

Harwich, Dovercourt & Parkeston Swimming Club

Risk Assessments/COVID Procedures

Reviewed by Lesley Wiles 27 October 2021



GENERAL

Identified Hazard	Persons at Risk	Risk Rating Before Controls	Control Measures	Risk Rating After Controls
Car Park: <ul style="list-style-type: none"> • Movement of vehicles 	<ul style="list-style-type: none"> • Swimmers • Coaches • Parents/Guardians • Vounteers Collision with vehicles	Medium	<ul style="list-style-type: none"> • All swimmers are reminded to use caution when going to and from the swimming pool via the car park (parental control) • Use laid out walkways 	Low
Entrance Foyer/Reception: <ul style="list-style-type: none"> • Inadequate/defective lighting • Bags/belongings blocking route way 	<ul style="list-style-type: none"> • Swimmers • Coaches • Parents/Guardians • Vounteers Slips. Trips and Falls	Medium	<ul style="list-style-type: none"> • Lighting checked by swimming pool management on a regular basis • All swimmers, parents etc to be reminded that bags should not be left in the entrance foyer/Reception 	Low
Changing Rooms: <ul style="list-style-type: none"> • Inadequate/defective lighting • Slippery or defective floors • Bags/belongings left on floor or blocking route way 	<ul style="list-style-type: none"> • Swimmers • Parents/Guardians Slips. Trips and Falls	Medium	<ul style="list-style-type: none"> • Lighting and flooring checked by swimming pool management on a regular basis • All swimmers, parents etc to be reminded that bags/clothing should not be left in the changing rooms whilst children are swimming but put in lockers or brought poolside • Bags to be put on, under or close to seating whilst children are changing 	Low
Poolside: <ul style="list-style-type: none"> • Inadequate/defective lighting • Slippery or defective floors • Bags/belongings blocking route way • Injury through inappropriate behaviour • Injury through accident 	<ul style="list-style-type: none"> • Swimmers • Coaches • Vounteers Slips. Trips and Falls	Medium	<ul style="list-style-type: none"> • Lighting and flooring checked by swimming pool management on a regular basis • First Aider available at all times (swimming pool staff) • All bags/belonging should be left as close to the wall as possible, not blocking fire exits or route ways (poolside helpers to monitor) • Coaches/poolside helpers to ensure that swimmers walk and not run when poolside • Coaches/poolside helpers to ensure that no equipment is left on pool edge or blocking fire exits • Coaches/poolside helpers to monitor children's behaviour 	Low
Entry into Pool: <ul style="list-style-type: none"> • Depth of water • Method of entry • Diving 	<ul style="list-style-type: none"> • Swimmers Slips. Trips and Falls Collision, banging head, body on bottom of pool	High/Medium	<ul style="list-style-type: none"> • Swimming pool management to ensure that appropriate signs are posted indicating shallow and deep water depths • Coaches/poolside helpers to ensure that swimmers enter the water appropriately (no bombing, no jumping in when other swimmers are below them) • Diving has to be supervised by the coach • Swimmers are to be trained to carry out shallow water competitive starts 	Low
In the Pool: <ul style="list-style-type: none"> • Chemicals in the pool • Injury through inappropriate behaviour • Injury through accident 	<ul style="list-style-type: none"> • Swimmers Breathing problems Irritation of the Eye Collision	Medium	<ul style="list-style-type: none"> • Swimming pool management to ensure that chemical levels are correct on a regular basis • First Aider available at all times (swimming pool staff) • Coaches/poolside helpers to monitor swimmers behaviour • Coaches/poolside helpers to ensure that the flags are in place before swimmers perform backstroke • Coaches/poolside helpers to ensure that lane direction (clockwise/anticlockwise) is in place in all lanes at all times • Number of swimmers per lane limited 	Low
Condition of Equipment: <ul style="list-style-type: none"> • Alarms • Poles, Ropes and Lifebuoys • Swimming Club Equipment 	<ul style="list-style-type: none"> • Swimmers • Coaches • Volunteers • Spectators Risk of Drowning or other major incident	Medium	<ul style="list-style-type: none"> • Swimming pool management to ensure that the alarm system is checked and tested regularly • Coaches/poolside helpers to ensure that safety equipment is evenly spread around the pool • Coaches/poolside helpers to check condition of all equipment at start of session • Broken/damaged equipment not to be used until fixed/replaced 	Low

