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| **Pandemic Risk Assessment for Tees Actives School Swimming Lessons**  **Premises: Tees Active Venues**  **Billingham Forum, Ingleby Barwick, Splash, Billingham Forum & Thornaby Pool**  **Department – Leisure Services** | Brand New TAL Logo BLUE ONLY |
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| **Task or Activity** | Implementing protective measures to re-instate Tees Actives School Swimming Lessons |

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| **Quality Assurance check by Area Operations Manager** | Darren Humphrey | **Date:** | 09.10.2020 |

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**14.0 Introduction, Overview, Context, Basic Principle & Risk Assessment**

**Introduction:**

This risk assessment has been prepared to assist Tees Active in its effective management of the risk to people from Coronavirus (COVID-19).

Tees Active has a responsibility to educate, install and maintain systems of work which reduce the likelihood of infection in the workplace. The provisions of the Health and Safety at Work Act 1974 and the associated regulations require Tees Active to consider COVID-19 as we would any other hazard in our Risk Assessments and controls.

Tees Active Swimming Pools re-opened on the 10th August, with restrictions in place to both manage COVID-19 and access to the venues and facilities within the buildings; school swimming lessons will return on the 12th October, 2020. Use of the facilities have been carefully managed along with entrance and egress to the venues, which will allow customers that always have pre-booked access to the swimming pools and to maintain effective safe social distancing.

This will give staff the freedom within a practical framework to think about what they need to do to continue, or restart operations during the COVID-19 pandemic. Tees Active understands how important it is that staff can work safely and that there is support available for employees’ health and wellbeing during the COVID-19 pandemic.

This risk assessment is one of a set of risk assessments about how to work safely; However Tees Active is delighted to be able to produce this assessment to help ensure the safe return of school pupils to the water now that our swimming pools have reopened.

In addition, it’s fundamental to advise all our customers and staff about our new code of conduct and all the guidelines we have adopted in the venues in order to guarantee them a safe come back.

It is expected that this risk assessment will be updated over time.

**Overview**

The following has been developed in co-operation with industry partners, including other local authorities, leisure operators, department of education and AfPE.for many children, particularly those living in more deprived areas, school may be the only opportunity they will have to learn how to swim and be safe in and around the water. Despite being on the national curriculum, around one in five children leave primary school unable to swim. This figure rises to almost half of children from the least affluent families. It is therefore incredibly important that children do not miss out on School Swimming and Water Safety lessons as a result of Covid-19.This assessment aims to support our venues with the return of National Curriculum School Swimming and Water Safety following the period of closure and provides guidance on reducing the risk of Covid-19 transmission within the swimming pool environment. It will highlight the continued requirements for social distancing and enhanced hygiene regimes, along with guidance on how this will impact on the different experience the pupils will have.

A high degree of cooperation and coordination needs to exist between all those involved in planning and teaching school swimming lessons. Dialogue should be on-going and two-way so that everyone is clear about their roles and responsibilities and knows what is expected of them throughout the visit to the venue. These roles will be clearly defined in the service level agreement provided by Tees Active to the school. Tees Active will denote our own documentation to determine such aspects as the number of lifeguards, swimming teachers and their qualifications to groups of pupils and safe working practices.

As with all environments, there is still a level of risk of Covid-19 transmission in aquatic settings that requires control measures to be implemented, based on our COVID-19 Risk Assessment.

A high degree of cooperation and coordination needs to exist between Tees Active and schools attending our venues with planning and teaching school swimming lessons. Dialogue will be on-going and two-way so that everyone is clear about their roles and responsibilities and knows what is expected of them throughout the visit to the venue. These roles will be clearly defined in the service level agreement provided by Tees Active to the school. Tees Active will refer to our own documentation to determine such aspects as the number of lifeguards, swimming teachers and their qualifications to groups of pupils and safe working practices.

These will be agreed with schools:

• When delivering swimming lessons swimming teachers that are external to a school bubble will adhere to government guidance on social distancing.

• School teachers and teaching assistants that are internal to the bubble can replicate the same procedures through swimming lessons as they do in the classroom.

• All parties involved in the delivery of school swimming will have a dedicated officer or lead responsible for Covid-19 considerations (Aquatics Manager and venues General Managers), making sure that they are up to date with central or local government guidance.

• When determining the capacity of classes, Tees Active will consider the advice on children and assessing risk in the pool as set out in the Swim England Guidance for Operators.

• Considerations should be made by the venues on how to reduce contact and maximise distancing between those in school wherever possible and minimise the potential for contamination so far as is reasonably practicable.

• Teachers are to deliver from poolside.

• Teachers should adhere to government guidance on social distancing.

• Providers should evaluate the number of personnel on poolside to maintain social

**Context**

Coronavirus COVID-19 may be present in minute water droplets that are expelled from the body through sneezing, coughing, talking, and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

If, the virus is transmitted from one person to another most people infected with the virus experience the disease with mild or moderate symptoms. However, a significant minority become severely unwell requiring hospitalisation and for some people the disease is fatal. The risk of serious disease and death are unevenly distributed in the population.

Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 can be found here: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Information on people who are at moderate risk (clinically vulnerable) from COVID-19 can be found here: <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/>

If clinically extremely vulnerable individuals cannot work from home, Tees Active will review what option is the safest available on-site role for that individual, enabling them to stay maintain social distancing guidelines. If they cannot maintain social distancing, Tees Active will carefully assess whether this involves an acceptable level of risk. As for any workplace risk Tees Active must consider specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. Particular attention should be paid to people who live with clinically extremely vulnerable individuals.

