


RISK ASSESSMENT REFERENCE NUMBER:								
TITLE OF TASK / ACTIVITY: School Swimming and Water Safety Programme during Covid-19 Pandemic								
ORGANISATION: LIVEWIRE COMMUNITY INTEREST COMPANY				DATE OF ASSESSMENT: 01/12/2020				
DEPARTMENT: AQUATICS				REVIEW DATE: 01/12/2021 or when Government guidelines change around COVID-19				
LOCATION: Orford Jubilee Neighbourhood Hub/ Great Sankey Neighbourhood Hub/ Woolston Neighbourhood Hub/ Broomfields Leisure Centre				VERSION NUMBER: 2				
NAME OF ASSESSOR: Catriona Sudlow/James Birdsey				SIGNATURE: C. Sudlow				
POSITION OF ASSESSOR: Activity Development Manager (Aquatics Lead) / Operations Manager								
SEVERITY (S)		LIKELIHOOD (L)					L x S = RISK RATING SCORE (RR)	
		1. RARE	2. REMOTE	3. POSSIBLE	4. VERY LIKELY	5. ALMOST CERTAIN		
1	NO INJURY	1	2	3	4	5	LOW (L) 1-8	NO FURTHER ACTION REQUIRED
2	FIRST AID	2	4	6	8	10	MEDIUM (M) 9-15	FURTHER CONTROL MEASURES REQUIRED AND IMPLEMENTED BEFORE PROCEEDING.
3	3 DAY INJURY	3	6	9	12	15	HIGH (H) 16-25	DO NOT PROCEED
4	MAJOR INJURY	4	8	12	16	20		
5	FATALITY	5	10	15	20	25		

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People becoming unwell while on-site or a COVID-19 symptomatic person using a site	Virus transmission and infection of Covid19	✓	✓	If an employee or customer becomes unwell in the Workplace/ facility with coronavirus symptoms (a new, continuous cough or a high temperature) they should be sent home/ asked to leave the premises and advised	3	5	15	M	People encouraged not to attend a session if showing any Covid-19 symptoms in accordance with Government guidance.	2	5	10	M

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				<p>to follow current government with regards to testing and self-isolation.</p> <p>The following actions should be taken within the workplace:</p> <p>All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high contact areas such as toilets</p> <p>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal</p> <p>Cleaning staff should use disposable cloths or paper roll and a combined detergent</p>					Details of all participants are held on our system and registers taken for each lesson – this will support Test and Trace process if needed.				

[illegible]

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				will not attend their session and will follow the guidance for educational settings including self isolation of all within the social year group bubble.									
Transmission and infection of Covid-19 (General hygiene)	Virus transmission and infection of Covid19	✓	✓	Government guidelines adhered to: Social distancing – follow current social distancing guidelines On arrival at facility sanitise hands Sanitise/ wash your hands regularly whilst at the facility and as soon as you get home Carry disposable tissues. Dispose of the tissue carefully - “Catch it, Bin it, Kill it”. Use tissues when sneezing or coughing, putting the used tissues in the bin straight away and then wash/ sanitise hands Never cough or sneeze into your hands. If you don't have tissues, cough or sneeze into your sleeve	3	4	12	M	Hand washing / social distancing guidance displayed throughout building Encourage staff to report any problems and carry out skin checks All staff to have completed tool box talk re working during a COVID19 pandemic Staff have access to hand sanitiser Staff have access to appropriate	2	4	8	L

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				Avoid touching your eyes, nose and mouth with unwashed hands. Regularly clean, not just hands, but commonly used surfaces and devices you touch or handle. Swim Teachers to clean high touch points and changing rooms in between lessons. Do not shake hands with others. No sharing of equipment allowed. Equipment will be cleaned regularly by swim teachers in between lessons.					where PPE (as advised by Public Health England) and associated to job role				
Participants contracting virus by using public transport	Virus transmission and infection of Covid19	✓	✓	Coach company have a stringent risk assessment and are following a strict cleaning policy of their coaches in between uses. (see separate risk assessment provided by Maynes)	2	4	8	L					
Breach of current social distancing guidelines	Virus transmission and infection of Covid19	✓	✓	Schools enter and exit facility following current social distancing guidelines – due to	3	4	12	M	Social distancing posters displayed	2	4	8	M

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throughout the customer journey				<p>educational settings pupils and teachers within a school social bubble aren't required to socially distance in areas such as changing rooms. However, pupils and staff need to follow social distancing guidance with anyone outside of their bubble e.g LiveWire staff and other members.</p> <p>Utilise alternative entry and exit points where possible, or introduce one way systems, especially if building is open to wider members of the public.</p> <p>Social distancing and messages highlighted throughout facility</p> <p>Breaks in between school lessons staggered to reduce risk of cross over between schools at the entrance/exit.</p> <p>Teachers to promote social distancing messaging during lessons.</p>					<p>Clear signage</p> <p>All staff to have completed tool box talk re working during a COVID19 pandemic</p>				

