

Date Assessment carried out:	Friday 4th September	Task/Activity being assessed:	Covid-19 Activity Swimming
Assessment carried out by:	G. Glasgow - SWL C. Matthews - Trojan On behalf of all West Lothian Clubs	Task/Activity area/location:	6 x 25m training pool
Signature:		Assessment review date:	

What is the Hazard	Who might be harmed?	Risk rating before controls	Controls considered	Risk rating after controls	Actioned by
Carpark	<ul style="list-style-type: none"> • Athletes • Parents/Carers • Coaches • Volunteers 	High	<p>Information to members on physical distancing. Information to members on guidance for car sharing with people from other households. Recommendation for wearing of facial covering during travel to and from training. Only one Parent/Carer to drop off and collect swimmers at front entrance of venue.</p>	Medium	Club Committee / Covid-19 Officer
Facility entrance and reception area	<ul style="list-style-type: none"> • Athletes • Coaches • Volunteers 	High	<p>On arrival, sanitise hands using hand sanitiser provided. Physical distancing via one-way system to be observed. Information displayed on signage in venue, Face masks to be worn at all times in facility unless person has medical exemption. Swimmers to remove outdoor footwear and socks prior to entering changing rooms. Coaches to change from outdoor footwear to pool footwear prior to entering changing rooms Toilets in reception area not to be used. Covid-19 Liaison Officer to direct swimmers upon arrival. Information given to parents/carers of protocols.</p>	Medium	Club Committee / Covid-19 Officer and Facility Operator
Changing rooms	<ul style="list-style-type: none"> • Athletes • Coaches • Volunteers 	High	<p>Athletes to arrive in swimming costume ready to swim. Athletes remove outer clothing and place in bag on poolside. Bags to be placed on marked spaces in dedicated area. Lockers and cubicles not to be used. Toilets in changing rooms restricted to one person at a time. Information given to parents/carers of protocols.</p>	Medium	Club Committee / Covid-19 Officer and Facility Operator

Health screening	<ul style="list-style-type: none"> • Athletes • Coaches • Volunteers 	High	<p>Swimmers, Coaches and Volunteers asked to self-screen prior to leaving home.</p> <p>Completion of screening club health checklist prior to taking part in training and again following any period of illness.</p> <p>Completion of self-declaration prior to taking part in training.</p> <p>Attendance register to be completed at each session for track and trace purposes.</p> <p>Notification to be communicated to Covid-19 Lead Officer if symptoms prevalent.</p> <p>Information given to parents/carers of protocols.</p>	Medium	Club Committee / Covid-19 Officer
Someone becomes unwell during session	<ul style="list-style-type: none"> • Athletes • Coaches • Volunteers 	Low	<p>Remove person from poolside immediately – if necessary initiate Code 3 alarm for facility staff assistance.</p> <p>Isolate individual in first aid room or other suitable area – Covid-19 Liaison Officer to contact parent/carer guardian or next of kin to arrange immediate collection.</p> <p>Use appropriate PPE supplied by facility.</p> <p>Parent/Carers encouraged to seek medical advice where children are taken ill and to inform Covid-19 Lead Officer.</p>	Low	Covid-19 Officer / Facility Staff / Lifeguard
Poolside	<ul style="list-style-type: none"> • Athletes • Coaches • Volunteers 	High	<p>Observe one-way system.</p> <p>Face masks to be worn at all times in facility unless person has medical exemption.</p> <p>Physical distancing protocols to be followed at all times both in and out of pool.</p> <p>Minimal amount of people on poolside in alignment with club protocols and government requirements.</p> <p>Covid-19 Liaison Officer to be on deck at all times other than when dealing with an emergency.</p> <p>All Coaches, Teachers to wear Facemasks at all times during</p> <p>Information given to parents/carers of protocols.</p>	Medium	Club Committee / Lead Coach / Covid-19 Officer
During activity	<ul style="list-style-type: none"> • Lifeguards 	High	<p>Lifeguard chairs to be sanitised before and after use.</p> <p>Lifeguards to observe physical distancing protocols other than in an emergency.</p> <p>Lifeguards not distracted to perform other duties.</p> <p>Lifeguards to be fully briefed on Facility Operators NOP.</p>	Medium	Lifeguard / Facility Operator
During activity	<ul style="list-style-type: none"> • Coaches • Athletes 	High	<p>Appropriate training to achieve physical distancing protocols.</p> <p>No pre or post pool exercise to be undertaken.</p> <p>Appropriate training in pool to comply with Scottish Swimming guidelines for training sessions (Technique and aerobic focus on a staged approach).</p>	Medium	Lead Coach

			Restricted to 6 swimmers per lane.		
Equipment	<ul style="list-style-type: none"> • Athletes • Coaches • Volunteers • Parents/Carers 	High	<p>Sharing of equipment strictly prohibited. Only equipment required for the session to be brought to venue by swimmers. All personal equipment must be clearly identifiable and must not be shared. Athletes to bring filled water bottle as water fountains removed. Coaches to review training methods to ensure no additional equipment is required unless deemed essential. Sanitisation of personal equipment to be carried out at home after each session. Information given to parents/carers of protocols.</p>	Medium	Club Committee / Covid-19 Officer / Lead Coach
After activity and Exit	<ul style="list-style-type: none"> • Coaches • Athletes • Volunteers • Parents/Carers 	High	<p>Coaches to sanitise designated area where swimmers bags were placed using scoop and water directly from pool. Showers and changing rooms not to be used. Swimmers towel down to dry on poolside and onesie / dressing gown to be put on. Face covering to be re-applied before exiting poolside. Sanitise hands using hand sanitiser provided before leaving premises. Leave premises as quickly as possible observing one-way system in operation. Parents/carers to collect swimmers outside entrance to venue. Covid-19 Liaison Officers to oversee safe collection of all swimmers. Information given to parents/carers of protocols.</p>	Medium	Club Committee / Covid-19 Officer / Lead Coach
Hygiene measures	<ul style="list-style-type: none"> • Athletes • Coaches • Volunteers 	High	<p>COVID-19 Rules communicated to all members in advance. Enhanced cleaning protocol in place by Facility Operator. Doors pinned open where appropriate. Information displayed on signage in venue. Sanitisation stations in all areas.</p>	Medium	Club Committee/Covid-19 Officer / Facility Operator.