Edinburgh Club Access Notes & Protocols – RCP

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|  | Procedure | Control measures in place | Risk Mitigation / Management / Further notes | Risk responsibility | Risk Monitoring | Date Reviewed |
| 1 | Carpark –  Barriers on entry and exit points of both top and bottom carparks. 15 minute grace period for drop off and exit without needing to validate a ticket.  Those staying longer than 15 minutes validate ticket within the building and exit via number plate recognition (max stay 3 hours). | Clubs to provide RCP with names and registration numbers of any coaches who frequently attend RCP for more than three hours at a time. | Members to be informed of the change of arrangements and how the rules will affect them | Duty coach | G Calder | 9-9-20 |
| 2 | Travelling to and from training | Swimmers are responsible for keeping up to date with and adhering to Scottish Government guidance on travelling to/from training.  <https://www.transport.gov.scot/coronavirus-covid-19/transport-transition-plan/advice-on-how-to-travel-safely/#overview> | Guidelines sent out to all participants by COVID officer | C Webb | C Webb | 9-9-20 |
| 3 | Entry to the building -  New entry and exit gates installed at reception. Swimmers to use kiosk to obtain a barcode to get through gate.  Swimmers to wear face masks as they enter the building. | Clubs to provide RCP with names of any coaches or COVID officers who frequently attend RCP so  they can get a fob for the gate to let swimmers through.  Use hand sanitiser before walking on to poolside.  Covid Officer will arrive 5 minutes before stated session start time and monitor entry procedures.  Send return to training guidance with walk through video to all swimmers before first session.  Covid Officer to wear face mask when monitoring entry procedures. | RCP to ensure sanitisers are available at all key touch points for swimmers to use.  Coaches and Covid Officers with fobs will scan swimmers through the gate to avoid kiosk touch point.  All ET coaches are trained as COVID officers | G Calder | C Webb | 9-9-20 |
| 4 | Late arrival of swimmers  Swimmers to wear face masks as they enter the building. | Swimmers will need to follow centre normal access procedure by using kiosk situated in reception area immediately after you enter the building, to print off a ticket to get through the access gates.  Swimmers to wear face masks as they enter the building. | Swimmers should sanitise hands before and after using the kiosk | G Calder | C Webb | 9-9-20 |
| 5 | Entry to the poolside -  Swimmers use gates on the right, leading through door to the spectator balcony and then access pool side by the first set of stairs on the left.  Swimmers to wear face masks until they are changed and ready to swim. | Entry and exit points are separate for general public and club swimmers.  COVID officer to monitor gate and door to spectator balcony to ensure smooth flow.  Swimmers should adhere to physical distancing requirements as much as possible as they enter the building and make their way to poolside. | Ensure sanitisers are available for swimmers to use after passing through the doors.  Door leading to spectator balcony to be wedged open for the short duration of swimmers entering building. | G Calder | C Webb | 9-9-20 |
| 6 | Swimmers must take off shoes at the bottom of the stairs and then progress across poolside to the swimmers pen which will be under the dry dive area for the main pool, and within the teaching pool for teaching pool.  Swimmers to keep face mask on until they are changed and ready to swim. | Seating will be available in the swimmers pen, with distancing measures in place.  Arrows on the floor mark swimmer route across poolside | Swimmers should arrive and depart ‘beach ready’.  EL to ensure regular cleaning regime for seating, specifically after each club session. | C Webb | C Webb | 9-9-20 |
| 7a | If swimmer arrives with costume/trunks on, they will stay in this pen and undress ready to swim. | Swimmers should put everything into their bags and keep belongings in their individual area within the swimmer pen.  Shoes can be placed under the chair. | No eating or drinking (other than water bottle, which must be clearly marked) on poolside and no unnecessary belongings should be brought to the pool. | C Webb | C Webb | 9-9-20 |
| 7b | If swimmer needs to access changing cubicle, they will take what they need and use the family changing aisles in the teaching pool. | Swimmers to use family changing aisles 1 (situated in teaching pool area), 2, and 3.  No belongings to be left in cubicles or lockers.  All other changing cubicles sealed off. | EL will have a regular cleaning routine in place. | C Webb | C Webb | 9-9-20 |
| 7 | Where possible, swimmers should use the toilet before arriving at the facility. | If toilet is needed, swimmers will use the toilets available in family changing aisle 3 (access from main pool) and should wash and sanitize hands before returning to the pool. | EL staff will have a regular cleaning regime in place.  Swimmers to wear masks when they go to the toilet. | C Webb | C Webb | 9-9-20 |
| 9 | Once changed, swimmers await instruction from the coach and move to designated start point as instructed, maintaining distancing wherever possible | Arrows on the floor mark swimmer route. Covid Officer to check entry procedure for compliance and report to Covid Lead post session. | Initial coach briefing will be conducted whilst swimmers are still in the pen, before they move off to their starting points. Coach assigns swimmers to lanes so that physical distancing can be maximised.  Both ends of the pool will be used for swimmers to ensure distancing measures are maintained throughout the session.    Coaches could print off sessions to put at each end of the lane for swimmers to stop and look at on an individual basis (as a prompt or reminder) as they make their way through the session. | G Calder | C Webb | 9-9-20 |
| 10 | Starting the session | In order to maintain physical distancing, coaches will use both ends of the pool for starting | Swimmers stand two metres apart behind each other behind the lane and will start the session as quickly as possible to maintain distancing.  Coach to assign swimmers to lanes and lane order so that each swimmer understands their start/stop point and is able to maintain physical distancing whilst swimming.  Swimmers will all travel in the same direction, regardless of which lanes they are in  Whiteboards can be used by coaches as long as they are cleaned down after use. | G Calder | C Webb | 9-9-20 |