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				Participants spaced out according to social distancing guidance during changing process on poolside. Number of people limited on poolside – 1 x teacher remains on poolside to support with children if needed. All other support staff and non-swimming pupils must move to viewing areas during lessons with exception of Broomfields where staff can remain on poolside but must remain seated at shallow end of pool.									
Overcrowding resulting in a breach of social distancing guidelines	Virus transmission and infection of Covid19	✓	✓	Due to social bubbles in place in educational settings, schools can remain in bubbles at pool with social distancing adhered to where possible e.g. when in areas used by other members outside of their bubble, but not required in all areas e.g. pool and changing rooms. Pool layout will split children into smaller groups which will avoid	3	4	12	M					

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				<p>over-crowding in pool and social distancing where possible.</p> <p>Face coverings to be worn by people over 11 years old in all areas where people may be unable to follow social distancing guidelines.</p> <p>Number of people limited on poolside – 1 x teacher remains on poolside to support with children if needed. All other support staff and non-swimming pupils must move to viewing areas during lessons with exception of Broomfields where staff can remain on poolside but must remain seated at shallow end of pool.</p> <p>LiveWire staff will follow social distancing guidance at all times.</p>									
Increased risk of virus transmission in communal changing facilities due to restricted social	Virus transmission and infection of Covid19	✓	✓	Social distancing to be adhered to where possible but isn't required at all times where schools are attending in social bubbles.	2	4	8	L					

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distancing and poor ventilation				Showers not available, except poolside, for a quick rinse post swim. Social distancing signage up in communal change area. Schools advised to ask pupils to dry off and get changed as quickly as safely possible to limit time in changing area.									
Existing Swimming Lesson model	Virus transmission and infection of Covid19	✓	✓	Lesson model to be adapted to meet governing body guidance in a Covid-19 environment. Pool layout amended to allow for social distancing, where possible, during lessons. Children must apply their own equipment when entering poolside. All LiveWire Swim teachers to teach from poolside to meet social distancing guidelines. Breaks implemented in between lessons to reduce chance of	2	4	8		Teachers have all watched Swim England's Return to the Pool guidance videos to support and prepare them for return to lessons in a Covid-19 environemnt.				

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				<p>crossover of schools from one lesson to the next and enable teachers to clean equipment and high touch points between lessons.</p> <p>Games and activities adapted to reduce chance of contact between children.</p>									
Teaching in Deep Water	Pool Safety Drowning		✓	<p>Where children are being taught in deeper water due to changes to pool layout, children are provided with additional equipment for support and water confidence.</p> <p>Teachers will be positioned on poolside</p> <p>All teachers should hold NRASTC or NPLQ pool and water safety qualifications</p>	3	4	12	M	Numbers have been lowered for Stage 3 Higher as they are the main stage affected to allow teachers to offer support needed.	3	3	9	M
Swimmer and staff interaction, maintaining social distancing guidelines	Virus transmission and infection of Covid19	✓	✓	<p>Employees complete knowledge based training on the risks of COVID-19 and the guidelines about social distancing</p> <p>Interaction between staff and pupils should be</p>	3	4	12	M	Staff have access to appropriate PPE where social distancing guidelines cannot be achieved	2	4	8	L

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				limited. Social distancing measures need to be adhered to between LiveWire staff and those in a school class bubble. Social distancing messaging enforced by staff and signage in place.					(face shields / disposable face masks / gloves				
Transmission of virus on equipment	Virus transmission and infection of Covid19	✓	✓	Cleaning schedule in place Remove redundant equipment and furniture or not essential to activity delivery to reduce the number of touch points on poolside No sharing of equipment in line with NGB guidelines. Equipment stations will be provided for each zone of teaching on poolside to reduce risk of transmission. Breaks placed in between sessions to allow for teachers to clean the equipment between uses.	3	4	12	M					

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Humidity in pool hall	Virus transmission and infection of Covid19	✓	✓	Ensure pool hall is in line with with current government / HSE and industry guidelines (PWTAG, Swim England) (AC/AH systems serviced as per SFG 20) If rooms do not have a mechanical ventilation system, open widows if possible	2	4	8	L	Encourage staff to take regular breaks	1	4	4	L
Children returning to the pool after a prolonged period of time away	Fatigue, Drowning		✓	When children return to swimming lessons teachers will adopt a gradual and progressive process of teaching. All children will be assessed week 1 to ensure correct group placement and previous records if held will be referred to. Schools will inform us of children’s swim ability at lesson 1. Weaker swimmers will begin with additional swim aids to provide additional water confidence. This is also	2	4	8	L					

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				<p>required due to the lack of support in the water from teachers due to social distancing.</p> <p>If a child needs additional support in the water, there is an option for a parent or teaching assistant to support them in the water if this assistance is already provided within the school bubble. However, numbers are limited per lesson due to pool capacity with social distancing in place.</p> <p>Qualified first aider on site in case of emergency. All swim teachers should hold a NRASTC qualification.</p>									
Schools not adhering to social distancing guidelines when in public areas	Virus transmission and infection of Covid19	✓	✓	<p>Clear guidance shared with schools when booking activities re social distancing and processes across facility</p> <p>Schools will promote social distancing when in public areas of our facility where children may crossover with other members or staff.</p>	3	4	12	M	Management on site to support staff in enforcing social distancing guidelines	3	4	12	M

