

Date Assessment carried out:	3 rd September 2020	Task/Activity being assessed:	Covid-19 Activity Synchronised Swimming
Assessment carried out by:	Claire Tomnay	Task/Activity area/location:	RCP 4 x 25m teaching pool 4 x 50m main pool
Signature:	<i>Claire Tomnay</i>	Assessment review date:	7 th Sept 2020

What is the Hazard	Who might be harmed?	Risk rating before controls	Procedures	Control Measures in place	Risk Management and Notes	Risk rating after controls	Actioned by
Health screening	<ul style="list-style-type: none"> • Athletes • Coaches • Volunteers 	High	Completion of screening club health checklist			Low	Club members
Travelling to training	<ul style="list-style-type: none"> • Athletes • Parents / carers • Coaches • Volunteers 	High	Swimmers and parents to keep up to date with current SG guidance https://www.transport.gov.scot/coronavirus-covid-19/transport-transition-plan/advice-on-how-to-travel-safely/#section-63888	Recommendation for wearing of facial covering during travel to and from training.		Medium	Club members Parents / carers

Carpark	<ul style="list-style-type: none"> • Athletes • Parents / carers • Coaches • Volunteers 	Medium	<p>Barriers on entry and exit points of both top and bottom carparks. 15 minute grace period for drop off and exit without needing to validate a ticket.</p> <p>Those staying longer than 15 minutes validate ticket within the building and exit via number plate recognition (max free stay 3 hours).</p>	<p>Clubs to provide RCP with names and registration numbers of any coaches who frequently attend RCP for more than three hours at a time.</p> <p>No access to the building for parents / spectators, so all parents should exit the car park after drop off. Do not use the carpark as a waiting area.</p>		Low	<ul style="list-style-type: none"> Parents / carers Coaches Volunteers Facility Operator
Facility entrance and reception	<ul style="list-style-type: none"> • Athletes • Coaches • Volunteers • Parents / carers 	High	<p>New entry and exit gates installed at reception. Swimmers to use kiosk to obtain a barcode to get through gate.</p> <p>or</p> <p>Coaches and Covid Liaison Officers with fob will scan swimmers through the gate to avoid kiosk touch point.</p> <p>Swimmers and volunteers to wear face masks as they enter the building.</p> <p>Information given to parents about protocols.</p>	<p>RCP to provide one fob per club for their use</p> <p>Covid Liaison Officer will arrive 5 minutes before stated session start time and monitor entry procedures.</p> <p>Send 'return to training' guidance with walk through video to all swimmers before first session.</p> <p>Covid Liaison Officer to wear face mask when monitoring entry procedures.</p>	<p>RCP to ensure sanitisers are available at all key touch points for swimmers to use.</p> <p>Swimmers should sanitise hands before and after using the kiosk.</p> <p>Covid Liaison Officer to wear lanyard to ensure that they are visible to the swimmers.</p>	Medium	<ul style="list-style-type: none"> Club members Facility Operator
Late arrival of swimmers	<ul style="list-style-type: none"> • Athletes • Coaches • Volunteers • Parents / carers 	Low	<p>Swimmers to wear face masks as they enter the building.</p> <p>Late swimmers will need to follow normal access procedure by using kiosk situated in reception area immediately after you enter the building, to print off a ticket to get through the access gates.</p>	<p>Inform the Covid Liaison Officer on duty that they have arrived.</p>	<p>Swimmers should sanitise hands before and after using the kiosk.</p>	Low	<ul style="list-style-type: none"> Club members

