

Facility:	Castleton Health & Lesiure Centre	Date:	September 2020	Completed By:	Starfish School of Swimming
Risk Assessment:	Generic and Specific to 'Non-Swimmers' Swimming Lessons			Reference No:	STA 1 - 7

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"> 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: <ol style="list-style-type: none"> A new continuous cough A high temperature 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. 	
COVID-19	Staff Customer – Adult Customer - Child	<ul style="list-style-type: none"> Appoint a COVID-19 officer Communicate the nominated COVID-19 officer to staff and to customers. 	
COVID-19 – Teacher protection	Staff	<ul style="list-style-type: none"> 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 	

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		<ul style="list-style-type: none"> 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. 	
Physical Environment – poolside including observation areas	<p>Staff Customer – Adult Customer - Child</p>	<ul style="list-style-type: none"> 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 	

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		<p>i.e. website, social media, posters, learn to swim software / portals etc.</p> <ul style="list-style-type: none"> • Parent/guardians arrive with their child/children 15 minutes early in the first week so that site specific briefings on the 'new norm' can be explained. • Particular attention is paid to trying to avoid children needing the toilet, ensuring that hats are on securely prior to the lesson, goggles are adjusted, children are not to attend if they are unwell etc. • Parent/guardians (as spectators) not to be permitted on poolside during lessons, limiting one parent/guardian per swimmer (including limit on accompanying siblings where possible) • 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, changing rooms, observation/spectator areas for staff, swimmers, and spectators • Face coverings to be worn in observation areas. These are available for purchase if required. • Furniture in observation areas is spaced at least two metres apart and is cleaned regularly. 	
Overcrowding – possible transmission of CV-19 between staff (teachers and lifeguards).	Staff	<ul style="list-style-type: none"> • 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 	

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		<p>recommended social distance (including between teacher and teaching assistant).</p> <ul style="list-style-type: none"> • 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 • Consideration is given to appointing a 'floating' member of staff (with appropriate PPE) who troubleshoots any problems such as children needing the toilet, goggle adjustments, hats, tying back hair, anxious children etc. to reduce the need for teachers/assistants to breach social distancing • Supervision and number of lifeguards is defined for each lesson (may need to reconsider lifeguarding arrangements if previously relied on rescue test for teachers). • Starfish 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 reduced, in order to achieve social distancing in the water. Start times are staggered. • Lesson plans have been developed to reduce / inhibit face-to-face teaching • Class sizes are reduced to ensure social distancing of two metres. • Lesson duration is reduced to include safe change-over time. 	

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Risk of drowning	Staff Customer – Adult Customer - Child	<ul style="list-style-type: none"> • 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) • Where no lifeguards are present, teachers to refer to latest RLSS & STA guidance (it is the view of Right Directions that a lifeguard should always be present in light of current pandemic circumstances). 	
Risk of drowning due to pool depth	Customer – Adult Customer - Child	<ul style="list-style-type: none"> • Extra buoyancy / flotation aids are provided to allow teaching from the poolside (see sanitization under equipment) 	
Risk of drowning due to weak or non swimmer ability	Customer – Adult Customer - Child	<ul style="list-style-type: none"> • There is an increased risk of drowning for some non -swimmer participants due to lack of aquatic experience, confidence and possibly reduced cognitive understanding – age specific. • Therefore if it is required and safe for in water teaching Starfish will provide this. • Teachers always keep a woggle to hand, so a reach rescue can quickly be administered. 	
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"> • Lifeguard numbers are defined as a result of pool surface area, depth (including any abrupt changes). • Lifeguards numbers confirmed within PSOP. • Lifeguards are trained in NOP, EAP and PSOP. • Pool alarms are in place and tested daily • 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 	

