



Scottish
Swimming

Club Management

Back to the Water

COVID-19 Guidance

Phase 3

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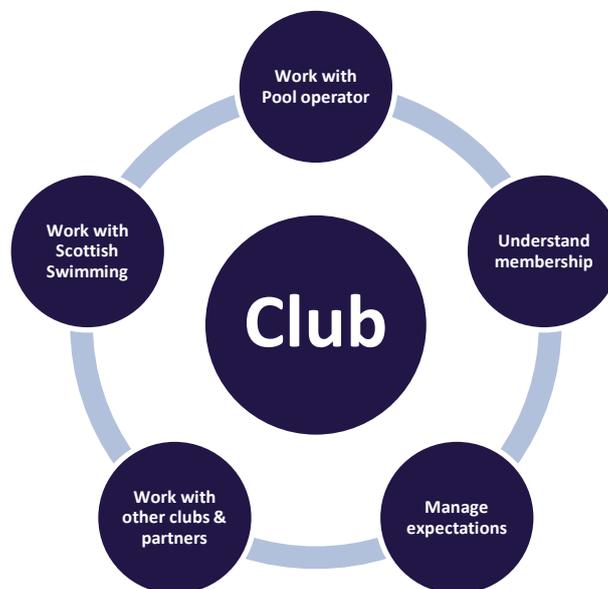
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1.0 Introduction

The following guidance has been developed in co-operation with the Home Countries and industry partners. The document aims to support clubs in returning to the pool following the period of closure due to COVID-19. It provides guidance on reducing the risk of COVID-19 transmission within the swimming pool environment and considerations for effectively managing the club return. Scottish Swimming are working closely with **sportscotland** to ensure the advice provided is appropriate for the current phase of the Scottish Government route map.

The guidance highlights the continued requirement for safe physical distancing and enhanced hygiene regimes and considers how this will impact on the different coaching/discipline environments. Guidance for Club training activity is contained within [Scottish Swimming Club Training Back to the Water COVID-19 Guidance](#). Additional guidance documents, templates and resources are available on the [Scottish Swimming website](#).

The points highlighted below are the priority areas clubs should consider and need to develop when planning the return to the pool. The pool operators and Scottish Swimming are working together to ensure clubs are supported as far as possible. Clubs will need to understand their membership and support their members by managing expectations and clear communication. It may be necessary for clubs to work with other local clubs along with the pool operator to ensure opportunities are maximised.



The following guidance is designed to support clubs when considering the factors that are likely to influence training sessions while physical distancing measures remain in place.

- Working with Scottish Swimming, Clubs should discuss with the pool operator any changes that may affect the pool programme and club access. When determining bather load and lane capacity, clubs should consider the advice on assessing risk in the pool as set out in the [Scottish Swimming pool operators guidance](#). It is advised that clubs should do this in collaboration with the pool operator.
- Coaches should deliver from poolside and should adhere to Scottish Government guidance on physical distancing. Clubs should work with the facility management to evaluate the number of team staff on poolside to give effect to physical distancing.
- Working with the pool operator clubs should consider the practicalities of getting athletes to and from the poolside, particularly as the majority of facilities might also be in use by the public. Clubs should

review available pool space to allow for correct physical distancing, including entry and exit points. Athletes and team staff should adhere to Scottish Government guidance on physical distancing when walking or waiting on poolside.

- Where possible athletes should bring their own, readily identifiable, equipment and clubs should allow sufficient time between squads for cleaning, and to reduce the chance of clustering groups. Equipment should be cleaned in-between use. Athletes will be responsible for cleaning their own equipment. Submerging equipment in adequately disinfected swimming pool water will reduce the risk of transmission of enveloped viruses.
- Supervision/spectating is likely to be limited, if at all, so keep those attending to a minimum. The club should liaise with the pool operator in this regard.
- Each club must have a dedicated officer or team responsible for COVID-19, making sure that from the club's perspective they are up to date with Scottish Swimming and Scottish Government recommendations. This person/team will also have a key responsibility to liaise with the pool operator and be aware of the rules and guidance set by the facility (for all facilities used by the club). More information can be found in the **COVID-19 Role Description** on the [Scottish Swimming website](#).

A range of document templates and samples will be available from Scottish Swimming to support the implementation of this guidance. More detailed guidance, including specific guidance for restarting and managing clubs, can be found in subsequent sections of this document.