<p>Entry to poolside</p>	<ul style="list-style-type: none"> • Athletes • Coaches • Volunteers 	<p>High</p>	<p>Swimmers use gates on the right, leading through door to the spectator balcony and then access pool side by the first set of stairs on the left.</p> <p>Swimmers to use face masks until ready to swim.</p> <p>Swimmers take off shoes at the bottom of the stairs and then progress across poolside to the swimmers pen which will be under the dry dive area for the main pool, and within the teaching pool for teaching pool.</p>	<p>Entry and exit points are separate for general public and club swimmers.</p> <p>Covid Liaison Officer to monitor gate and door to spectator balcony to ensure smooth flow.</p> <p>Swimmers should adhere to physical distancing requirements as much as possible as they enter the building and make their way to poolside.</p> <p>Seating will be available in swimmers pen, with distancing measures in place.</p> <p>The pen will incorporate an incoming section and outgoing section to minimise contact between different groups and allow for cleaning without impacting on training time.</p> <p>Arrows on the floor mark swimmer route across poolside.</p> <p>Swimmers should put everything into their bags and keep belongings in their individual area within the swimmer pen.</p>	<p>RCP to ensure sanitisers are available for swimmers to use after passing through the doors.</p> <p>Door leading to spectator balcony to be held open for the short duration of swimmers entering building.</p> <p>Swimmers to arrive with costumes on, ready to swim.</p> <p>If swimmers are coming directly from school, it is expected that they are still 'beach ready'.</p> <p>No eating or drinking (other than water bottle, which must be clearly marked) on poolside and no unnecessary belongings should be brought to the pool. Where possible, school bags should not be brought to the pool.</p>	<p>Medium</p>	<p>Club members Facility Operator</p>
<p>Changing rooms</p>	<ul style="list-style-type: none"> • Athletes • Coaches • Volunteers 	<p>High</p>	<p>Use of lockers and changing rooms discouraged. Swimmers to change in the pen.</p> <p>If swimmer needs to access changing cubicle, they will take what they need and use the family changing aisles in the teaching pool.</p>	<p>No belongings to be left in cubicles or lockers.</p> <p>All other changing cubicles will be sealed off.</p>	<p>EL will have a regular cleaning routine in place.</p>	<p>Medium</p>	<p>Club members Facility Operator</p>

Toilets	<ul style="list-style-type: none"> • Athletes • Coaches • Volunteers 	High	Where possible, swimmers should use the toilet before arriving at the facility.	If toilet is needed, swimmers will use the toilets available in family changing aisle 3 (access from main pool) and should wash and sanitise hands before returning to the pool.	EL staff will have a regular cleaning regime in place. Swimmers to wear masks when they go to the toilet.	Medium	Club members and Facility Operator
Poolside	<ul style="list-style-type: none"> • Athletes • Coaches • Volunteers 	High	Once changed, swimmers await instruction from the coach and move to designated start point as instructed, maintaining distancing. Coach instructions to be followed at all times. Covid Liaison Officer instructions to be followed at all times Any person standing on poolside must adhere to social distancing requirements.	Arrows on the floor mark swimmer route. Covid Liaison Officer to check entry procedure for compliance and report to Covid Lead post session. Coaches will have clearly defined areas to stand and walk and should avoid close contact with athletes.	Initial coach briefing will be conducted whilst swimmers are still in the pen, before they move off to their starting points. Where possible, Covid Liaison Officers will remain in spectator areas and not go on poolside.	Medium	Lead Coaches
Starting the session	<ul style="list-style-type: none"> • Athletes • Coaches • Volunteers 	High	Physical distancing to be maintained when getting in the pool.	Coach to assign swimmers a space and swimmer able should maintain physical distancing whilst in the water. Both ends of the pool will be used for lane swimmers to ensure distancing measures are maintained throughout the session.	Whiteboards can be used by coaches as long as they are cleaned down at the end of every session. When lane swimming, swimmers to travel in the same direction	Medium	Lead Coaches Swimmers
During activity	<ul style="list-style-type: none"> • Athletes • Coaches • Volunteers 	High	Appropriate training to achieve physical distancing protocols Recommended ratios - 6 per lane long course and 4-5 per lane short course initially. Covid Liaison Officer to remain at session to observe and feedback to Covid Lead.	Swimmers should be advised that water bottles must be clearly marked and that they must not, under any circumstances, use anyone else's equipment other than their own. Water bottles should be brought to the pool already filled as there will be no access to water fountains. Swimmers encouraged to sanitise equipment again once home.	Coaches should avoid close contact with athletes.	Medium	Lead Coaches Swimmers

