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|  | **COVID 19 Schools Swimming Risk Assessment (June 2020)** |  |

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| Operations/Work Activities covered by this assessment: | COVID-19: implementing protective measures in POOL settings | | |
| Site Address/Location: | Various Leisure Centres | Department/Service/Team: | Schools Swimming Service |
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| Hazards  Considered  *Step 1 (Clause 3.1)* | Who might be  harmed and how  *Step 2*  *(Clause 3.2)* | Existing Control Measures:  *Step 3*  *(Clause 3.3)* | | Risk Rating | | | | Further action *Step 3*  *Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)* | Actions Step 4 (Clause 3.4) | | | | Risk Rating | | |
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| Likelihood | Severity | Risk Rating | | who | when | | complete | Likelihood | Severity | Risk Rating |
| *(Name)* | *(Date)* | | *(Date)* |
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| Instructors identified as at increased risk and exposed to COVID-19. | Employees, pupils and visitors may be exposed to COVID-19. | **Clinically extremely vulnerable individuals are advised not to work outside the home.**  **Clinically extremely vulnerable Instructors are advised to rigorously follow shielding measures in order to keep themselves safe. Instructors in this position are advised not to attend work.**  **Clinically vulnerable individuals are advised to take extra care in observing social distancing and should work from home where possible.**  If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2m away from others wherever possible. The individual may choose to take on a role that does not allow for this distance if they decide to do so. If they have to spend time within 2m of other people, settings **MUST** carefully assess and discuss with them whether this involves an acceptable level of risk.  Identify Instructors who are clinically extremely vulnerable and clinically vulnerable.  Line Managers to discuss medical needs disclosed by Instructors and support mechanisms implemented.  Regular communication with Instructors working from home. Instructors must not be disadvantaged by not being present on site.  Arrangements implemented to support additional needs of Instructors attending the pool setting **MUST** be documented within an individual risk assessment (for example expectant mothers). | | L  L  L | L  L  M | L  L  L | | All instructors have been given the following guidance:  Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via:  <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>  Government guidance on staying alert and safe (social distancing) for clinically vulnerable is available via:  <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>  NHS guidelines outline the criteria for those at higher risk of COVID-19, this can be accessed via: <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/>  If an employee deemed clinically vulnerable is unable to work from home or chooses to return to work, then a specific risk assessment **MUST** be completed by a suitably trained person. The SR12 blank risk assessment form can be used to facilitate this process.  The requirement remains to complete a risk assessment for new and expectant mothers. The template SR14 new and expectant mothers at work checklist can be used to facilitate this process.  Both the SR12 and SR14 risk assessment templates are available on the Nottinghamshire Schools Portal at:  <https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment>  Any individual risk assessments for staff **MUST** be completed in conjunction with the employee and manager. Both parties **MUST** sign the risk assessment. Regular communication for both parties to discuss concerns and additional / reduced control measures. The risk assessment **MUST** be reviewed by both the employee and manager regularly and updated to reflect any changes to arrangements. | MH | 10.07.2020 | | ONGOING |  |  |  |
| Instructors living with a shielded or clinically vulnerable person. | Employees, pupils and visitors may be exposed to COVID-19. | Instructors living with someone who is clinically vulnerable (but non clinically extremely vulnerable), including those who are pregnant can attend their pool setting.  Instructors living in a household with someone who is extremely clinically vulnerable it is advised they only attend their pool setting if stringent social distancing can be adhered to.  If stringent social distancing cannot be adhered to then such individuals are not expected to attend. In this case they should be supported to learn or work from home. | | L | M | L | | All instructors have been given the following guidance:  Government guidance on shielding and protecting people defined on medical grounds as extremely vulnerable is available via:  <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19> | MH  All Instructors | 10.07.2020 | | ONGOING |  |  |  |