Health Issues <ul style="list-style-type: none"> • Muscle aches • Cramp • Asthma • Allergies • Dehydration 	<ul style="list-style-type: none"> • Swimmers 	Medium	<ul style="list-style-type: none"> • Parents/Guardians must advise the Coach of any health issues • Coaches/poolside helpers to decide if swimmer can swim • Medication should be available poolside if required (inhalers) • Record of illnesses to be kept and coaches informed • Swimmers advised to drink regularly whilst swimming (NO GLASS BOTTLES POOLSIDE) 	Low
Qualifications <ul style="list-style-type: none"> • Inappropriate teaching/coaching qualifications 	<ul style="list-style-type: none"> • Swimmers Risk of Drowning	Medium	<ul style="list-style-type: none"> • Competent/trained staff in place • Ongoing poolside helper training 	Low
Child Protection <ul style="list-style-type: none"> • DBS Checks 	<ul style="list-style-type: none"> • Coaches • Parents/Guardians • Vounteers 	Medium/Low	<ul style="list-style-type: none"> • Appointed Welfare Office • All coaches/helpers should be subject to DBS checks 	Low
General Accidents and Incidents <ul style="list-style-type: none"> • Accident or incident which may lead to a criminal conviction or civil court action • Lack of insurance cover 	<ul style="list-style-type: none"> • Swimmers • Coaches • Parents/Guardians • Vounteers 	Medium	<ul style="list-style-type: none"> • All accidents and incidents should be reported and logged in the accident book • Ensure membership of all swimmers is up to date with the Swim England so that they are covered by SE insurance • Only complete activities which the club is insured to carry out • Contact SE legal affairs department for advice 	Low

TRAVEL TO AWAY GALAS

Identified Hazard	Persons at Risk	Risk Rating Before Controls	Control Measures	Risk Rating After Controls
Transport does not arrive at pick up point	<ul style="list-style-type: none"> • Swimmers • Officials • Parents/Guardians 	Medium	<ul style="list-style-type: none"> • A Club representative responsible for the booking of transport is appointed • Contact number for the coach company is available at pick up point • Booking is confirmed a few days in advance of the travel date 	Low
Safeguarding Issues	<ul style="list-style-type: none"> • Swimmers 	Medium	<ul style="list-style-type: none"> • All coaches attend official safeguarding course as and when required • All coaches and helpers have a current DBS • Coaches are aware of the signs of child abuse and know the action to be taken in the event of an occurrence 	Low
Injury to passenger(s) on journey	<ul style="list-style-type: none"> • Swimmers • Officials • Parents/Guardians 	Medium	<ul style="list-style-type: none"> • All passengers are instructed to wear seat belts throughout the journey. • A charged mobile phone is available • Aisles kept clear of obstructions 	Low
Transfer from coach to pool facility and return to coach	<ul style="list-style-type: none"> • Swimmers • Officials • Parents/Guardians 	Medium	<ul style="list-style-type: none"> • Swimmers escorted to pool venue as a group • Swimmers advised of muster point on gala completion 	Low
Injury from warm-up session	<ul style="list-style-type: none"> • Swimmers 	Low	<ul style="list-style-type: none"> • Ensure that swimmers are advised of rules e.g. diving restrictions and lane rotation • Ensure swimmers are supervised at each end of the pool during warm up 	Low
Failure of muster all swimmers post gala	<ul style="list-style-type: none"> • Swimmers 	High	<ul style="list-style-type: none"> • An accurate team list is available • Chaperones ensure that all swimmers report to agreed muster point • Return journey does not commence until all swimmers are accounted for • Parents are made aware of requirement to notify Team Manager if their child is not returned on the coach 	Low

