



Risk Assessment Form (GUIDANCE)

In line with British Triathlon Federation (BTF) and Government guidance Clubs and coaches in ENGLAND are required to provide a COVID SECURE Operation including:

1. All community clubs must appoint a named COVID-19 Officer (CO).
2. All community clubs must develop a COVID-19 Action and Plan and Risk Assessment.
3. All clubs and coaches must comply with government guidance around social distancing before, during and after activity.
4. All clubs and coaches must capture pre-activity health questionnaires, including participant contact details which can be shared upon request with the government's Track and Trace initiative.
5. Clubs and coaches must ensure everyone at the session maintains good hygiene and that provisions are in place to allow for this.
6. Sessions that include children and young people under the age of 18 should be more meticulously planned to ensure their needs are catered for.

Prior to commencing club and coaching activity in line with your club action plan* please ensure you complete risk assessments for your sessions.

The template below provides guidance for face to face coaching during COVID-19, this includes additional risks you should consider along-side the standard risk assessment for your session. You may wish to add to this template based on your specific scenario.

Please consider how you will communicate your plans with your participants, coaches, wider workforce, parents and members.

*If you are an independent coach you should also refer to the [Club Action Plan](#) to guide you through your planning.

Chester Tri Covid-19 Risk Assessment for Swimmers at Brio Christleton Sports Centre

Name of Club:	Chester Tri Club	Risk assessment remit	Swimmers training at Christleton Brio Leisure Centre		
Date risk assessment carried out:	11.05.2021	Person:	Swim Lead – Emma Sharpe / Covid officer – Elaine Stanford	Review date:	10.07.2021 or earlier

Participants:	Venue:	Christleton Sports Centre	Venue Contact Name & Contact Details:	Jo Turrell (Customer service officer) / Mark Swaffield (Facility manager) Tel: 01244 336664	
	Address: (Include postcode)	Plough Lane Christleton Chester CH3 7AS		Location of first-aider:	Session coach, poolside Lifeguard
	Group:	Group Swim		Location of Defibrillator	Facilities are open, alert poolside lifeguard
	Date:	Mondays and Fridays		Location of telephone:	Reception desk
	Time:	Evenings 19:15 to 20:15		Location of toilets:	Poolside / adjacent to changing rooms, use as directed by poolside lifeguard/Brio staff.
	Number:	Determined by current BTF guidance and coaching level. Sessions currently limited to 1 group of up to 20, split over 5 single lanes, either uncoached or led by a level 3 coach, or a split session into smaller coached and uncoached groups. Level 2 coaches can lead groups of up to 16, and Level 1 coaches up to 8 swimmers. No spectators allowed			

	Age:	18 years and over	Location of changing rooms:	Swimmers arrive changed and ready to swim
	Ability:	Intermediate and advanced	Location of first-aid kit:	Alert poolside Lifeguard
Lead coach name:	Various		Stocked and maintained:	Yes No
Venue documents read and understood (please ✓ appropriate box):	Normal operating procedures: Yes No		Additional notes:	
	Health and safety policy: Yes No			
	Emergency action plan (EAP): Yes No			

Activity	What is the Hazard?	Who might be harmed	Risk rating before controls	Controls considered	Risk rating after controls	Actioned by
Pre-Arrival	Swimmer has Covid-19 (Spread of Covid-19)	<ul style="list-style-type: none"> • Swimmers • Parents • Guardians • Coaches • Brio Staff • Brio Customers 	High	<p>Pre completion of Swim England / British Triathlon Federation Covid declaration mandatory pre-condition to booking. Include a requirement for the swimmer to self-assess before setting off to the pool to swim. Retain records for at least 21 days.</p> <p>Parent/Guardian/Swimmer (as appropriate) responsible to ensure swimmer not training with symptoms or within 10 days of start of symptoms and 14 day isolation completed as required by current government guidance if member of household or support bubble has had symptoms</p> <p>Parent/Guardian/Swimmer to inform covid@chester-tri.org.uk of any confirmed cases, review must be carried out before swimmer returns to training</p> <p>All swimmers to shower & change into swimming costume at home and arrive without perfume, hair products and make up. All swimmers to arrive ready to undress on poolside and</p> <p>Covid-19 pool rules communicated to all members in advance</p>	Medium	Club Committee, Covid Officer/Swimmer/Coach