Changeover of squads during session	<ul style="list-style-type: none"> • Athletes • Coaches • Volunteers 	High	<p>Second squad to arrive, go into pen, change and line up on the poolside, physically distanced, in time for the end of the first squad session.</p> <p>First squad gets out of the pool at the opposite end of the pool and goes to pen to change.</p> <p>Second squad gets into the pool.</p>	<p>Second squad should not interact with first squad.</p> <p>First squad should leave the pen as soon as they are ready.</p> <p>Both squads should follow the same entry and exit procedures.</p>	<p>Covid Liaison Officer to ensure that there is no interaction between the groups.</p> <p>If Covid Liaison Officers are changing over as well, first Officer must wait for the arrival of the second Officer before leaving.</p> <p>Covid Liaison Officers to wear masks and physically distance when discussing changeover.</p>	Medium	Covid Liaison Officer Coaches Swimmers
Post session	<ul style="list-style-type: none"> • Athletes • Coaches • Volunteers 	High	<p>Swimmers return to their pen post session.</p> <p>Swimmers must change and exit the building as quickly as possible.</p> <p>Swimmers to disinfect their chair before leaving.</p> <p>Swimmers to wear face masks until they exit the building.</p> <p>Covid Liaison Officer to observe exit procedure and report back to Covid Lead.</p> <p>Covid Liaison Officer to sign out at reception, and submit Google attendance form.</p>	<p>Where possible, swimmers towel off, dress and exit via the same entry point.</p> <p>Swimmers must pick up a disinfectant wipe from the tub in the pen and wipe the seat and back of their chair and leave the wipe on the chair when they depart.</p> <p>Swimmers should not sit in their pens and should progress to change and exit swiftly, completing exit of building within 15 minutes of getting out of the water and by the stated session finish time.</p> <p>Swimmers pen will be sanitised between sessions.</p>	<p>It is expected that swimmers will go home to shower and change rather than using changing cubicles and showers at the pool.</p> <p>Showers are rinse only, no shampoo/conditioner or body washed to be used in showers.</p> <p>When leaving poolside, swimmers should be aware of physical distances and aim to adhere to 2m distancing wherever possible.</p>	Medium	Swimmers
Collection at end of the session	<ul style="list-style-type: none"> • Athletes • Parents / carers • Coaches • Volunteers 	Medium	Parents must remain outside the building to collect swimmers, adhering to social distancing guidelines.	Parents should make sure they have their mobiles phones on at all times so that they can be contacted, and be available to collect their swimmer if they become unwell.	Club is not responsible for swimmers once they leave the poolside.	Low	Parents / carers

Someone becomes unwell during session	<ul style="list-style-type: none"> • Athletes • Coaches • Volunteers 	Low	<p>If a swimmer becomes unwell, they should leave the water and will tell the coach who will report to Covid Liaison Officer (by phone or waving) who will immediately contact their parent / carer to pick them up.</p> <p>Isolate individual in first aid room or other suitable area. Use appropriate PPE supplied by facility.</p>	<p>Coach and Covid Liaison Officer to remain physically distanced and wear a mask.</p> <p>Covid Liaison Officer advises swimmer or parent of swimmer to return home and contact NHS Scotland, if appropriate.</p> <p>Covid Liaison Officer will inform Covid Lead who will follow up with swimmer / parent.</p> <p>Before returning to the training environment the individual must complete an updated Health Screen Survey.</p>	Covid Liaison Officer to note on attendance register if anyone leaves the session early.	Low	Covid Liaison Officer Facility officer / Lifeguard
Hygiene measures	<ul style="list-style-type: none"> • Athletes • Coaches • Volunteers 	High	COVID-19 Rules communicated to all members in advance	Covid Lead to update members if requirements change.	Covid Liaison Officer will remind swimmers of measures if not followed.	Medium	Club Committee Covid Liaison Officer
Contamination of surfaces	<ul style="list-style-type: none"> • Athletes • Coaches • Volunteers 	High	Wash hands, have sanitiser available, minimise time spent around poolside.	<p>Pre-pool warm up to be done at home to minimise time swimmers spend on poolside.</p> <p>Use sanitiser upon arrival and wash hands & use sanitiser after going to the toilet.</p> <p>Swimmers arrive and leave 'beach ready'.</p>	Participants encouraged to carry their own hand sanitiser and EL will provide at high risk touch points around the facility.	Medium	Club members

First Aid	<ul style="list-style-type: none"> • Athletes • Coaches • Volunteers 	Low	<p>First aid is administered at all EL centres by trained centre staff.</p> <p>Coaches duty is to alert trained centre staff and not to administer first aid themselves.</p>	<p>First Aid will be delivered by EL lifeguards in accordance with EL venue guidance and processes.</p> <p>EL to use appropriate PPE when providing First Aid, in line with EL Covid-19 policies.</p>		Low	Facility Operator
Participant tests positive for Covid-19	<ul style="list-style-type: none"> • Athletes • Coaches • Volunteers 	Low	Swimmer self isolates and makes Covid Lead aware of the positive test immediately.	Participant will be required to complete a clear Health Screen Survey before returning to training.	<p>To assist with contact tracing:</p> <ul style="list-style-type: none"> • All participants are required provide full contact details • Track & Trace records will be maintained by Covid Liaison Officers at every session • Covid Lead will comply with NHS & Government procedures • NHS Test & Protect team will follow tracing processes as required. 	Low	Covid Liaison Officer Facility officer