**Basic Principles**

The control measures follow the basic principles outlined in the current advice provided by government around safe social distancing, hand and respiratory hygiene, self-awareness of risk groups (clinically extremely vulnerable and moderate risk) and of symptoms of a high temperature – this means you feel hot to touch on your chest or back, a new, continuous cough, a loss or change to your sense of smell or taste. If staff have any of the main symptoms of coronavirus they must get a test to check if they have coronavirus as soon as possible. Stay at home and do not have visitors until they get their test result – only leaving their home to have a test. Anyone they live with, and anyone in their support bubble, must also stay at home until they get the result.

**The Risk Assessment**

This document is intended to be a living document applicable for the duration as required.

It will therefore be subject to regular review and revision as change occurs and assessed needs direct in order to ensure its continued adequacy, in so far as it is reasonably practicable to do so. If events change on the day, dynamic assessment based upon professional judgement will direct the necessary additional control measures.

Tees Active as an employer, must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. This is called a risk assessment and it’ll help Tees Active manage risk and protect people.

Tees Active must:

* identify what work activity or situations might cause transmission of the virus
* think about who could be at risk
* decide how likely it is that someone could be exposed
* act to remove the activity or situation, or if this isn’t possible, control the risk.

**Consultation.**

The Senior Leadership Team will consult with the workforce and trade union representatives as part of putting measures in place. Involving them promotes ownership and demonstrates that Tees Active takes employee’s health and safety seriously.

Regarding school swimming provision and schools attending Tees Active venues the School and the Aquatics Manager are to liaise and discuss the new ways of working and current procedures including any relevant Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) changes.

Schools are to consult with the Aquatics Manager to ascertain the maximum number of pupils each Tees Active venue can facilitate at any one time whilst adhering to guidance around air ventilation.

Risk assessment’s to be completed by the school which aligns with the Tees Actives COVID-19 procedures are to be forwarded in advance to the Aquatics Manager for consideration and that there is an understanding and agree to the hire agreement.

Additionally the Aquatics Manager and school are to discuss

* Monitoring and recording of attainment figures.
* Utilisation of school swimming teachers
* and adaptations and considerations of lessons and changing provision for pupils.

Aquatics Manager to work with schools to organise transport.