| Individuals within the same household as Instructors or pupils symptomatic or confirmed case of COVID-19. | Employees, pupils and visitors may be exposed to COVID-19. | Individuals to seek advice from NHS 111, self-isolate and then contact local testing and arrange tests for self and family.  Mags Heathfield to monitor staff absence related to COVID-19.  Seek advice from your HR provision if required for staff absences. | | L | M | L | | All instructors have been given the following guidance:  NHS guidelines outline action to take if someone in a household has symptoms of COVID-19, this can be accessed via; <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/> | MH  All Instructors | 23.06.2020 | | ONGOING |  |  |  |
| Instructor displays symptoms of COVID-19 whilst at work at a pool. | Employees, pupils and visitors may be exposed to COVID-19. | Instructors able to recognise key COVID-19 symptoms in themselves and colleagues.  The Government stay at home guidance **MUST** be followed if staff become unwell with;   * A new continuous cough, or * A high temperature * Anosmia (loss of or change in normal sense of smell. It can also affect sense of taste)   If instructors feel unwell with the above symptoms during the working day they **MUST** go home.  A record **MUST** be kept of everyone the person has been in contact with and monitor for 14 days.  999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.  If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided.  Areas where a symptomatic individual has spent time and objects / surfaces they have come into contact with **MUST** be suitably cleaned and / or disinfected. The Government guidance **MUST** be followed for cleaning non-healthcare settings.  Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases **MUST** be managed by:   * Placing in a plastic rubbish bag – tied when full. * Plastic bag placed in a second bin bag and tied. * Bins **MUST** be emptied regularly throughout the day.   Stored for at least 72 hours before it can be placed in normal waste disposal facilities.  instructors and members of their household who are experiencing COVID-19 symptoms are eligible for testing. Instructors to be encouraged and advised to take up testing as soon as possible.  Line Managers will maintain regular contact with instructors during periods of absence and seek further advice from HR where required. | | L | M | L | | NHS guidance relating to coronavirus symptoms is available at: <https://www.nhs.uk/conditions/coronavirus-covid-19/>  The government stay at home guidance is available at:  <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>  Instructors who have supported unwell colleagues (with a new, continuous cough, high temperature or anosmia) do not need to go home unless they develop symptoms, or the individual subsequently tests positive. Instructors **MUST** wash hands thoroughly for 20 seconds after any contact with someone who is unwell.  Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>  If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:   * Fire risk * Impede emergency exit routes * Trip hazard.   All essential workers, and members of their households who display symptoms of COVID-19 can be tested. Employers can register and refer self-isolating staff, and employees are able to book a test directly for themselves or members of their households who are exhibiting symptoms.  Employees can choose to visit one of the drive-through testing sites across the country or receive a home testing kit.  To obtain a login to the employer referral portal, employers of essential workers should contact: [portalservicedesk@dhsc.gov.uk](mailto:portalservicedesk@dhsc.gov.uk)  The government guidance on coronavirus (COVID-19) getting tested is available via:  <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> | MH  All Instructors | 23.06.2020 | | ONGOING |  |  |  |
| Pupils / instructors will transmit COVID-19. | Employees, pupils and visitors may be exposed to COVID-19. | Provide Instructors with updated Pool Safety Operating Procedures (PSOP) which should include Risk assessments, Normal Operating Procedures (NOP) and Emergency Action Plans (EAP).  Schools’ Swimming will be aware of any changes to the Centre’s protocols and will inform instructors of these as necessary, for example:   * + - * arrival/entry * exit * parking * cleaning * changing rooms * closure of areas such as balconies, meeting rooms and reception areas * staffing * lifeguarding, health and safety * accident reporting * toilet usage   Instructors should be aware of the number of personnel on poolside to give effect to social distancing.  Where practical, each instructor to deliver from alternate sides of the pool. Avoid overlap of patrolling on poolside whilst delivering. Develop a consistent way of moving around poolside to reduce staff cross-overs and promote social distancing practice, for example learners and teacher to all move in a clockwise route.  Allocate one set of equipment per teacher for the entire shift. Each instructor is responsible for their lesson equipment and cleaning procedure.  Equipment should be cleaned before, during and after a session.  Submerging equipment in adequately disinfected swimming pool water will reduce the risk of transmission of enveloped viruses.  Equipment that cannot be sanitised in the pool should be appropriately cleaned between activities. This should include surfaces in high traffic areas such as handrails and towel hooks.  