AQUATHLON

Identified Hazard	Persons at Risk	Risk Rating Before Controls	Control Measures	Risk Rating After Controls
<u>Slips, Trips and Falls</u> Poolside, Recreation Field, Seafront	• Swimmers	Medium	<ul style="list-style-type: none"> • First aider/NRASC/Lifeguard available if needed • Course will be checked before event start for any damage • No running poolside 	Low
<u>Vulnerable/Lost Children</u> All children under 18	• Swimmers	Medium	<ul style="list-style-type: none"> • Tail runner for the under 10s event • Run marshals out on the course equipped with radios • Turn around marshals equipped with radio to ensure all participants counted for at half way point • Roving marshal • All participants to have an identifying number for the event • Folder with up to date emergency contact details for all participants 	Low
<u>Medical Conditions</u> e.g. Asthma Attack	• Swimmers	Medium	<ul style="list-style-type: none"> • Up to date information on known conditions • If a runner feels unwell, they are to immediately inform run/swim marshals 	Low
<u>Adverse Weather Conditions</u> e.g. extreme heat	• Swimmers, Helpers, Parents, Carers, Guardians	High	<ul style="list-style-type: none"> • If temperature is above 30 degrees Celsius, the event may be cancelled or the run section reduced • Ensure all participants have water available 	Low

ADDITIONAL RISK ASSESSMENT/PROCEDURES IN PLACE DUE TO COVID

Before Arrival
Swimmers should not attend scheduled session if they or anyone in their household are presenting with coronavirus symptoms (new continuous cough, high temperature 38c+, loss of taste and smell). Swimmers with symptoms should go for a PCR test.
Even if the swimmer has been given the OK by other organisations (e.g. school, other clubs etc), they should not attend swimming if they have any of the above symptoms until such time that they have had a negative test or have quarantined in accordance with current government guidelines. The other swimmers in the lane can continue to swim until the results of the test are known and it is confirmed whether an isolating swimmer has COVID. If a swimmer is confirmed as having COVID, the Club will inform all swimmers within their group and advise them to get a PCR test and only return to swimming if it comes back negative or if they have quarantined in accordance with current government guidelines.
Upon Arrival at the Pool
All swimmers in both Squads and Groups are to attend "swim-ready" e.g. swimming costume/jammers already on.
Swimmers to arrive no earlier than 5 minutes before their swim time and wait in foyer until the person taking the register ticks them off and allows them to proceed poolside.
Swimmers in Squads to take off their footwear and enter the pool via the main door from the reception area. Swimmers from Development and Elite/Performance Squad will turn left once through the door and leave their belongings at the deep end of the pool. Swimmers from Potential and Masters will turn right once through the door and leave their belonging along the side wall closest to the changing village. Parents of swimmers in Groups on a Thursday evening at 6pm will be allowed to accompany the swimmers through the changing village, leave their child/children on poolside once through the shower area and make their way to the spectator area. All other parents are to enter the spectator area via the back door.
Swimmers will proceed to the end of their allocated lane once the Coach advises them to.
At the End of each Session
At the end of each session, swimmers will be instructed to get out of the pool, collect their belongings and exit poolside via the changing rooms. The showers are out of action but the swimmers will be permitted to use the changing cubicles. They will have a maximum of 10 minutes to get changed and leave the pool building. A member of the coaching team/helper will advise them when their time is up. Parents collecting their children MUST be outside the front of the building at the time the session is due to end.
Other Information
The Club Shop operates a reserve item system where items are to be requested via email or Facebook. Payment by bank transfer is preferred however if paying by cash, the exact amount or cheque is to be put in an envelope and handed over to the club helper on collection of item.
Invoices will be emailed out on a quarterly basis (January/April/July/October). Payment of fees should preferably be by bank transfer with the full name of the swimmer included in the reference, followed by an email to both the treasurer and membership secretary advising of payment. Confirmation of payment will be emailed back. If paying by cash, the exact amount or cheque is to be put in an envelope with the swimmers name and squad on the front and handed or posted to the Membership Secretary.

Initial first aid and rescue will be provided by the Club's NRASTC qualified helpers, the pool staff will assist/take over if necessary thereafter as per hire contract agreement. A grab bag containing disposable gloves, face masks and plastic aprons will be available poolside for use by coaches and poolside helpers.