**14.1 General**

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| **What are the hazards?** | **Who might be harmed and how?** | What are you already doing? | Do you need to do anything else to control the risk? | Action by who? | Action by when? | Complete? |
| Lack of up to date information regarding  COVID-19 | * Tees Active employees * Customers * Visitors and contractors * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | Government advice regularly checked and followed  * NHS advice regularly checked and followed * Public Health England advice regularly checked and followed * Health & Safety Executive advice regularly checked and followed * Swim England advice regularly checked and followed * Putting in place visible and conspicuous signage, emphasising safe social distancing, good hand and respiratory hygiene, * Self-awareness of vulnerable customers and of symptoms of high temperature and, or new continuous cough, loss of, or change in, normal sense of taste or smell as a symptom which requires self-isolation. | Not at the present time | No further action required at the present time | n/a | n/a |
| Clinically extremely vulnerable or moderately at risk (clinically vulnerable) employees (as defined by Government, | * Tees Active employees * Customers * Visitors and contractors * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | Government guidance followed  * Social distancing in place and encouraged * Tees Active `Returning to the Workplace after Lockdown Questionnaire’ undertaken with staff to identify underlying health issues and circumstances that may impact their return to work * Occupational Health referral, if required for further guidance based on individual’s health or circumstances | Not at the present time | No further action required at the present time | n/a | n/a |
| Staff, customers, visitors or contractors showing symptoms of COVID-19 | * Tees Active employees * Customers * Visitors and contractors * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | **An employee develops COVID-19 symptoms at work**   * If an employee develops COVID-19 symptoms at work, ensure the following is adhered to: * If the employee needs emergency attention call 999 * If the employee can go home immediately they should (preferably not using public transport) * If the employee must wait at work before returning home, they should be kept at least 2 meters away from everyone else * If first aid is required then the correct PPE must be worn (gloves, apron, surgical mask, goggles) * If CPR is given, then the guidance for CPR during COVID-19 must be followed * If the member of staff needs to use a toilet it should be a separate one if possible and closed afterwards until thoroughly cleaned * The individual should use tissues or a sleeve to sneeze into * Any waste, such as tissues, should be bagged twice and disposed of * The areas the staff member has been in should be cleaned thoroughly (surfaces) following the instructions in government guidance for [cleaning in non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) which relates to procedures [COVID-19P-1 Outbreak of COVID-19 in the workplace](file:///C:\Users\wilsondi\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\L2TMHUTO\COVID-19P-1.docx) and [COVID-19P-3 Disinfecting](C:\\Users\\wilsondi\\AppData\\Local\\Microsoft\\Windows\\INetCache\\Content.Outlook\\L2TMHUTO\\COVID-19P-3.docx) * Once at home the advice below should be followed   **An employee develops COVID-19 symptoms at home**   * If an employee develops symptoms of COVID-19 at home they must: * NOT attend work under any circumstances * Follow the normal absence reporting procedures for a Tees Active venue * Follow the relevant [NHS advice](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/) about self-isolation (the individual and their family) * Arrange to have a test as soon as possible through the [NHS](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/) testing scheme * If the test is negative the staff member does not need to keep self-isolating, as long as everyone they live with who has symptoms tests negative; everyone in their support bubble who has symptoms tests negative; they were told to self-isolate for 14 days by NHS Test and Trace; they feel well – if they feel unwell, stay at home until they are feeling better.   A customer develops symptoms of COVID-19 at a Tees Active venue  **If a customer, visitor or contractor develops COVID-19 symptoms whilst at a Tees Active venue:**  • If they need emergency medical attention staff will call 999  • If they can go home immediately they should (preferably not using public transport)  • If they must wait at a Tees Active venue before returning home, they must be kept at least 2 meters away from everyone else  • If first aid is required then the correct PPE must be worn (gloves, apron, surgical mask, goggles)  • If CPR is given, then the rules for CPR during COVID-19 must be followed  • If they need to use a toilet it should be a separate one if possible and closed afterwards for thorough cleaning  • The individual should use tissues or a sleeve to sneeze into  • Any waste, such as tissues, should be bagged twice and disposed of  • The areas which they have been in should be cleaned thoroughly (surfaces) following the instructions in government guidance for cleaning in non-healthcare settings and procedures COVID-19P-1 Outbreak of COVID-19 in the workplace and COVID-19P-3 Disinfecting | Not at the present time | No further action required at the present time | n/a | n/a |
| Confirmed case of COVID-19 | * Tees Active employees * Customers * Visitors and contractors * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | **An employee has a confirmed case of COVID-19**  If an employee tests positive for COVID-19 they will be contacted by the NHS Test and Trace team. They will be asked to provide details of all the people they have been in contact with and that meet the tracing criteria. They will also be asked about their workplace and should it be deemed necessary then someone from the Public Health team could get in touch with Tees Active to offer advice and assistance on managing the case.   * Any member of staff that tests positive for COVID-19 must let Tees Actives HR department know immediately. A staff member testing positive for COVID-19 would require the further action regardless of the circumstances, as a precaution. * If the member of staff has not been in work in the days prior to the test result (e.g. still furloughed or on annual leave) it is likely no further action needs to be taken by Tees Active. The member of staff should follow the advice from the NHS on isolation and have a discussion with HR when they are well enough to, and it is safe to, return to work. * If the member of staff has been in work prior to the test, then cleaning of the areas the staff member has been working should take place in accordance with government guidance [cleaning in non-healthcare settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings) and procedures [COVID-19P-1 Outbreak of COVID-19 in the workplace](file:///C:\Users\wilsondi\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\L2TMHUTO\COVID-19P-1.docx) and [COVID-19P-3 Disinfecting](file:///C:\Users\wilsondi\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\L2TMHUTO\COVID-19P-3.docx) * Decisions will also be taken about the following (dependent on the circumstances): * Part closure of the venue for site-specific areas where the member of staff worked (for cleaning) * Closure of the venue (for cleaning) * Other staff members testing * Information and communication to staff and customers   Refer to venue “COVID-19 Early outbreak management” cards for further guidance   * All decisions will be taken in consultation with Public Health England Health Protection and the Local Authority Public Health Team   **A customer has a confirmed case of COVID 19**  If a customer who has recently attended a Tees Active venue and has a positive COVID-19 test result it is likely Tees Active will be made aware of this in one of two ways:   * Public Health England, NHS Track and Trace team or the Local Authority Public Health Teams who will contact Tees Active directly * The customer will contact Tees Active directly and tell a member of staff that they have tested positive for COVID-19   Any notification of a positive test result is significant enough to activate early outbreak management process and a member of Senior Leadership Team will be responsible for coordinating the response.  If a customer contacts Tees Active directly then Tees Active would seek the advice from Public Health England Health Protection and the Local Authority Public Health Team. Tees Active will always work with Public Health England, NHS Test and Trace and the Local Authority Public Health Team as appropriate to manage any COVID-19 related cases.  As part of the response consideration is likely needed to be given to the following decisions:   * Part closure of the venue for cleaning of site-specific areas where the customer visited * Closure of the venue (for cleaning) * Staff members testing or isolating * Staff or customers being contacted for tracing * Information and communication to staff, customers, stakeholders and the general public   The Senior Leadership Team coordinator would be responsible for the creation of a response plan in consultation with the whole Senior Leadership Team as appropriate.  Any period of disruption, part or full venue or department closure would also potentially activate Tees Actives Business Continuity Plan. | Not at the present time | No further action required at the present time | n/a | n/a |
| Equality in the workplace | * Tees Active employees * Customers * Visitors and contractors * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | Involving and communicating appropriately with staff whose protected characteristics might either expose them to a different degree of risk, or might make any steps introduced inappropriate or challenging for them  * Reasonable adjustments to avoid staff being put at a disadvantage and assessing the health and safety risks for new and expectant mothers – refer to separate risk assessment. * Ensuring steps that are introduced do not have an unjustifiable negative impact on staff compared to others, for example, those with caring responsibilities or those with religious commitments. | Not at the present time | No further action required at the present time | n/a | n/a |
| Mental Health | * Tees Active employees * Customers * Visitors and contractors * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer support where we can to help | Not at the present time | No further action required at the present time | n/a | n/a |
| Staff behaviour | * Tees Active employees * Customers * Visitors and contractors * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | Staff in roles critical for business operational continuity are to return to venues  * Staff working within venues additional measures are considered for each employee task (PPE, screens between desks, split or staggered shifts, breaks alternative working patterns * Staff to practise social distancing at all times * Staff communication and training to be delivered to all employees * Re-introduction training sessions that staff returning from the Furlough Job Retention Scheme to the workplace will undertake specific to their role. | Not at the present time | No further action required at the present time | n/a | n/a |
| Customers using assistance dogs | * Tees Active employees * Customers * Visitors and contractors * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | Members of public who use assistance dogs can access venues.Assistance dogs should not be patted other than by the person they are there to support and their family. If someone does touch the dog, they should wash their hands. Assistance dogs will not have been trained for social distancing and staff should be understanding of this fact | Not at the present time | No further action required at the present time | n/a | n/a |

