck clearly marked for registration and managing flow of direction for all volunteers, staff, coaches and members.
* Make very clear which areas are out of bounds.
 | * Considerations must be made for the volume of vehicle traffic based on the capacity within the venue. If the car park prevents appropriate social distancing, ensure that a rota of timed arrival is factored in to ensure appropriate drop off and collection.
* Make clear to all members the terms and conditions of the car parking and movement around the facility.
 | * Facility Operator and Covid-19 Officer
 | One week prior to the venue reopening, and daily checks to make amendments required.  |  |

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 a Covid-19 risk assessment prior to activity taking place.

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

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