**G. COVID RISK ASSESSMENT – LEAD COVID OFFICERS / POOLSIDE COVID OFFICERS / MANDATORY FORM**

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| **COVID 19**  **POTENTIAL HAZARD – WHAT AND WHY**  **RISK\* BEFORE** | **PREVENTATIVE MEASURES – DO YOU NEED TO DO ANYTHING TO CONTROL THE RISK** | **WHEN / DONE**  **RISK\* AFTER** | **WHO** |
| G1. Club to appoint **Lead Covid Officers** to keep up to date re Guidance etc, Risk Assess, liaise with relevant bodies, staff, **Poolside Covid Officers** & others and communicate as necessary.  **(H)** | 2 x **Lead Covid Officers (LCOs)** have been appointed, Caroline Wood and Janette Smith. The **LCOs** are:   * the key resource and contact for all matters Covid for the club; * responsible for liaising with key stakeholders and other organisations in relation to the club’s response to Covid-19; * ensure risk assessments are in place in line using Swim England guidance working closely with pool providers; * promote clear and effective communication with club members; * be the direct contact for **Coaches/Poolside Covid Officers (PCOs);** * Be the contact for all staff on Covid matters. | **LCOs** already appointed.  Detailed Job Description already in place | Caroline Wood & Janette Smith  **(L)** |
| G2. Club to appoint **Coaches as PCOs** on poolside during all sessions, to encourage processes and procedures re Covid risk are followed and to liaise with Staff and others re Covid incidents.  **(H)** | The Coaches will act as **PCOs** on poolside. They will act as a link for swimmers, other club members, club coaches/teachers and pool operator staff & other stake holders whilst on poolside. **Where trained they will be Lifeguard responders as well.** They will   * report directly to Caroline Wood & Janette Smith who are the **LCOs**, on all matters relating to this role; * direct swimmers and staff to follow the Covid procedures and protocols, report serious breaches to LCOs; * Monitor and respond to any Covid incidents and liaise with Lifeguards if appointed, pool Managers as necessary and LCOs; * be given a stock of PPE kit, replenish coaches PPE kit when asked; * respond to incidents on poolside following the school policy on whistles; * have access to TeamUnify/On Deck in order to have access to members contact details. * receive on-site training on their **PCO** role. * Coaches/PCO’s should, feedback to LCOs and agree further controls and any actions which are needed. * **All Coaches will take an increased role as PCOs poolside.** | **Coaches to act as PCOs** | LCOs  **(L)** |
| G3. Cleaning pool touch points  **(M)** | Coaches should follow the school risk assessments for cleaning touch points within the pool arena eg benches. This must be done after the first session and before the second session begins and at the end of the coaching session.  Coaches have supplies of PPE for cleaning and can either use their supplies or those supplied by the school. | Coaches | **(L)** |

**\*The Risk levels we are using are High (H), Medium(M) and Low (L).**

Risk Assessment completed by Janette Smith and Caroline Wood on 14 April 2021.

Caroline Wood: 

Janette Smith: 