



## RISK ASSESSMENT: COVID 19

<b>ACTIVITY</b>	School Swimming Lessons
<b>SERVICE AREA / TEAM</b>	Leisure / Vivacity
<b>OBJECTIVE</b>	To ensure activity complies with the government's guidance on managing the risk of COVID 19
<b>COMPLETED BY &amp; DATE</b>	Emma Walker 24 <sup>th</sup> September 2020
<b>REVIEW DATE</b>	14 November 2020

### Assessment summary

During the COVID19 crisis, the Swim Academy and School Swimming provision have stopped all lessons. As the Government have allowed facilities to reopen and activities to restart as long as they follow specific guidance supplied by Public Health, National Governing Bodies and registered organisations. The buildings our lessons operate from are all Covid Secure and this Risk Assessment should be read alongside the specific building Risk Assessments.

Our School Swimming Lessons are operated at the Regional Fitness and Swimming Centre and Jack Hunt Swimming Pool and Gym.

#### Peterborough Covid-19 situation update

*In national situational awareness report, Peterborough remains on the local authority watch list areas as an "area of concern" An area of concern is an area with high prevalence and where the local area is taking targeted actions to reduce prevalence.*

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### **COVID-19 Transmission**

*The main route of transmission is from cough and sneeze droplets and also talking loudly, shouting and singing. These droplets fall on people in the vicinity and can be directly inhaled or picked up on the hands and transferred when someone touches their mouth, eyes or nose.*

*How long any respiratory virus survives will depend on a number of factors; for example*

- *What surface the virus is on*
- *Whether it is exposed to sunlight*
- *Differences in temperature and humidity*
- *Exposure to cleaning products*

*The infection risk from a Covid-19 contaminated environment decreases over time. It is not yet clear at what point there is no risk from the virus, however, studies suggest that, in non-healthcare settings, the risk of residual infectious virus is likely to be significantly reduced after 48 hours.*

### **Covid-19 Symptoms**

*The symptoms of coronavirus (COVID-19) are usually mild, but some people can become very unwell.*

#### **Main symptoms**

*The main symptoms of coronavirus are:*

- **High temperature** – *this means you feel hot to touch on your chest or back (you do not need to measure your temperature)*
- **New, continuous cough** – *this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).*
- **Loss or change to your sense of smell or taste** – *this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.*

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Use the [www.gov.uk](http://www.gov.uk) website online or telephone 119 coronavirus service to book a test if you have any of the symptoms stated above. Call 119 if you cannot get help online. Do not go to places like a GP surgery, hospital or pharmacy.

### **Staying at home if you have symptoms (self-isolation)**

If your symptoms are mild, NHS 111 will usually advise you and anyone you live with not to leave your home. This is called self-isolation.

- Anyone with symptoms should self-isolate for 10 days from when their symptoms started.
- Anyone who does not have symptoms should self-isolate for 14 days from when the first person in your home started having symptoms.

### **Contact tracing: Contact with co-workers**

The NHS test and trace service will follow up with people who need to self-isolate because they have had close recent contact (been within 2 metres of distance for 15 minutes or more) with someone, who might be a colleague, who has tested positive for coronavirus.

The Risk Assessment will be reviewed frequently and in line with government / PHE guidelines. It must also be reviewed if there are other significant changes to the work, if it is no longer valid or if there is an incident.

We are in close contact with all hirers booking group activities in our venues, providing details of all our safety measures and clear advice on our expectations of them and their participants. All group hirers are required to carry out a comprehensive Covid-19 Risk Assessment ensuring that they comply with our centre Risk Assessments and all government and Governing Body guidance. We will continually liaise closely with all our hirers throughout their bookings with us.



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<p>Spread of Covid-19 Coronavirus</p>	<p>Vivacity are operating all swimming lessons in accordance with government and Swim England Guidance</p> <p>A designated Covid Officer has been identified and will oversee the delivery of the program to ensure all procedures comply to current guidance and will ensure they remain up to date with any changes made</p> <p>Ensure all staff members teaching the lessons and all staff members and pupils attending the lessons are not showing symptoms of Covid and are fit to work according to current government and NHS advice.</p> <p>All swimming teachers are trained on current guidance and changes to teaching which are required due to Covid-19 as part of their reintroduction back into the swimming pools</p>		<ul style="list-style-type: none"> <li>Swimming lesson risk assessments and Covid Secure building Risk Assessments to be sent to all schools participating in school swimming</li> <li>Liaise closely with schools to ensure everyone is aware of the procedures in place to ensure safety of all.</li> <li>All staff members advised to only return to work if they are fit and well and to phone in if anything changes to protect all. Children only brought to their lessons from the school if they are well.</li> </ul>			