**14.2 Social distancing at work**

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| **What are the hazards?** | **Who might be harmed and how?** | What are you already doing? | Do you need to do anything else to control the risk? | Action by who? | Action by when? | Complete? |
| Staying alert and safe (Social Distancing) | * Tees Active employees * Customers * Visitors and contractors * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | Keep your distance from people outside your household or support bubbleAvoid being face-to-face with people if they are outside your household or support bubbleKeep your hands and face as clean as possibleKeep indoor places well ventilatedAvoid crowded spacesGoing to workIt is at the discretion of Tees Active and the implementation of control measures and safe systems of work as to how staff can continue working safely on a day to day basis, our venues have been made safe by following [COVID-19 Secure guidelines](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19).Tees Active has consulted with our staff on how you can work safely, and worked hard to ensure the venues are safe for staff to return to.If staff are clinically extremely vulnerable, they can go to work as long as the venue is Covid-19 Secure but should carry on working from home wherever possible.If you have to travel, think about how and when you travelTo reduce demand on the public transport network, staff should walk or cycle wherever possible. If they have to use public transport, they should try to avoid peak times.Tees Active will continue to and be considerate of staggering working hours, expanding bicycle storage facilities, providing changing facilities and providing car parking.Face coverings in line with government guidance. | Not at the present time | No further action required at the present time | n/a | n/a |
| Tees Active staff coming to and leaving work | * Tees Active employees * Customers * Visitors and contractors * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * Staggering arrival and departure times at work to reduce crowding into and out of the workplace * One-way flow at entry and exit points where possible * Providing hand sanitiser at entry, exit points and staff rooms * Defining process alternatives for entry and exit points, such as using personal TAL card or wristband where applicable. | Not at the present time | No further action required at the present time | n/a | n/a |
| Moving around venues | * Tees Active employees * Customers * Visitors and contractors * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | Reducing movement by discouraging non-essential trips within the venues, for example restricting access to someareas, encouraging use of radios or telephones where permitted and cleaning of them between use  * Making sure that staff with disabilities can access lifts where applicable * Regulating use of high circulation areas including corridors, lifts and walkways to maintain social distancing guidance. | Not at the present time | No further action required at the present time | n/a | n/a |
| Meetings and consultations | * Tees Active employees * Customers * Visitors and contractors * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | Microsoft Teams to be used for conferencing, meetings, contact with suppliers and where necessary to customers  * Only necessary staff should attend meetings and should maintain social distancing guidance throughout * When it is essential to meet in person: * Avoid transmission during meetings, for example avoiding sharing pens and other objects * Provision of hand sanitiser in meetings rooms/areas * Holding meetings outdoors or in well ventilated areas whenever possible * Any area used for regular meetings takes place, use of floor signage to help people maintain social distancing * Specific area to be designated for consultations. This will be sole use with no public access. Seating area to be marked out to enable social distancing and screen present in-between staff and customer. | Not at the present time | No further action required at the present time | n/a | n/a |
| Staff rooms, common areas and consultation rooms | * Tees Active employees * Customers * Visitors and contractors * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | Tees Active will work collaboratively with landlords and other tenants in multi-tenant sites/venues to ensure consistency across common areas, for example, staircases.Staggering break times to reduce pressure on staff rooms.Installing screens to protect staff in reception or similar areas.Encouraging workers to bring their own food.Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.Regulating use of lockers, changing areas and other facility areas to reduce concurrent usage.Encouraging storage of personal items and clothing in personal storage spaces, for example, lockers during shifts.Staff should make drinks for their own purpose only and minimise contact with items belonging to other persons; cups, utensils, plates etc.Staff should be encouraged to utilise outdoor spaces, where practicable, during their lunch breaks (unpaid breaks).Staff can continue to use hot water boilers, kettles, and fridges providing that they clean these prior to and after they have used these facilities.  * Staff can continue to use rest areas if they apply the same social distancing measures – maximum numbers will be pre-set by the venues within these areas to adhere to social distancing guidance. * Staff taking any type of break must keep in line with social distancing measures. * Toilets and kitchen areas have soap and hot water to allow staff to wash their hands. Appropriate posters and signage will be in place to remind staff of social distancing and measures in place.  Every other toilet and sink will be closed to ensure people distance themselves whilst in the toilet. These are to be identified via a poster. | Not at the present time | No further action required at the present time | n/a | n/a |
| Accidents, security and other incidents | * Tees Active employees * Customers * Visitors and contractors * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | In an emergency, for example, an accident or fire, people do not have to follow social distancing guidance as it would be unsafe to do so.Staff involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. | Not at the present time | No further action required at the present time | n/a | n/a |
| Handshaking or other greeting increasing risk of transferring bacteria or virus | * Tees Active employees * Customers * Visitors and contractors * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | Handshaking and general close personal greetings are discouraged  * Hand washing protocols and hygiene facilities in place | Not at the present time | No further action required at the present time | n/a | n/a |
| Safety measures to be upheld by staff | * Tees Active employees * Customers * Visitors and contractors * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * Staff may face challenges when upholding some of the measures with customers and will reinforce the zero-tolerance approach to aggression * Conflict resolution toolbox to be talked through with staff as part of re-introduction session. * Guidelines given in how to manage the new social etiquette required. * Staff who are required to wear gloves and masks whilst undertaking specific tasks will be provided with PPE, wearing gloves may lull people into a false sense of security – maximise effectiveness of good hand hygiene by washing. Training will be delivered to help staff understand, implement and oversee the safety measures introduced * Tees Active Senior Leadership Team and General Managers will have honest conversations with staff who have concerns and try and seek compromise wherever possible * Tees Active will consult with Stockton Borough Council Public Health England team reading any queries * Pay special attention to staff who are identified as extremely clinically vulnerable | Not at the present time | No further action required at the present time | n/a | n/a |
| School groups | * Tees Active employees * Customers * Visitors and contractors * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * How contacts are reduced and what measures need to be put in place will depend on the school’s circumstances and will (as much as possible) include: * grouping children together * avoiding contact between groups * staff maintaining distance from pupils and other staff as much as possible. | Not at the present time | No further action required at the present time | n/a | n/a |
| Social distancing on poolside | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * Pupils and teachers are to adhere to guidelines on social distancing. * Tees Active to regularly review available pool space to allow for correct social distancing, including entry and exit points into the pool. * One-way system around poolside for participants. * Separate entry and exit points into the pool where possible to be identified at each venue * Signage to be displayed to highlight any measures and changes to customers. | Not at the present time | No further action required at the present time | n/a | n/a |
| Social distancing in the water | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * Maintaining social distancing is paramount in order to reduce the risk of transmission of Covid 19 between customers, this is important both whilst in and out of the water. * **Maximum** lesson capacities for each venue are detailed below (Minimum of 3m2 per person) * Thornaby Pool - 30 * Billingham Forum - 30 * Ingleby Barwick - 30 * Splash - 30 * These capacities must not be exceeded. * Tees Active will encourage schools that have users which require additional support or use of disabled facilities, including disabled changing and pool hoists, to make contact with the venue in advance of their visit. This will avoid multiple users needing to use the disabled facilities at the same time and allow time for the changing facilities and equipment to be cleaned before they may be needed again. | Not at the present time | No further action required at the present time | n/a | n/a |