2.0 Club Framework – COVID-19 outcomes

To provide further support and direction for club management committees the outcomes based on the six Club Framework areas have been re-focused to be more specific to promote a positive return to the pool for clubs. There are a suite of further resources and templates available in each of the six areas and will be available on HIVE and on the [Scottish Swimming website](#). There is also a flow diagram and checklist available to help clubs prioritise activities for returning to the pool. The guidance within this document has been marked with which component part it fits with. A priority rating has been applied to each of the outcomes to provide additional focus and direction for the club, split as short, medium and longer term.



	Outcomes or focus areas to consider	Priority Rating
Culture	Re-engage/further engage with club members, communicate changes effectively, understand the needs of the club members	Short term
	Revisit club culture and values ensuring that club restarts positively and unified. Confirm what the aims and objectives of the club are and plan accordingly	Medium to longer term
	Recognise and reward effort, positive mind-sets and excellence, and build self-awareness, respect and self-management	Longer term
Pathways	Re-establish the athlete pathway, ensuring the committee support an athlete-focused programme that provides competitive opportunities when appropriate and allowed	Short to medium term
	Ensure coaches, technical officials and volunteers continue to access the relevant pathway opportunities, training and development as appropriate	Medium to longer term
	Establish an appropriate link with Learn to Swim and have a strategy in place for retaining athletes with positive opportunities to stay within the sport	Medium term
People Development	Re-engage and support the volunteers within the club by providing appropriate development opportunities	Medium term
	Ensure appropriate re-inductions and refresher training is provided as necessary. Consider developing succession & retention plans while recruiting, rewarding and recognising club workforce as appropriate	Medium to longer term
	Ensure coaches are supported, providing the appropriate learning and development opportunities with development plans in place	Medium to longer term
Programme Management	Risk Assess club activities to ensure a safe operating environment. Evaluate the resilience of the club and put in place appropriate financial planning	Short term
	Update club governance policies and procedures and put in place necessary amendments/additions to reflect COVID-19 requirements. Communicate appropriately	Short term
	Update club development and club action plans to include COVID-19 considerations	Short to medium term
Facilities	Engage with pool operators to ensure appropriate safety procedures, staffing and inductions are in place for club sessions	Short term
	Work with pool operators to secure facility access, maximising pool programming and agree pricing	Short term
	Working with pool operator to ensure necessary safety precautions, Personal Protective Equipment (PPE), cleaning and pool equipment is provided for club sessions	Short term
Partnerships	Re-engage with local, regional and national networks and partners (aquatics or otherwise).	Short to medium term
	Develop existing relationships and have a structured approach to securing new partnerships	Medium term
	Consider ways to market the club and build the club profile in the community. Identify new sponsorship and fundraising opportunities	Medium term

2.1 Guiding principles

The information contained within this document and that of the [Scottish Swimming Club Training Guidance](#) is based on the following overarching guiding principles:

- **Safety first** – the safety of anyone involved in our sports and activities is paramount and will be put first in all considerations. Clubs should emphasise to members that during this period of time everyone has a personal responsibility to keep themselves safe.
- **Consistent** – our guidance is across multiple activities and many stakeholders, we will seek to make it consistent and aligned to avoid creating conflict or confusion.
- **Robust** – we will ensure that our guidance is developed by experts in the sport/activity/field and then reviewed internally and by a medical practitioner to ensure it is as robust as possible.
- **Evolving** – we will provide initial guidance but understand that not all factors are currently known and that circumstances will change, to that end we will develop and improve guidance as appropriate and based on practical experience when activity recommences in the water.

2.2 Be prepared for change

It is becoming clear that the aquatic landscape that we knew pre COVID-19 will be vastly different on our return. Once there is a green light to open all centres it's not likely that all pools will simply open their doors on that date.

- Many pools may open with reduced pool hours – early mornings for example could be limited
- Whilst a leisure centre may open there may be a phased return to certain activities
- Local authorities / pool operators may open pools within certain geographical areas piecemeal rather than en masse
- Some pools may not reopen at all

In short there could be fewer opportunities, and we cannot expect clubs to simply step back into where they left off. This is not definitive yet, but it is something clubs must consider.

Clubs will have an important role to play in regards to managing expectations of their athletes, coaches, parents and volunteers when the club returns to training.