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Overcrowding	Minimum staffing levels covered at all times to ensure safety for all whilst reducing numbers of people in the building.	Yes	<ul style="list-style-type: none"> <li>• This could include performing first aid where additional support is required, or performing a gym induction with a member of the public</li>   <li>• Staff areas display maximum capacities</li> <li>• Swimming lessons have been organised following Government, Public Health and Swim England Guidance Swim England To allow for correct space allocations, 3 metres squared is allocated per swimmer.</li>   <li>• Pupils are able to leave their bags in the changing rooms which are locked whilst they</li> </ul>			
	Staff who are working on shift will be rota'd in a 'staff bubble' as far as possible to reduce the number of people each person has contact with.	Yes				
	Swimming teachers will work with the same swimming groups each session as far as possible and will ensure they maintain social distancing	Yes				
	Where social distancing is not possible and where they must work face to face for a period of time staff must wear appropriate PPE which include face masks and gloves.	Yes				
	The buildings maximum capacity at any one time is to ensure that social distancing can be applied is known.	Yes				
There are secured, designated storage areas for personal items	Yes					

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	<p>Schools will queue outside the building before their allotted session time to reduce numbers in circulation areas.</p> <p>Time allowed between each session for changing and cleaning prior to commencement of next session so schools do not mix</p> <p>Spectators for the swimming pool are only allowed in exceptional circumstances.</p> <p>Arrangements in place to support NHS test and trace scheme</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>are swimming and no other users are allowed to enter them until they have been cleared and cleaned.</p> <ul style="list-style-type: none"> <li>Schools are advised not to arrive too early prior to their allocated time slot to prevent waiting outside for extended periods.</li> <li>Booking system in place which requires contact details of participants to comply with NHS test and trace scheme. Details stored for 21 days. Schools to record the full names of all pupils attending each swimming session and keep this record for 21 days.</li> </ul>			
Especially vulnerable staff needs have not been taken account of	There has been a work place assessment (individual risk assessment) of staff currently using the building who are especially vulnerable	Yes				

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Equalities Act 2020 requirements not being complied with	Has the building Equalities Act Assessment (previously DDA Assessments) been reviewed against the proposed changes?	Yes	<ul style="list-style-type: none"> <li>No changes required.</li> </ul>			
Social Distancing	<ol style="list-style-type: none"> <li>There is sufficient signage to reinforce and support 2m social distancing</li> <li>There is regular and visible written or verbal reminders to all staff and members of public.</li> <li>Acceptable social distancing on floors has been marked out in increments</li> <li>Good ventilation is available in all areas of the building where staff will be working.</li> </ol>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> <li>Signage is in place</li> <li>Staff are encouraged to enforce social distancing amongst colleagues and customers</li> <li>Floor markings are all in place</li> <li>Sessions are timed with minimum 15 minutes gap between each session to minimise people moving in opposite directions in the building. Mirrors have been added to allow people to see any blind spots and wait socially distanced until the other person has reached the top / bottom the ramp and it is clear.</li> </ul>			
Access / Egress	<ol style="list-style-type: none"> <li>Sessions are timed with an extended gap between schools to allow for poolside and changing room cleaning and no passing on entry / exit to the building.</li> <li>Where possible, external doors can be propped open to reduce the need for touch</li> </ol>	<p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> <li>Automatic doors in operation at building entrance.</li> </ul>			

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	3. Wipes and sanitiser are available at both sides of doors. 4. Regular cleaning of handles and touch plates is in operation. 5. Building protocols are evident to visitors through signage and floor markings 6. External queuing systems in place	Yes  Yes  Yes  Yes	<ul style="list-style-type: none"> <li>Sanitiser is available on entry and throughout the building.</li> <li>Floor markings and signage are all in place.</li> <li>Queuing system in place including floor markings.</li> </ul>			
Stairs	1. Stairs up to the balcony viewing gallery are only used by schools if they bring children who are unable to swim or staff members who are required to spectate  2. Sanitiser is available at the bottom of the stairs	Yes  Yes	<ul style="list-style-type: none"> <li>Stairs have signs up to keep everyone to the left. Stairs are only used for people using the balcony</li> <li>As session times are controlled there should be very few people on the stairs moving in opposite directions. Mirrors have been added to allow people to see any blind spots and wait socially distanced until the other person has reached the top / bottom and the stairs are clear.</li> <li>Face masks are to worn by adults and children over the age of 11 in circulation areas around the building and can be removed when in the swimming pool. All forms of face coverings may restrict breathing efficiency and should not be used during exercise except on specific advice from a physician</li> <li>Sanitiser is available around the building</li> </ul>			