**14.3 Managing pupils, customers and visitors**

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| **What are the hazards?** | **Who might be harmed and how?** | What are you already doing? | Do you need to do anything else to control the risk? | Action by who? | Action by when? | Complete? |
| Allocation of a designated Manager for the  management of school swimming lessons | * Tees Active employees * Customers * Visitors and contractors * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * Tees Active has a dedicated Aquatics Manager responsible for Covid-19 considerations, making sure they are up to date with central and local government guidance this Manager will be aware of the rules and guidelines set out by the venues. * The Aquatics Manager will work with venue General Managers and school swimming coordinators/school swimming teachers ensuring they are aware of government, Swim England and other relevant guidance that will impact upon their operational procedures for the provision of school swimming. * School swimming teachers may require additional support to fulfil this function. * The Aquatic Manager to consider alternative ways of briefing and debriefing teaching staff such as; * Microsoft Teams meetings * emails | Not at the present time | No further action required at the present time | n/a | n/a |
| Re-educate both pupils, teachers and parents  of the importance of pool safety in a  Covid-19 environment. This will also  includes water safety information. | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * Children returning to the pool for the first time after a prolonged period of time will need to recap the areas of water safety as a priority area of delivery. This should include both swimming pool safety rules and water safety information which will be provided by the Teacher * Swimmers have been out of the water for a significant amount of time, it is crucial that the Teacher includes pool safety rules and water safety messaging in the first lesson back. * The Teacher is to reassess swimmers ability against relevant outcomes to establish their current level of performance and where they need to prioritise the lesson. * Teachers to ensure that they are up to date with the latest water safety messaging and embed these into their lesson. | * Not at the present time | No further action required at the present time | n/a | n/a |
| Safety information and signs | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * Safety signs are part of Tees Actives package of risk control measures. They are used to warn and remind the customers to maintain social distancing. * Where provided, Tees Active will maintain safety signs, ensure that signs are located in appropriate positions and unobstructed, for example by equipment or plant and explain the signs to our staff and tell them what they should do when they see a safety sign. | Not at the present time | No further action required at the present time | n/a | n/a |
| Reception areas | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * Process to ensure social distancing remains in place for reception staff * Sneeze guards surrounding reception areas * Queue management to allow social distancing with spacing/markers on the floor where necessary * Any seating areas, designated for waiting will be demarked to allow social distancing guidelines, or chairs removed to allow social distancing. * Bins for paper towels, blue roll and paper tissues to be emptied regularly | Not at the present time | No further action required at the present time | n/a | n/a |
| Access routes and corridors | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * Ideally and where practicable, a one-way system will be in place with enough space for people to follow social distancing guidance. | Not at the present time | No further action required at the present time | n/a | n/a |
| Changing rooms | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * Teachers and children have a personal responsibility as does Tees Active in this critical part of the swimming journey. The management of occupancy levels and reviewing both the hygiene and cleaning regime are important. * The requirements for social distancing will be considered pertinent to the venues with emphasis and consideration of the size, style (‘village style’, changing rooms, group change etc.) as well as the layout of changing rooms to determine changing room capacities which are set by the General Manager at each venue enabling social distancing to be respected by customers and time allocated for cleaning. * Showers will be restricted or reduced for a post swim showers. * Within changing areas, Tees Active will provide: * Hand washing facilities and hand sanitiser * Hygiene arrangements to limit surface contamination in cubicles, lockers and toilets through our cleaning regime * Floor stickers and markings indicating social distancing * Established occupancy levels to assist social distancing arrangements * Effective cleaning regimes, paying particular attention to touch points | Not at the present time | No further action required at the present time | n/a | n/a |
| Entry and egress to the Swimming Pool hall | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * Entry and egress from the pool hall are pinch points where users congregate * Implementing a one-way system of entry and exit wherever possible is a solution to reducing risk * Staff presence to ensure social distancing guidance is adhered to and flow of customers in and out of the facility * Information stickers to be used as reminders, markers placed strategically to help and reminded customers of protocols. | Not at the present time | No further action required at the present time | n/a | n/a |
| Providing and explaining available guidance | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids. * Review of entry and exit routes for customers to minimise contact with other people. | Not at the present time | No further action required at the present time | n/a | n/a |
| The organisation of school swimming lessons in regards to ‘bubbles’ | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * The organisation of school swimming lessons in regards to ‘bubbles’ Following government guidance for schools ‘full opening,’ the classroom setting or ‘bubble’ provision can be replicated in a swimming lesson environment ensuring this has been discussed with all relevant parties as suggested above and a process has been agreed upon to deliver swimming lessons for pupils. * Swimming and Water Safety is a requirement as part of the National Curriculum for PE, therefore it is important that Tees Active facilitates the return of pupils to the pool. * Schools have been grouping children in ‘bubbles’ and government guidance for the full reopening of schools states that: “Maintaining consistent groups remains important, and the resumption of the full range of curriculum subjects, settings may need to change the emphasis on bubbles within the schools system of controls and increase the size of these groups. * Schools should assess their circumstances and look to implement ‘bubbles’ of an appropriate size, to achieve the greatest reduction in contact and mixing, without unduly limiting the quality or breadth of teaching. * Whatever the size of the group, they should be kept apart from other groups where possible and children and young people that can, should be encouraged to keep their distance within groups. * Tees Active has the capability to take steps to limit interaction, sharing of rooms and social spaces between groups. * Tees Active recognises that younger children and those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group. * With regards to school swimming lessons, schools should endeavour to minimise interaction between groups/’bubbles’, and where this is not possible, to adhere to social distancing wherever possible.” | Not at the present time | No further action required at the present time | n/a | n/a |