<p>Arrival at Site (outside building)</p>	<p>Gathering of large numbers of swimmers/parents</p> <p>(Maintaining social distancing/Spread of Covid-19)</p>	<ul style="list-style-type: none"> • Swimmers • Parents • Guardians • Coach • Brio Staff • Brio Customers 	<p>High</p>	<p>Swimmers to use the pre marked queueing system outside entrance A. This is near the pool lobby entrance.</p> <p>Park in lower car park and follow social distancing rules in car park and outside the leisure centre</p> <p>Covid-19 pool rules on social distancing communicated to all members in advance, and Brio current social distancing procedures to be followed.</p> <p>Car sharing with people from other household bubbles is not recommended.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>If you have to travel with others</p> <ul style="list-style-type: none"> • Share with the same people each time • Keep to small groups • Open windows for ventilation • Face away from each other • Maximise distance between people in the vehicle • Clean car between journeys especially door handles and touch surfaces • Ask the driver and passengers to wear a face mask <p>Only swimmers who have booked and paid via Nifty Entries are to be allowed into sessions. The list of who has booked can be viewed <u>on Nifty Entries</u>. Coaches and swimmers to be vigilant and politely ensure that only people on the attendance list join the session. All attendees to re-confirm their lack of COVID symptoms and contacts/travel requiring quarantine.</p>	<p>Medium</p>	<p>Club Committee /Facility Operator/Parents/Swimmers</p>
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Entry into leisure centre	Swimmers/parents congregating (Maintaining social distancing/ Spread of Covid-19)	<ul style="list-style-type: none"> • Swimmers • Coach • Parents • Guardians 	High	<p>No parents to enter the building unless for medical reasons which should be agreed with facility Staff and Chester Tri Club.</p> <p>Sanitiser must be used on entrance to leisure centre.</p> <p>Swimmers to follow signage through the pool lobby and through the swim office.</p> <p>Minimal time spent en route before entering poolside</p> <p>Covid-19 Pool rules communicated to all members in advance</p>	Medium	Club Committee Facility Operator / Swimmers
Accessing Poolside	Swimmers congregating (Maintaining social distancing/ Spread of Covid-19)	<ul style="list-style-type: none"> • Swimmers • Coaches • Volunteers • Brio Staff 	High	<p>Swimmers to enter poolside via designated entrance near to the small pool and remain 2m apart while they walk to allocated poolside chair having regard to floor markings</p> <p>Once at allocated chair (one per swimmer), place bag on chair and remove mask & outer clothing, maintaining social distancing at all times.</p> <p>Swimmers to arrive in costume ready to swim, changing rooms are not in use before swim.</p> <p>Swimmers must put their own hat and goggles on – not another swimmer, unless they are from the same household</p> <p>Chairs will be sanitised by Brio staff in between every session</p> <p>Covid-19 Pool rules communicated to all members in advance</p>	Medium	Club Committee /Facility Operator / Swimmers

Getting to allocated lane	Swimmers and coaches congregating (Maintaining social distancing/ Spread of Covid-19)	<ul style="list-style-type: none"> • Swimmers • Coaches • Volunteers • Brio Staff 	High	<p>Swimmers remain at chair until Coach calls them to their lane, maintaining social distancing. Both ends of the pool may be used for entry and exit.</p> <p>If the session is uncoached, swimmers should make their way to the water maintaining social distance of 2m.</p> <p>When using single lanes, the maximum will be 6 swimmers per lane.</p> <p>Swimmer numbers will be reduced when training first commences.</p> <p>Covid-19 Pool rules communicated to all members in advance</p>	Medium/low Medium if no coach	Coach / Swimmers
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Starting Session	Swimmers not socially distancing (Maintaining social distancing/ Spread of Covid-19)	<ul style="list-style-type: none"> Swimmers 	High	<p>No pre swim poolside activity</p> <p>Coaches to ensure appropriate swimmer spacing in the pool to maintain social distancing. If the session is uncoached, swimmers should maintain social distance in the water.</p> <p>Sessions to start with reduced numbers – capped at 5 per single lane initially.</p> <p>Overtaking is to be avoided. Swimmers should aim to breathe on the opposite side to any swimmer they are passing</p> <p>No Diving blocks to be used</p> <p>Lane swim direction to be the same in each lane – normally clockwise. Swimmers to all swim in the same direction as recommended by Swim England to ensure that the only close proximity between swimmers is when passing in opposite directions. There is a slightly higher risk of arm/hand collision and swimmers are asked to take extra care to avoid others in the water.</p>	Medium/low Medium if no coach	Coach / Swimmers
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During Session – someone becomes ill during session	Someone becomes unwell during session (Spread of Covid-19)	<ul style="list-style-type: none"> Swimmers Coaches Volunteers Brio Staff 	Low	<p>Session will cease immediately, Brio staff notified who will follow the revised Emergency Action Plan</p> <p>Contact parent guardian or next of kin and isolate individual in first aid room or other suitable area. Use appropriate PPE supplied by facility</p> <p>All participants should contact NHS111 to report contact and seek current advice re isolation/symptoms</p> <p>Coach to inform club COVID officer (covid@chester-tri.org.uk)</p> <p>Covid-19 Pool rules communicated to all members in advance</p>	Low	Facility officer / Lifeguard
During session – swim direction	Collision between swimmers' hands	<ul style="list-style-type: none"> Swimmers 	Medium	<p>When all lanes are swimming clockwise there is an increased likelihood that swimmers will clash hands when passing a swimmer in a neighbouring lane. Although the likelihood of this occurring is possibly as much as every session, the likelihood of a serious injury (such as broken wrist) is low.</p> <p>Swimmers are to be reminded of the risk and that the risk will be reduced with good technique (high elbow, avoid wide arm swing) and removing heavy watches and jewellery.</p>	Low	Coach / Swimmers