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	3. Regular cleaning of handrails is undertaken 4. A one way flow through the building is in operation	Yes  Yes	<ul style="list-style-type: none"> <li>Sessions are spaced to ensure only one school group in the building at any one time.</li> </ul>			
Washrooms / Toilets / Changing Rooms / Showers	1. Regular cleaning is undertaken 2. There is sufficient ventilation 3. There is signage to drop the lid before flushing 4. Some sinks have been closed off to create distance 5. There are sufficient paper towels as an alternative to handwashing and to assist in exiting of rooms. 6. Arrangements in place to manage social distancing and increased risk of transmission in changing rooms and showers  7. Arrangements for cleaning of changing rooms / showers in between each swim session	Yes Yes  Yes  N/A  Yes  Yes	<ul style="list-style-type: none"> <li>Signage is in cubicles where the toilets have lids</li> <li>Alternate basins and urinals are taped off to aid with social distancing.</li> <li>Soap available in all sink areas. Hand sanitiser available in the foyer area to use on changing room exit. Hand dryers available for hand drying.</li> <li>Swimmers to arrive beach ready if possible (swimming kit under their clothes). Pupils swimming later in the day are to change ready for their lessons as quickly as possible and spread out across the changing rooms to observe social distancing. On exit, pupils return to the changing rooms to dry and get dressed. Cubicles and benches are available to dry and change after swimming. Showers are closed off to follow social distancing and reduce time in changing rooms. Hair dryers have been taken out of action to also reduce time in changing rooms.</li> <li>Sessions are booked with an extended gap to allow for additional cleaning of changing rooms between sessions. Changing rooms and toilets</li> </ul>			

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			will be cleaned at session change overs.			
Use main swimming pool	<ol style="list-style-type: none"> <li>1. Pool management / water treatment arrangements in place</li> <li>2. Arrangements in place to manage pool capacity based on current guidance re: social distancing</li> <li>3. Arrangements in place for entering and exiting the pool area re: social distancing</li> <li>4. There is clear signage and information for pool users on safety measures to be adhered to</li> <li>5. No music to be played in the pool hall to prevent shouting during general swimming sessions.</li> </ol>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> <li>All water management to follow PWTAG recommendation. Biological testing completed by Kingfisher.</li> <li>Swim England Guidance is 6 square metres of water per pupil for swimming lessons, therefore our maximum capacity for this is 33 swimmers in the pool at any one time.</li> <li>Entry and exit points clearly marked and pupils will be advised by their swimming teachers.</li> <li>Signage in place</li> </ul>			
Reception Areas	<ol style="list-style-type: none"> <li>1. Arrangements are in place to shield / maintain social distancing.</li> <li>2. Plastic shielding to protect staff is in place</li> <li>3. The number of customer / visitors in the building has been limited</li> <li>4. Gathering and lobby areas have been reconfigured to ensure social distancing</li> </ol>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> <li>Perspex screens available at reception. Social distancing in place for queuing.</li> <li>Screen at reception</li> <li>Building capacities are limited according to Swim England and UK Active guidance.</li> <li>One way system in place to promote customer flow. People are asked not to wait in the lobby</li> </ul>			

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	5. There is clear signage outside of the building, explaining the social distancing measures in place that customer / visitors must follow.	Yes	<p>area, but walk through.</p> <ul style="list-style-type: none"> <li>• Signage in place and social distancing markers set out on the floor.</li> </ul>			
Teaching Swimming Lessons	<p>1. Teachers should all teach from the poolside to support current social distancing guidance.</p> <p>2. Use of assistant teachers; school teaching assistants or school teachers to also support from the poolside, ensuring they are positioned on the opposite side of the pool from the swimming teacher.</p> <p>3. All pupils to be supplied with their own equipment to use for the lesson to reduce the likelihood of cross-contamination between pupils and staff</p> <p>4. Equipment sanitised after each lesson to reduce risk of infection</p> <p>5. Teachers to ensure that when they move around poolside they maintain social distancing practices</p> <p>6. School teachers and teaching assistants that are internal to the bubble can replicate the</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<ul style="list-style-type: none"> <li>• If school teaching staff are within the allocated 'bubble' this must be replicated in the pool environment.</li> <li>• All assistance to be given from the poolside in accordance with Swim England guidance.</li> <li>• Equipment given to each pupil at the start of the lesson and spaced out on the poolside to enable pupils to socially distance when picking it up / returning it to the poolside.</li> <li>• All teaching equipment to be sanitised in a chlorine solution between each lesson in accordance with Swim England and PWTAG guidance.</li> <li>• Teachers to know where others are on poolside and move round accordingly. Swimming teachers to stay within their station as far as possible.</li> </ul>			