**14.4 School Swimming Lessons**

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| **What are the hazards?** | **Who might be harmed and how?** | What are you already doing? | Do you need to do anything else to control the risk? | Action by who? | Action by when? | Complete? |
| When delivering swimming lessons  teachers and assistant teachers should  deliver from the poolside. | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * Teachers to adhere to government guidance on social distancing. * Teachers to observe social distancing. * Where possible teachers should remain in the same teaching station for the duration of their shift and aim to use the same equipment throughout to reduce the likelihood of cross contamination. If, this is not possible equipment must be taken with the teacher and sanitised between groups. * Teachers to be able to choose the most effective method(s) of communication when teaching from poolside will depend on the following factors; * the size of the pool or area of the pool being used * the size of the group * the ability of the group * the type of activities being performed * the best position to be able to oversee and supervise the whole group. * the best position so that all the participants can hear and see the teacher. * Teachers to continue to motivate and praise the learners without physical contact, for example; * visual resources * non-verbal cues; air high fives, ok’s and thumbs up * Learn to Swim Awards * diagrams for learners. * When adapting to teaching in deep water: * Delivery of all stages in alternative depths to the usual delivery areas. * Equipment needed due to increased depth range. * Confidence and safety introduction to changing depth of lesson station. * The support of a parent in the water (if required). This could be suitable as moral support and encouragement. * Educate parents in the safe delivery methods being applied by the swimming teacher team for deep water lessons. | Not at the present time | No further action required at the present time | n/a | n/a |
| Pool layout and organisational methods | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * Participants within a school swimming session may be grouped in bubbled that do not need to be social distanced. However these bubbles must remain socially distanced from other pool users. * Overall maximum bather load calculations must also be considerate of the overall venue capacity alongside the instantaneous capacities of other areas of the site that may be required to gain access to the pool. * For school swimming lessons Tees Active is advising that the class or year bubble setups are replicated in the pool environment and remain socially distanced from any external personnel of their bubble. * Each venues General Manager and coordinators will work with the Aquatics Manager to revise the pool layout and pool set up requirements. * Venue and Aquatics Manager to implement teaching positions that follow suitable government guidance on social distancing. For example: our swimming teachers are external to the bubble should be delivering from opposite sides of the pool. * There are a variety of methods that Teachers may use to organise their swimming lessons, which will be determined by different factors: * The needs and ability of their participants. * The teaching method they are using. * The pool space they have available. * Safety considerations. | Not at the present time | No further action required at the present time | n/a | n/a |
| Sufficient time between lessons for cleaning and to reduce the chance of clustering groups. | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * Programming of lessons developed to allow sufficient time for an appropriate cleaning and to allow time for groups to disperse. * Time to be allocated in between activities for cleaning of equipment and surfaces ensure and changeover of participants. To avoid clustering ensure or have consideration to different entry and exit points of the pool for all swimmers where possible. * Teachers to prioritise delivering the climb out over the side exit rather than using the steps where possible. This will reduce the amount of contact to equipment. * Share pool user guidance with advice for participants on what to bring and time frame for when to arrive. * Allow sufficient time between lessons for cleaning and to reduce the chance of clustering groups. | Not at the present time | No further action required at the present time | n/a | n/a |
| Swimming teachers that are external to a school bubble | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * Swimming teachers that are external to a school bubble should adhere to government guidance on social distancing. * School teachers and teaching assistants that are internal to the bubble can replicate the same procedures through swimming lessons as they do in the classroom. * Where possible swimming teachers should remain in the same teaching station for the duration of their shift and aim to use the same equipment throughout to reduce the likelihood of cross-contamination. * Swimming teachers should be aware of the number of personnel on poolside to give effect to social distancing. * Venue General Managers are to consider the overall pool layout and where practical, each swimming teacher to deliver from alternate sides of the pool. * Avoid overlap of patrolling on poolside whilst delivering. * Venues have a consistent and clear way of moving around poolside to reduce staff cross-overs and promote social distancing practice, for example, pupils and teacher to all move in a clockwise route. * Venues to provide hand cleaning stations. | Not at the present time | No further action required at the present time | n/a | n/a |
| Allowing for school lesson grouping and allocating the correct group ability in relation to the school bubble. | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * Schools to assess their circumstances and look to implement ‘bubbles’ of an appropriate size, to achieve the greatest reduction in contact and mixing, without unduly limiting the quality or breadth of teaching or access for support. * Where possible schools should apply the same or similar bubble adherence from the classroom to the pool groups. * Swimming Teachers to consider the school class or year group bubble that is attending the lesson and how they will need to be split into correct ability groups. | Not at the present time | No further action required at the present time | n/a | n/a |
| Make suitable adjustments for swimmers with Special Educational Needs and, or a disability or health condition in a COVID-19 compliant environment. | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * Swimmers with Special Educational Needs and, or a disability may require further adjustments to lesson provision or health condition when returning to the pool post-Covid-19. * Use the guidance from the school as well as prior existing knowledge of the swimmers and make any reasonable adjustments to ensure meaningful lesson delivery. * Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils’ educational and care support should be provided as normal. * Ratios and risk assessments must be reviewed - in water support provided by a parent, guardian, career or school teaching assistant where appropriate and in line with government guidance. In this scenario, it is important there is good communication between both parties before the lessons starting. * Visual cards that outline what to expect during a session and how to travel through the setting. * Non-verbal cues; air high fives, OK’s and thumbs up. | Not at the present time | No further action required at the present time | n/a | n/a |
| Schools attending Tees Active venues | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * All schools attending a multi-use venue, where areas are shared with the public must have liaised with the Aquatics Manager and venue before the booking commencing. * Schools should understand and work with the venue on the below: * social distancing protocols * shared use of pool space * agree on changing room protocol * cleaning regime * reporting in and out of the venue * addressed any concerns or queries. | Not at the present time | No further action required at the present time | n/a | n/a |