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Transmission of virus due to insufficient cleaning and hygiene regime	Virus transmission and infection of Covid19	✓	✓	<p>Cleaning schedules in place for all areas.</p> <p>Swim Teachers to sign off cleaning schedules during each shift</p> <p>Surfaces to be cleaned regularly and on a daily basis with disinfectant</p> <p>Key touch points such as changing rooms, swimming tubs, pool steps to be disinfected on a regular basis</p> <p>Equipment to be cleaned regularly in between lessons according to Swim England Guidelines.</p> <p>Review of activity timetables to allow more frequent cleaning of key touch points / equipment</p> <p>Confirm cleaning schedules with contract cleaners where contract is in place. Contract to meet Covid-19 cleaning guidelines.</p> <p>Hand sanitisation stations on entry and exit to pool area.</p>	2	4	8	L	<p>Cleaning disinfectant to be made available to all staff (Safety data sheets / COSHH RA where applicable to be made available).</p> <p>Appropriate PPE to be available subject to safety data sheet and COSHH RA</p> <p>Poolside cleaning guidance available from Swim England – Returning to the pool – Operators Guidance</p> <p>Any equipment to be brought to pool by participants for personal use and cleaned</p>	2	4	8	L

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				Process in place to control stock levels for cleaning materials / equipment and reordering					ahead pre and post session.				
Swim Teachers not completed a Return to Work Competency Test	Pool safety		✓	Return to Work Pool Safety Competency Tests offered to all staff prior to first lesson. When a teacher has been unable to make a competency test due to other commitments and they return to work, they are advised to attend staff training as soon as possible and will always work alongside another teacher who has completed their competency test.	2	4	8	L					
Non-compliance with Government guidance re the requirement to wear face coverings in leisure / library settings	Virus transmission and infection of Covid19 in areas where social distancing may be difficult. Potential fine for customer for non-compliance and risk of action taken against	✓	✓	Ensure latest Government guidance is followed with regards to the wearing of face covering across all areas of the business For further guidance please refer to COVID MIN001 Wearing of Face Coverings Posters displayed indicating customer are	3	4	12	M	Clear staff communications to ensure latest guidance is implemented (ref MIN001 Document) Customer communications via social media and T	2	4	8	L

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	LiveWire due to legal obligation.			<p>required to wear coverings</p> <p>Spare face coverings on site for customer to purchase / issued if they do not have one with them</p> <p>Staff must use the disposable masks provided or provide their own in line with the government requirements.</p> <p>Handwashing facilities / hand sanitiser units situated around the facility enabling customers to follow good hand hygiene processes when putting on and removing face coverings</p> <p>Staff to speak to customers who are seen to be not wearing a face covering</p>					<p>& C's including block bookings</p> <p>PPE budget allocated to ensure sufficient stock levels on site</p> <p>Hand hygiene posters displayed throughout the facility</p>				
Organisation not complying with Government guidance which makes it mandatory to	Unable to supply details if requested by NHS Virus transmission	✓	✓	<p>NHS QR Code poster displayed at the entrance of each LiveWire building</p> <p>Signage / social media message to explain the</p>	3	4	12	M	Staff actively manning the entrance and encouraging customers / visitors who are not pre-	2	4	8	L

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record the contact details of every person entering the premises as per test and trace requirements	and infection of Covid19			<p>requirements under Government guidelines for logging customer details.</p> <p>MIN 002 Test and Trace in place detailing further operational guidance for staff</p> <p>For customers / visitors who are not pre-booked onto an activity and do not have facilities to access the QR code; Paper Test and Trace slips are available.</p> <p>Customers who refuse to give details will be refused entry. If a customer insists that they will not disclose details then staff can use discretion and allow them entry although the customer would have to adhere to current social distancing guidelines. However, disruptive and abusive customers should be dealt with in accordance with the Customer Behaviour Procedure</p>					booked onto an activity to sign-in via the NHS app or manual process				

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Non-compliance with Government legislation re Local Lockdown / Tier restrictions	<p>Virus transmission and infection of Covid19</p> <p>Potential fine for customer for non-compliance and risk of action taken against LiveWire due to legal obligation</p>	✓	✓	<p>Adhering to the most up-to-date Government guidance on Local lock down / tier restrictions https://www.gov.uk/guidance/local-restriction-tiers-what-you-need-to-know</p> <p>Process in place to interpret restrictions into operational processes / procedures (Weekly operational Covid meeting)</p> <p>Access to National Governing Body (NGB) information to interpret guidelines at grass root level</p> <p>MIN 003 Regional Tier Restrictions in place detailing further operational guidance for staff</p>	3	4	12	M	<p>Member T & C regularly reviewed and communicated to customers taking into account updated restrictions</p> <p>Block booking T & C regularly reviewed and communicated to hirers taking into account updated restrictions</p>	3	4	12	M