Each swimming teacher to have access to a bucket or scoop to rinse teacher area as appropriate.  Where appropriate have two sets of equipment per station to allow for rotation and disinfectant of the equipment in a timely manner.    Don’t allow learners to share equipment.  Consider games that require equipment and how these could be adapted to reduce the contact and overlap of equipment usage. | | L | M | L | | All instructors have been given the following guidance:  Swim England Guidance on pool operations and delivering swimming lessons can be found here:  <https://www.swimming.org/swimengland/pool-return-guidance-documents/>  Most of these factors will be governed by the individual leisure centre.  This will be in accordance with the Leisure centre’s revised NOP. | MH  All Instructors | 23.06.2020 | | ONGOING |  |  |  |
| Undertaking a rescue | Employees, pupils and visitors may be exposed to COVID-19. | All instructors are Lifeguard qualified, and kept up-to-date by training every month. All instructors have been trained following the latest guidance from the RLSS  It is important that all instructors have PPE **immediately available.**  PPE should be stored so it is protected, it must be checked pre-duty, to ensure it remains in a useable and  safe condition.  In all circumstances where some form of PPE is used, the safe removal and disposal of the PPE is a critical consideration to avoid self-contamination.  Incident training is undertaken by staff wearing PPE.  To maximise the distance between the rescuer and the casualty, instructors should:   * Use equipment in the first instance to perform a rescue * Where possible rescue all conscious casualties using rescue equipment (this may be used from   the poolside or in the water)   * Use an extended arm tow to rescue unconscious casualties * Keep the casualty facing away where possible * Keep the casualty at arm’s length away (as a minimum) * Get the casualty to the poolside as quickly as possible * Hand over quickly to lifeguards/trained staff on poolside wearing PPE * Rescue breaths in the water should not be given * Spinal rescues should be performed whilst maintaining as much distance as possible and facing * away from the casualty where possible   When a casualty is unable to get out on their own a direct lift or assisted lift should be used. The instructor that performed the rescue should bring the casualty to the side of the pool, keeping the casualty facing away.  If using an assisted lift, the two supporting trained staff wearing PPE should take over (gloves are not advised until the casualty is landed due to a risk of the casualty slipping from their grip). They should lift the casualty out of the water and provide First Aid and/or CPR if required.  If a direct lift is used the swimming teacher should lift the casualty out of the water and place on the side  where a supporting member of staff wearing PPE will take over.  Adapted practices should only be implemented when they do not put the casualty at increased risk.  Following guidance from Resuscitation Council UK (RCUK) and European Resuscitation Council (ERC), RLSS UK advise CPR for adults is given using compressions only.  PPE should be worn by Instructors giving CPR or assisting, PPE should be **immediately available**  to prevent delay. A towel/cloth/pocket mask/face mask should also be immediately available to be used in the event of CPR. | | L | M | L | | All instructors have been given the following guidance:  RLSS guidance on COVID 19 lifeguarding procedures can be found here:  <https://www.rlss.org.uk/pages/category/rlss-uk-guidance-for-operating-during-covid-19>  Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>  Resuscitation Council UK guidance can be found here:  <https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/>  European Resuscitation Council guidance can be found here:  <https://www.erc.edu/covid>  Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings> | MH  IT | 23.06.2020 | | ONGOING |  |  |  |
| Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions | | | | | | | | | Review Date (*Step 5*) :31.08.2020 | | | | | | |
| Assessors Signature: M. Heathfield | | | Date: 10.07.2020 | | | | Authorised By: Mike Bland | | | | Date: 25.06.2020 | | | | |

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| **Potential Severity of Harm** | High **(e.g. death or paralysis, long term serious ill health)** | Medium | High | High |
| Medium **(an injury requiring further medical assistance or is a RIDDOR incident)** | Low | Medium | High |
| Low **(minor injuries requiring first aid)** | Low | Low | Medium |
|  |  | Low  **(The event is unlikely to happen)** | Medium  **(It is fairly likely it will happen)** | High  **(It is likely to happen)** |
|  |  | Likelihood of Harm Occurring | | |

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| **Risk Definitions** | |
| **Low** | Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed. |
| **Medium** | Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy. |
| **High** | Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category **must** have a written method statement/safe system of work and arrangements must be made to ensure that the controls are maintained and monitored for adequacy. |