**14.5 Transport**

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| **What are the hazards?** | **Who might be harmed and how?** | What are you already doing? | Do you need to do anything else to control the risk? | | Action by who? | Action by when? | Complete? |
| Dedicated school transport | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a ‘one metre plus’ approach where this is not possible, will not apply from the autumn term on dedicated transport. * The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this assessment and with the approach being adopted by the school. * It is important for the schools to consider: * how pupils are grouped on transport, where possible this should reflect the bubbles that are adopted within their school * use of hand sanitiser upon boarding and, or disembarking * additional cleaning of vehicles * organised queuing and boarding where possible * distancing within vehicles wherever possible * the use of face coverings for children (except those under the age of 11), where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet. | Not at the present time | No further action required at the present time | | n/a | n/a |

**14.6 Cleaning the workplace**

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| **What are the hazards?** | **Who might be harmed and how?** | What are you already doing? | Do you need to do anything else to control the risk? | | Action by who? | Action by when? | Complete? |
| Preventing the spread of Coronavirus | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * Tees Active staff are to regularly wash their hands for at least 20 seconds with warm water and soap, drying hands completely with a disposable towel and using a disposable towel to turn off the tap. * Gel sanitisers in any area where hand washing facilities are not readily available * Reminded to catch coughs and sneezes in tissues – follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. * Blue roll will be made available throughout the venues. * Hand washing facilities with soap and hot water in place. * Paper towels or blue roll available for drying of hands * Bins for paper hand towels and blue centre feed to be emptied regularly * <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> * Hand sanitisation stations located throughout venues for sanitising hands * Visible and conspicuous signage, emphasising safe social distancing, good hand and respiratory hygiene. * Rigorous checks will be carried out by General Managers to ensure that the necessary procedures are being followed. * Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it. * Management checks to ensure this is adhered to. * Regular Public Announcements reiterating safe social distancing, good hand and respiratory hygiene. | Not at the present time | No further action required at the present time | | n/a | n/a |
| Cleaning of changing village, toilets and accessible changing rooms | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches and reception areas along with using appropriate cleaning products and methods. * Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it. * Management checks to ensure this is adhered to. * Additional training for staff around their role and new expectations, additional PPE for body fluid spills or cases where customers suspected of displaying symptoms, i.e. contingency for emergency isolation of areas and localised deep cleaning and sanitisation. * Additional cleaning schedule outlining cleaning of all touch points within all areas and the regularity these tasks are to be undertaken | Not at the present time | No further action required at the present time | | n/a | n/a |
| Poor cleaning increasing risk of bacteria or viral contamination | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * Robust general cleaning schedule in place with added emphasis on guidance received including information, instruction, training and supervision of staff around COVID-19 cleaning protocols * Cleaning tasks monitored by Management * A commitment by Tees Active and staff to clean touch points throughout office and reception areas regularly and systematically * Additional cleaning programme introduced for high use touch points and areas being currently used * Government guidelines followed | Not at the present time | No further action required at the present time | | n/a | n/a |
| Inappropriate disposal of waste, in particular used tissues increasing risk of contamination | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * Work instructions in place on disposal of waste in line with Government guidance * PPE is available including masks, gloves and aprons in helping with disposable of waste. It must be emphasised waste is to be placed in black plastic rubbish bags, tied and then placed immediately in normal secured waste disposal receptacle * Communicate safe systems of usage to activity users * Bins for paper towels, blue roll and tissues to be emptied regularly. * Disposal of PPE, you can only dispose of PPE waste through black bag waste collection if you comply with the following conditions. * PPE can be predisposed of by placing into a black bin bag and then disposed of in the non-recyclable waste – this typically includes aprons, gloves and masks. * Staff must also follow the current Public Health England guidance on cleaning and disposal of waste that could be infected with COVID-19. * This guidance states that you must securely store the PPE waste in disposal black bin bags. Staff must place these bags in another bag. Staff must tie this bag securely and keep it separate from other waste. This waste must be set aside for at least 72 hours before being put in the usual external bin for non-recyclable waste. | Not at the present time | No further action required at the present time | | n/a | n/a |
| Lack of, or infrequent handwashing | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * Staff are reminded that on a regular basis they are to wash their hands for at least 20 seconds with warm water and soap, drying hands completely with a disposable towel and using a disposable towel to turn off the tap.  Reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.Ample supplies of blue centre feed roll will be made available throughout the workplace.Bins for paper towels to be emptied regularly | Not at the present time | No further action required at the present time | | n/a | n/a |
| Poor workspace hygiene leading to increased risk of transferring bacteria or virus | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | Information, posters, advisory notices and staff training in good hygiene practise and techniques in line with Government guidance  * Cleaning spray bottles and anti-bacterial wipes available for wiping down work surfaces and equipment alongside Blue roll * Bins for paper towel and blue roll regularly emptied * Hand sanitiser available * Robust cleaning schedules in place, monitored and checked regularly by Management | Not at the present time | No further action required at the present time | | n/a | n/a |
| Reduced levels of cleaning staff available increasing risk of being able to provide adequate cleaning services within the venues | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * Trained multi skilled staff rostered to carry out cleaning tasks * Restriction of areas available to staff and public alike to reduce facilities being cleaned * Business continuity plan in place * Added Information, Instruction, Training and Supervision for staff (IITS) | Not at the present time | No further action required at the present time | | n/a | n/a |
| All equipment should be sanitised before and after each activity. | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * Swimming Teachers are to ensure equipment usage is controlled within the lesson environment and ensure each Teacher/school is responsible for their lesson equipment and cleaning procedure. * Each venue General Manager is to ensure that they have an adequate cleaning rota in place for all lesson equipment. Before, during and after. * Equipment should be cleaned in-between use. 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. * Allocate one set of equipment per Teacher/school for the duration of lesson. Teachers can use a box or kit bag to keep the same equipment together and ready to be cleaned after each lesson or each school session and at the end of the full shift before being stored. * Each swimming teacher to have access to a bucket or scoop to rinse the teacher’s area as appropriate. * Don’t allow pupils to share equipment * Stop the loaning of goggles, hats and equipment. * Where appropriate have two sets of equipment per station to allow for rotation and disinfectant of the equipment in a timely manner. * Swimming Teachers to consider games that require equipment and how these could be adapted to reduce the contact and overlap of equipment usage. Example, allocate one ball per pupil to use and collect. | Not at the present time | No further action required at the present time | | n/a | n/a |