During session- use of equipment by swimmers	Swimmers/Coach handling other swimmers kit (Spread of Covid-19)	<ul style="list-style-type: none"> Swimmers Coaches 	High	<p>At commencement of training, swimmers only to bring goggles, hat and named drinks bottles(s), plus any medical kit such as inhalers etc. this will be under on-going review.</p> <p>Swimmers must only use own, clearly identifiable equipment and drinks bottle</p> <p>Coaches not to fill up water bottles for swimmers</p> <p>Swimmers to read CTC pool guidelines to know what kit to bring to sessions. Coaches to minimise the need for pool equipment in sessions as swimmers will only have use of their own equipment.</p> <p>Covid-19 Pool rules communicated to all members in advance</p>	<p>Medium/low</p> <p>Medium if no coach</p>	Coach / Swimmers
Mid-session Stops	Swimmers congregating at the end of the lane (Maintaining Social distancing/Spread of Covid-19)	<ul style="list-style-type: none"> Swimmers 	High	<p>Swimmers not to stop at end of lane if other swimmers are stopped there. If the session is coached, Coaches to ensure social distancing is being met during sessions.</p> <p>Coach to ensure sessions are planned to minimise and stagger stops</p> <p>Covid-19 Pool rules communicated to all members in advance</p>	<p>Medium/low</p> <p>Medium if no coach</p>	Coach / Swimmers
Toilet Breaks	Swimmers congregating Maintaining Social distancing/Spread of Covid-19)	<ul style="list-style-type: none"> Swimmers Volunteers Coaches Brio Staff 	Medium	<p>Swimmers encouraged to only use toilet facilities where essential.</p> <p>If needed, only the designated toilet is to be used, one swimmer at a time,</p> <p>Brio procedures to be followed</p> <p>Covid-19 Pool rules communicated to all members in advance</p>	Low	Coach / Facility Officer / swimmers

Exiting Pool	Swimmers congregating (Maintaining Social distancing/Spread of Covid-19)	<ul style="list-style-type: none"> Swimmers Coaches Volunteers Brio Staff 	High	<p>Swimmers to exit with social distancing maintained. If the session is coached, Coaches to control exit.</p> <p>Swimmers to towel dry at their chair, and get dressed leaving swimwear on underneath</p> <p>Swimmers to remain at their chair until instructed to leave</p> <p>Changing rooms will not be used.</p> <p>Showers can be used to quickly rinse off chlorine, but no hair washing.</p>	<p>Medium/low</p> <p>Medium if no coach</p>	Coach / Swimmers
Leaving Building	Swimmers and parents congregating (Maintaining Social distancing/Spread of Covid-19)	<ul style="list-style-type: none"> Swimmers Coaches Parents Volunteers Brio Staff 	High	<p>Footwear to be put on immediately after leaving the poolside. Slip on footwear and no socks is advised</p> <p>Swimmers to exit the building through the far door fire exit</p> <p>Swimmers to maintain social distancing when leaving the pool and building and returning to cars / leaving the centre.</p> <p>Covid-19 Pool rules communicated to all members in advance</p>	Medium	Facility staff / Swimmers
Post swim	It must be possible to provide details of everyone who attended the session in case anyone later has COVID symptoms or tests positive.	<ul style="list-style-type: none"> Coaches Swimmers Volunteers Brio staff 	Medium	<p>Coach to record attendance <u>online via Nifty Entries</u> or if they don't have access they can contact the club COVID officer with a list of attendees (covid@chester-tri.org.uk).</p> <p>If the session is uncoached, swimmers to agree who will record attendance.</p>	Low	Coaches / swimmers