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Personal Injury / First Aid – access and availability to first aid equipment	Staff Customer – Adult Customer - Child	<ul style="list-style-type: none"> • First aiders have easy access to gloves, face masks, eye protection, screens and CPR pocket mask, face shields, bag-valve 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 	
Personal Injury – entry/exit from the pool	Customer - Child	<ul style="list-style-type: none"> • 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 	
Emergencies	Customer – Adult Customer - Child	<ul style="list-style-type: none"> • AED in place • Appropriate rescue equipment in place • EAP • Pool alarms tested on a daily basis and serviced regularly (twice per annum as a minimum). 	
Other Medical Conditions	Staff Customer – Adult Customer - Child	<ul style="list-style-type: none"> • Terms and conditions of swimming lessons require the school to inform the swim school coordinator of any medical conditions • Swim teachers are informed of any class participants with medical conditions (and lifeguards are made aware also). • Medical conditions are recorded on learn to swim software / portal as appropriate. • Assistance/support in the water maybe required from starfish teaching staff for children with specific conditions such as ADHD, Autism, ADD 	
Risk of Missing or Lost Child	Customer - Child	<ul style="list-style-type: none"> • Access control • Safeguarding training for staff • Children from the lessons are not permitted to leave poolside unaccompanied 	

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Safeguarding	Customer - Child	<ul style="list-style-type: none"> • Safeguarding training • All swimming teachers are DBS checked (enhanced) 	
Equipment – risk of impact injuries from use of teaching aids or equipment.	<p style="text-align: center;">Staff Customer – Adult Customer - Child</p>	<ul style="list-style-type: none"> • 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 and toys are used, they are cleaned after each use. Equipment is to be cleaned in a sanitizing solution following government cleaning protocols. • 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). 	

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		<ul style="list-style-type: none"> • 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. 	
<p>Instruction - possible transmission of CV-19 between staff (teachers and teaching assistants).</p>	<p>Staff</p>	<ul style="list-style-type: none"> • Upon swim school restart, time is allowed at the start of each lesson to explain social distancing and the new norm • All swim teaching to be delivered from poolside. • If this is not achievable due to child's anxiety, lack of aquatic experience, worry or risk of causing unnecessary distress or harm to themselves or others than a teacher will be positioned in the water. • Unless stated previously where it is unsafe to do so and we have risk assessed the situation and a qualified teacher is required to be in the pool to meet the individual needs of the learner both physically & cognitively in order for the learner to be safe. • If it is decided there is a specific requirement for the teacher to be in the water (whilst maintaining a social distance) to assist with confidence, ensure the correct use of equipment (particularly woggles 	

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		<p>and floats), demonstrations and to maintain class spacing and social distancing.</p> <ul style="list-style-type: none"> • 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) • Supporting staff need not to assist teacher from within the pool. • 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. 	
<p>Hygiene/Cleanliness/Housekeeping – in addition to general cleanliness, the added risk of contracting COVID-19</p>	<p>Staff Customer – Adult Customer - Child</p>	<ul style="list-style-type: none"> • 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 (however do not so if posing a safety risk to staff or swimmers and need to consider the temperature for, or on, any young swimmers). 	

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		<ul style="list-style-type: none"> 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.(see previous note relating to a 'floating' staff member who acts as a trouble shooter) Wet wipes are provided on poolside for swimmers to blow their nose or if they need to cough, along with a bin to dispose of wipes. 	
Transmission of COVID-19 from the physical environment such as changing rooms	<p>Staff Customer – Adult Customer - Child</p>	<ul style="list-style-type: none"> 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 Lesson start/finish times are staggered Changing rooms and cubicles are cleaned at each 'turnover' of use Hand gel/sanitizer is provided at entrance and exit of changing facilities Children will be expected to put all of their belongings in a large school bag and hang in changing facility. All swimmers are requested to take a pre-shower before entering the pool Hair dryers and costume dryers are turned off/isolated Swimmers / school staff are advised not to shake any towels or clothing items as this could put the virus in the air. 	

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		<ul style="list-style-type: none"> Separate entrances/exits are introduced where possible 	

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
Review	Review Conducted by:	Mrs. Nichola Smith	<i>Nichola Smith</i>	14/08/2020
	Review Conducted by:	Mrs. Nichola Smith	<i>Nichola Smith</i>	7/9/2020
	Review Conducted by:			
	Review Conducted by:			

Comments

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