2.3 Thought starters for setting up training sessions

Guiding Principles	Athletes	Workforce	Equipment requirements	Pool layout	Pool side set up	Entry and exit points – inclusive of changing arrangements	Squad rotation (if applicable)
Safety first	How athletes are kept safe within this session?	How are all members of workforce i.e. coaches kept safe during sessions?	What equipment is needed to keep the session safe?	What pool layout is allowed or required?	What poolside set up is required to maintain safety and safe practice?	To maintain safety – how will all involved enter and exit the pool side and pool?	How will squad changeover be managed?
	Has guidance been provided to athletes?	Has guidance been provided to workforce?	Lane ropes, training aids, music system (artistic)	How does the pool layout ensure safety of participants?	What does the safe poolside set up look like?	What are the changing arrangements to maintain safety?	How can session times be maintained?
	Consider inclusion of para-swimmers	What is the workforce requirement to maintain safety i.e. number of coaches?	What can be used? Using the club or centres equipment / own equipment for training etc. (whiteboards etc)	E.g. roping off certain zones for disciplines or LTS?	Do you need signs or visual prompts?	What signage is in place?	Is a 10 minute gap between squads required?
	Maximum numbers?			Number and width of lanes available	Ensure wheelchair access etc are considered		
Consistency	How do session plans maintain consistency of physical distance rules at all times?	How do session plans maintain consistency of physical distance rules at all times for the workforce?	Are the equipment usage guidelines consistent with other pool users?	Is the pool layout consistent with other pool users of a similar type? Work with operator and maximise programming	Is the poolside set up consistent with other pool users?	Entry and exit points as consistent as possible with other pool users?	What are the facility arrangements for timetable changes?
	Is this consistent with guidance given to other aquatic users from the pool operator?	Is this consistent with rules given to other aquatic users?	Is the use of equipment consistent with other pool users? Is the club ensuring equipment use is in line with the centre's rules?	NB: there's a need to avoid masses of pool configuration changes. I.e. Changing lane ropes frequently	NB: Pool operators will not want multiple changes on poolside. Have you avoided any potential crowding and kept additional bodies on poolside to a minimum?	Are changing arrangements consistent with other pool users? Does it limit risk to have all club members changing at home before arrival and to shower at home where feasible?	Are squad changes consistent with other pool users? What guidance has the facility operator introduced?

Robust	Can the club gather some participant views pre sessions to check that they are happy with the plans?	Can the club gather some workforce views, pre session to check they are happy with the plans?	Are the equipment requirements and their use achievable?	Does the pool layout and pool deck have the support of the pool operator?		Do the entry and exit arrangements have the support of the pool operator and understood by club members?	Is squad rotation practical and fair?
	Can the club gather feedback post session from the participants for any improvements that can be suggested?	Ensure teachers and coaches are comfortable with the plans? Can the club gather feedback from the workforce post session for any improvements that can be suggested?	Does it avoid creating any additional barriers? Is all the required equipment readily available?	Do the session plans and layout stand up to scrutiny for physical distancing?		Do the club's changing arrangements have the support of the pool operator and are they understood by club members? Is physical distancing guidance being applied throughout?	Does it work within the pool or pools being used? Can this be regularly reviewed?
Evolving	What are the next progression steps from this session?	How can the workforce grow, adapt and evolve?	Will the club require more or less equipment as sessions evolve?	How does the pool layout need to change as athlete numbers can be increased or physical distancing measures change?	How does the poolside layout need to change as athlete numbers can be increased or physical distancing measures change?	Can changing arrangements and entry and exit points be changed?	Can the changeover of squads become less restrictive?
	How do the sessions evolve?	Can additional coaches be brought back into the club but maintained within the rules?	How would the use of more equipment be managed if required?			How can this be monitored and changed accordingly?	What could be changed?
	Could more athletes be added but maintained within the rules?						How could the club prevent loss of pool time through more efficient change overs?
	Consider how changes are communicated						

It's important to gather feedback from all those involved with the club, allowing changes to be applied where necessary and as measures evolve.

2.4 Accessing the facility

When facilities do begin to reopen, be aware that pools may not be accessible for a number of weeks. The timing of this will all depend on various factors, including Scottish Government guidelines and the operator's approach. The club should work closely with the pool operator to ensure an effective and safe transition back to club activity.

The table below outlines the potential considerations for pool operators when they are able to look at re-opening of facilities.