Chester Tri Club Covid-19 Risk Assessment for Coaches/Covid Officer/Volunteers

Name of Club:	Chester Tri Club	Risk assessment remit	Coaches/CLO/Volunteers attending training session at Christleton Brio Leisure centre		
Date risk assessment carried out:	11.05.2021	Person:	Swim Lead – Emma Sharpe / Covid Officer – Elaine Stanford	Review date:	10.07.2021 or earlier

Activity	What is the Hazard?	Who might be harmed	Risk rating before controls	Controls considered	Risk rating after controls	Actioned by
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Arrival on site	<p>Congestion with Swimmer entry queue</p> <p>(Maintaining Social distancing/Spread of Covid-19)</p>	<ul style="list-style-type: none"> • Swimmers • Coaches • Volunteers 	High	<p>Coaches to be on poolside prior to swimmers entering reception and poolside</p> <p>Sanitiser/spray and paper towels available in poolside office. Coach to disinfect club equipment prior to and after handling</p> <p>Swimmers to ensure social distancing maintained during queuing, entry and swimmer movement to chairs</p> <p>Only swimmers who have booked and paid via Nifty Entries are to be allowed into sessions. The list of who has booked can be viewed on Nifty Entries. Coaches and swimmers to be vigilant and politely ensure that only people on the attendance list join the session.</p> <p>Attendance register and re-declaration of lack of COVID symptoms, contact and travel is to be taken for all swimmers attending each session and kept for min 21 days.</p>	<p>Medium/low</p> <p>Medium if no coach</p>	Coach/swimmers if session uncoached)
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Session start	<p>Congregation of swimmers/coaches</p> <p>(Maintaining social distancing/Spread of Covid-19)</p>	<ul style="list-style-type: none"> • Swimmers • Coaches • Volunteers • Brio Staff 	High	<p>Coaches to arrive prior to the swimmers coming on poolside</p> <p>Lifeguard to maintain 2m social distancing at all times from swimmers and coaches</p> <p>Only Lifeguard and coaches should be poolside to keep numbers to minimum</p>	<p>Medium/low</p> <p>Medium if no coach</p>	Coach/(swimmers if session uncoached)
During session	<p>Congregation of swimmers/coaches /lifeguards</p> <p>(Maintaining social distancing/Spread of Covid-19)</p>	<ul style="list-style-type: none"> • Swimmers • Coaches • Volunteers • Brio Staff 	High	<p>Coaches to operate at the shallow end and changing room side of the pool ensuring 2m social distancing from swimmers, lifeguards and any poolside personnel</p> <p>Lifeguard to use the road side of the pool, once swimmers are in the pool, ensuring 2m social distancing at all times</p> <p>Swimmers to all swim in the same direction as recommended by Swim England to ensure that the only close proximity between swimmers is when passing in opposite directions. There is a higher risk of arm/hand collision and swimmers are asked to take extra care to avoid others in the water.</p>	<p>Medium/low</p> <p>Medium if no coach</p>	Coach/(swimmers if session uncoached)

Session finish	Swimmers congregating (Maintaining social distancing/ Spread of Covid-19)	<ul style="list-style-type: none"> • Swimmers • Coaches • Volunteers • Brio Staff 	High	<p>Coaches to leave site while swimmers are getting changed, following social distancing</p> <p>Fire exit door to be propped open. Hand gel is available by the exit door.</p> <p>Coach to record attendance <u>online via Nifty Entries</u> or if they don't have access they can contact the club COVID officer with a list of attendees (covid@chester-tri.org.uk).</p>	<p>Medium/low</p> <p>Medium if no coach</p>	Coach/(swimmers if session uncoached)
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