**14.7 Personal Protective Equipment**

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| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control the risk? | Action by who? | Action by when? | Complete? |
| Respiratory Protective Equipment | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours  * Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed: * Tight-fitting respirators (such as disposable masks and reusable half masks) rely on having a good seal with the wearer’s face. * Wearers must be clean shaven. * FFP3 are only be required where aerosol generating procedures are present | Not at the present time | No further action required at the present time | n/a | n/a |
| Wearing of gloves | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | Where Risk Assessment identifies wearing of gloves as a requirement of the task, an adequate supply of these will be provided.staff will be instructed on how to remove gloves carefully to reduce contamination by:  * Holding the glove, you just removed in your gloved hand * Peeling off the second glove by putting your fingers inside the glove at the top of your wrist. * Turning the second glove inside out while pulling it away from your body, leaving the first glove inside the second. * Finally disposing of the gloves safely – using the following guidance on disposal of PPE. * Disposal of PPE, you can only dispose of PPE waste through black bag waste collection if you comply with the following conditions. * PPE can be predisposed of by placing into a black bin bag and then disposed of in the non-recyclable waste – this typically includes aprons, gloves and masks. * Staff must also follow the current Public Health England guidance on cleaning and disposal of waste that could be infected with COVID-19. * This guidance states that you must securely store the PPE waste in disposal black bin bags. Staff must place these bags in another bag. Staff must tie this bag securely and keep it separate from other waste. This waste must be set aside for at least 72 hours before being put in the usual external bin for non-recyclable waste.  Staff to be reminded that wearing of gloves is not a substitute for good hand washing. | Not at the present time | No further action required at the present time | n/a | n/a |
| Providing emergency care to a customer | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | Tees Active will ensure PPE is fit for purpose.It is important that lifeguards have PPE immediately available. Therefore, Tees Active has provided lifeguards with personal first aid rescue bag to carry protective equipment in. Within the bum bag there is a face shield, face mask x 2, apron and gloves.PPE is to 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.Tees Active is to provide all relevant employees with suitable training for use and disposal of all PPE.It’s recommended that incident training is undertaken wearing PPE to give lifeguards relevant practice. | Not at the present time | No further action required at the present time | n/a | n/a |

**14.8 Workface management**

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| **What are the hazards?** | **Who might be harmed and how?** | What are you already doing? | Do you need to do anything else to control the risk? | Action by who? | Action by when? | Complete? |
| Prior to a lessons taking place ensure the workforce is ready to deliver and adapt to changes in a Covid-19 environment. | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * Aquatics Manager to implement a checklist of actions that our Teacher workforce must complete, thus enabling our teachers to be compliant and ready to deliver school swimming lessons, these actions include: * Providing school swimming teachers with an updated Pool Safety Operating Procedures (PSOP) which are to include Risk assessments, Normal Operating Procedures (NOP) and Emergency Action Plans (EAP). * School swimming teachers to familiarise themselves with relevant guidance including Swim England’s returning to the pool. * Teachers to be provided with access to online training available through Institute of Swimming on the delivery of lessons post Covid-19. * Aquatic Manager and venue General Manager and coordinator is to implement procedures for swimming teachers starting their shift, for example; hand held device, setting up equipment, entering and exiting the venue and hand washing. | Not at the present time | No further action required at the present time | n/a | n/a |
| Communication and training | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * Providing clear, consistent and regular communication to improve understanding and consistency of ways of working. * Engaging with teachers through existing communication routes and worker representatives to explain and agree any changes in working arrangements. * Developing communication and training materials for teachers prior to returning to site, especially around new procedures for arrival at work. | Not at the present time | No further action required at the present time | n/a | n/a |
| Ongoing training and signage | * Tees Active employees * Customers * Customers that’s are clinically extremely vulnerable or moderately at risk (clinically vulnerable) | * Ongoing engagement with workers (including through trades unions or employee representative groups to monitor and understand any unforeseen impacts of changes to working environments. * Re-introduction sessions to be delivered to all staff * Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19). * Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language. * Using visual communications, for example whiteboards or signage, to explain changes to schedules, breakdowns or materials shortages to reduce the need for face-to-face communications. | Not at the present time | No further action required at the present time | n/a | n/a |

**14.9 Review**

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| **Keep the assessment under review:**  Thereafter, you should review your risk assessment, if you think it might no longer be valid, e.g. following an accident in the workplace or if there are any significant changes to the task, the activity, or the health of those involved. | | | |
| Review 1 | Name: | Date: | Comments: |
| Quality assurance check by Manager or Line Manager |  |  |  |