	Activity	Potential delays
Stage 1	<ul style="list-style-type: none"> Reactivation of the pool plant Communication with booking holders 	<ul style="list-style-type: none"> Pool plant not starting Algae Time to heat the pool Deep clean of pool and equipment. Lack of access to chemicals <ul style="list-style-type: none"> Reinstating staff members Completing return to work process
Stage 2	<ul style="list-style-type: none"> Independent water biological test completed Set up any necessary restriction to physical distancing in all public areas Continued communication with clubs and members 	<p>Testing could take up to three weeks depending on local demand</p> <ul style="list-style-type: none"> Scottish Government guidelines altering Producing the correct signage Size of the facilities
Stage 3	<ul style="list-style-type: none"> Retrain staff Communication with clubs and members regard recommencing activity 	<p>Scottish Government and Scottish Swimming guidelines altering</p>

Any issue with the above areas will delay the opening of the pool

2.5 Preparation for clubs

Based on the potential operator timeline above, a potential return to pool timeline (below) for clubs can be considered with key milestones in order to be ready for a return to the water. Scottish Swimming are and will continue to work with operators across the country where necessary and appropriate, to support the return of clubs. Clubs may need to work more closely together with regards to pool access and Scottish Swimming can help with the discussions. There are a number of supporting documents which are designed to assist club committees with the return to club activity and these can be found on the [Scottish Swimming website](#).

There are a number of important considerations that need to be taken into account and the below sections provide content and support in these areas

1. How to review your membership using the finance toolkit
2. How to work with your operator
3. How to prepare for physical distancing
4. How to formulate a new programme in line with physical distancing
5. Risk assessments
6. How to reinstate your coaching and volunteer teams



2.6 Potential club timeline

	Activity	Considerations
Stage 1	<ul style="list-style-type: none"> • Contact your membership • Begin your return to club review 	Potential online survey to ascertain: <ul style="list-style-type: none"> • How many members retained • Potential income generation
Stage 2	<ul style="list-style-type: none"> • Working with Scottish Swimming where appropriate, communicate with the facility to discuss and confirm pool time access • Review risk assessments for potential activity • Look at club timetable to offer a phased return to the pool. 	<ul style="list-style-type: none"> • Include current government guidelines / operator and NGB guidance in risk assessments • Consider what your offer will be for land activity to support return to pool
Stage 3	<ul style="list-style-type: none"> • Communication with club members • Make contact with coaching staff • Construct draft phase 1 timetable together • Hold remote coach/committee meetings 	Consider what training is required for your coaches and lifeguards when returning to club
Stage 4	<ul style="list-style-type: none"> • Discuss site specific training options with the operator • Confirm date opening with operator • Confirm Phase 1 return to the pool with operator • Communication with clubs and members with return programme 	Be aware there may be a delay to the opening date depending on where the facility is with their emergence process
Stage 5	Potential for club to access facility under physical distancing regulations	

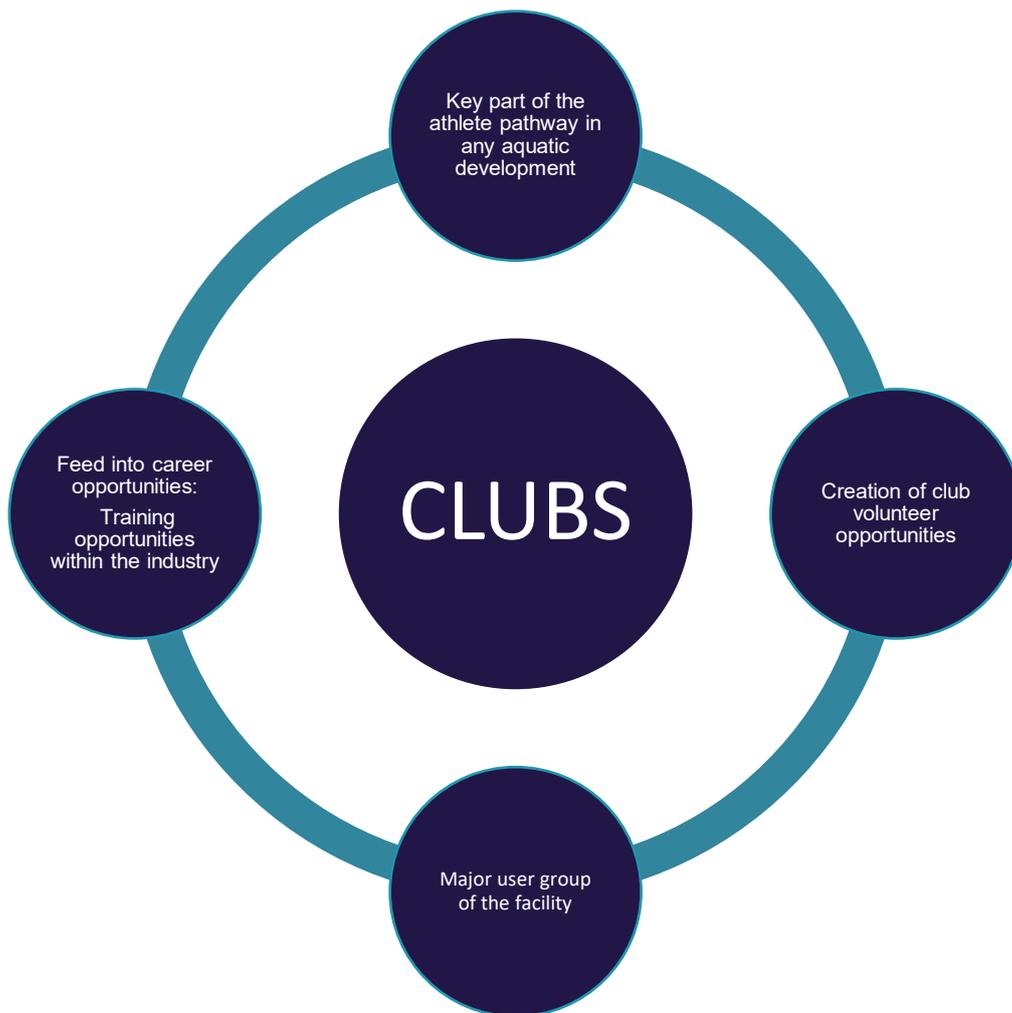
2.7 Maximising and exploring shared opportunities