| 11 | Coach - swimmer ratios | Pool centre protocols & ratios adhered to | Additional pool ratios to be implements to ensure physical distancing in lanes (recommended 6 per lane long course and 4-5 per lane short course initially) | Adam S | C Webb | 9-9-20 |
| 10 | Half pool public swimming lanes will be available whilst Club swimming takes place | Public will book online in advance and access on the half hour, with 45 minutes swim time to allow for cleaning. Entry and exit points are separate for public and club swimming. | Public and Club swimmers will use separate changing rooms within the facility.  Staggered Club & Public start times help to keep Public & Club swimmers separate to help reduce transmission at entry, changing and exit times. | G Calder | C Webb | 9-9-20 |
| 11 | Swimmers Equipment -should be dipped in chlorinated water before use and at the end of the session | Swimmers equipment should be dipped in chlorinated water at the start and end of the session.  Water bottles & snorkels must be clearly marked and must not, under any circumstances, be shared.  Water bottles should be brought to the pool already filled as there will be no access to water fountains.  Swimmers encouraged to sanitise equipment again once home | No kit will be allowed to be left at the pool, swimmers must take all individual kit home with them after every session | G Calder | G Calder | 9-9-20 |
| 12 | Swimmers return to their pen post session.  Swimmers to wear face masks until they exit the building. | Coach directs swimmers to exit the pool staggered, one lane at a time.  Wherever possible, swimmers towel off, get dressed and exit via the same entry point.  Swimmers must pick up a disinfectant wipe from the tub in the pen and wipe the seat and back of their chair and leave the wipe on the chair when they depart.  After morning training, if swimmers need changing cubicles because they are going straight to school, then can use the family aisles 1, 2 and 3 as above.  Swimmers pen will be sanitised between sessions. | It is expected that swimmers will go home to shower and change rather than using changing cubicles and showers at the pool.  Make sure you have disinfected your chair before you leave the swimmers pen.  Showers are rinse only, no shampoo/conditioner or body wash to be used in showers. Swimmers to use showers between family aisle 2 and 3 only.  Coach will advise swimmers to minimise time in shower area. | G Calder | C Webb | 9-9-20 |
| 13 | First Aid | First aid is administered at all EL centres by trained centre staff  Coaches duty is to alert trained centre staff and not to administer first aid themselves. | First Aid will be delivered by EL lifeguards in accordance with EL venue guidance and processes.  EL to use appropriate PPE when providing First Aid, in line with EL Covid-19 policies. | G Calder | G Calder | 9-9-20 |
| 14 | Contamination of surfaces | Wash hands, have sanitiser available, minimise time spent around poolside | Pre/post pool to be done at home to minimise time swimmers spend on poolside. Use hand sanitiser upon arrival and wash hands & use hand sanitiser after going to the toilet. Participants encouraged to carry their own hand sanitiser and EL will provide at high risk touch points around the facility.  Swimmers arrive and leave ‘beach ready’ wherever possible.  No diving blocks to be used and coaches will limit time that swimmers spend at the ends of the pool in order to ensure physical distancing and to reduce touch points. | G Calder | C Webb | 9-9-20 |
| 15 | Swimmers must change and exit the building as quickly as possible.  Swimmers to put their face masks back on and wear them until they have exited the building. | Swimmers should not sit in their pens and should progress to change and exit swiftly, completing exit of building within 15 minutes of getting out of the water and by the stated session finish time.  Covid Officer to monitor swimmers exit from poolside & building.  Covid Officer to wear face mask when monitoring exit procedures. | When leaving poolside, swimmers should be aware of physical distances and aim to adhere to 2m distancing wherever possible. | G Calder | C Webb | 9-9-20 |
| 17 | Any person standing on poolside must adhere to social distancing requirements | Coaches will have clearly defined areas to stand and walk and should avoid close contact with athletes | Where possible, Covid Leads will remain in spectator areas and not go on poolside.  All coaches are COVID leads | G Calder | G Calder | 9-9-20 |
| 19 | COVID officer to remain at session to observe and feedback to COVID lead | COVID officer will be registered with SS and have a PVG in place with the Club.  They will have access to track and trace swimmer registers should a swimmer present as unwell at a session. | Covid Officer to maintain physical distancing during monitoring of entry and exit of swimmers.  Covid Officer to wear a face mask when monitoring entry or exit procedures or when dealing with any individual swimmer. | C Webb | C Webb | 9-9-20 |
| 20 | Swimmer becomes unwell at training | Swimmer should leave the water and will tell the coach who will report to duty COVID officer who will immediately contact their parent or guardian to pick them up, using the contact details from the track and trace register. | Swimmer is moved to agreed location with EL if it is not possible for them to leave immediately.  Coach and Covid Officer to remain physically distanced and wear a mask.  Covid Officer advises swimmer to return home and contact NHS Scotland for the next steps as appropriate.  Covid Officer will inform Covid Lead who will follow up with swimmer / parent.  Before returning to the training environment the individual must complete an updated Health Screening form. | G Calder | C Webb | 9-9-20 |
| 21 | Participant tests positive for Covid-19  Participant will be required to complete a clear Health Screen Survey before returning to training | Swimmer self isolates and makes Covid Lead aware of the positive test immediately. | To assist with contact tracing:   * All participants are required on the self-declaration to include full contact details * Track & Trace records will be maintained which coach, Covid Lead & relevant Covid Officers will have access to at every session. * Covid Lead will comply with NHS & Government procedures * NHS Test & Protect team will follow tracing processes as required | G Calder | C Webb | 9-9-20 |
| 22 | Emergency during training | In the event of an emergency, the Edinburgh Leisure EAP will be activated and will take precedence over all over procedures. | EL EAP has been updated to reflect any changes due to Covid. | EL | EL | 9-9-20 |