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	<p>same procedures through swimming lessons as they do in the classroom</p> <p>7. Schools to apply the same bubble adherence to the swimming groups to ensure bubbles of pupils do not mix</p>	Yes	<ul style="list-style-type: none"> <li>Children grouped with children from their same school bubbles according to ability.</li> </ul>			
Children forgetting swimming pool safety and procedures	<p>Pupils are reminded of all procedures and water safety requirements at the start of each block of swimming lessons. In addition to this, children will be told about all additional procedures that are in place to keep them as safe as possible in the Covid situation</p>	Yes	<ul style="list-style-type: none"> <li>Children briefed by the swimming teacher at the start of their block of lessons. Letters sent home to parents inviting children to return to school swimming should detail the Covid secure procedures in place to ensure all parents are aware and can discuss with their children before they return</li> </ul>			
	<p>Many children will not have swam for an extended period of time and swimming teachers will plan their lessons to ensure that skills previously learnt are readdressed to help give the children confidence in their ability</p>	Yes	<ul style="list-style-type: none"> <li>Swimming teachers plan the first lessons to revisit skills and ensure children are grouped according to their current ability.</li> </ul>			
Administering first aid treatment to an injured person	1. There are a suitable number of trained staff available on site	Yes	<ul style="list-style-type: none"> <li>First Aid staff available during all opening hours</li> <li>All staff to carry out a competency assessment and update training in line with RLSS guidance and Resuscitation Council UK Guidance.</li> <li>PPE to be used in lines with RLSS and Resuscitation Council UK Guidance</li> <li>As per normal operational need</li> </ul>			
	2. Update training delivered for first aid staff still current and valid	Yes				
	3. Additional PPE provided, in order to manage the risk	Yes				
	4. All first aid materials are adequately maintained					

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	5. Staff are aware how to report incidents using the new incident reporting system (Frontline)	Yes Yes	<ul style="list-style-type: none"> <li>Staff are trained as part of return to work update training prior to building opening.</li> </ul>	SL / EW		
Fire Safety (People)	1. Evacuation points have been reconfigured to enable social distancing without making them unsafe. 2. There are reminders to staff that if the fire alarm is activated that they must still keep 2m distancing when at the external evacuation point (i.e. the external muster point). 3. Personal Emergency Evacuation Plans (PEEPs) have been reviewed for those staff that continue to work in the office. 4. Procedures are in place to ensure that the building is covered by the necessary evacuation staff.	N/A Yes N/A Yes	<ul style="list-style-type: none"> <li>No amends required</li> <li>Staff and customers are encouraged to promote and manage social distancing in these areas during evacuation. Signage displayed where required.</li> <li>All staff are required or complete evacuation training and rotas written to accommodate building requirements.</li> </ul>			
Cleaning	1. Isolate areas where possible to prevent contamination 2. Increased cleaning / sanitation in occupied areas 3. All touch points have been reduced as is feasible (E.g. door openings).	Yes Yes Yes	<ul style="list-style-type: none"> <li>Areas not in use are isolated and out of bounds</li> <li>Enhanced cleaning schedules in place / additional sanitisation in place</li> <li>Automatic doors operational / internal doors propped open as far as possible.</li> </ul>			



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	4. General waste is being removed 5. Increased cleaning of frequently touched surfaces?	Yes Yes	<ul style="list-style-type: none"><li>Regular refuse collections in place and bins are emptied as required throughout the day.</li><li>Enhanced cleaning schedule in place. Frequently touched surfaces to be cleaned by staff each session change over.</li></ul>			
Staff choose to wear face coverings	1. Staff have been given advice on how to use face coverings safely	Yes	<ul style="list-style-type: none"><li>Training to be provided as part of their return to work training prior to lessons restarting.</li></ul>	SL / EW		

### Comments / Observations

End of form