As both clubs and operators begin to emerge from lockdown, there are many key areas where strong partnerships can and should be forged.



With potentially less pool time and water space available, it may be necessary for local clubs to work together over the longer term as well as collaborating as a network of clubs in the short term to help each other through this process. Scottish Swimming will support local conversations between facility providers and clubs as far as practically possible.

A true partnership and collaboration with the pool operator will be crucial for clubs in the current environment. 'A successful club forms part of a successful leisure centre'.



Support Section 1

3.0 Completing a Club Review



3.1 Overview

This section aims to support the club in identifying current baselines in terms of Membership, Club Finances, Coaching Staff and Volunteers. It is important to have this information before any decisions can be made on how the club will reinstate pool activity once the facilities are able to reopen. Support Section 2 may be started before or at the same time as this section depending on the club situation. There are additional tools, templates and resources available to support with this section available on the [Scottish Swimming website](#) including a survey example and a financial toolkit.

3.2 Process

Below is a suggested process that clubs should consider utilising. Some clubs may have already started this process and have perhaps have gathered and processed some of this information. Be aware of what work the committee are already doing in order to reduce duplication and spread workload.



3.3 Considerations whilst completing this process

- Clubs may need additional support to restart/continue committee meetings or hold virtual AGMs. Scottish Swimming has already released guidance and support is available through the regional team.
- It may be necessary to adjust the proposed survey template to make it relevant to your club size and structure. The Members Survey should be a strong starting point and relevant to the majority of Scottish Swimming clubs.
- Additional support may be required when reviewing the club's (new) baseline membership. If the coaching team have been not been engaged with the club during the shutdown, it might be advisable to bring the head coach back to support this process.

- Clubs should consider planning a number of different options or scenarios for what squads or athlete numbers can resume initially based on best fit utilising both club financial and facility information. Potentially clubs working together may increase opportunities for participation.
- With regards to the wider club resilience and sustainability, clubs should be aware of what financial and other risks can potentially threaten the continuity and resilience of the club activities. Having a risk register and action plan to mitigate as far as possible some of the risk is good practice. More information and templates are available on the Scottish Swimming website to help clubs with this process.
- When reviewing pool hire and access agreements, consider how physical distancing might be applied specifically around session capacity.
- With the competition calendar nationally and regionally on hold and plans being drawn up to change the format and planning of competitions, there will be less opportunity for clubs to host meets in order to generate income. Previous income from meets should not be planned for within budgets for the foreseeable future.
- It may be a good time while club management policies and procedures require to be updated, for clubs to consider updating or progressing with SwiMark or SwiMark Plus accreditation as a means to further develop and progress the club including implementing a development plan.
- Athletes may have lost hats, goggles or grown out of kit during this period and may need to re-stock on a few items – this could be a revenue opportunity for the club from members requiring new or replacement kit.
- With so much online shopping taking place is the club registered to use [easyfundraising](#) or [Fantastic Fanatics](#) to generate additional income.
- An additional section on the club development page on HIVE will be created to allow for clubs to share club COVID-19 templates and documents that they have created/completed along with sharing best practice and good examples. If anyone requires access to this page or needs further support with HIVE, please contact the Regional Team who will be happy to help.

3.4 Intended outcome

By following this process, the club should gain a good understanding of how many members have been lost or retained during this period. From this information the club should be able to generate a financial forecast and make any decisions regarding adjustments to club structures prior to returning to the pool.

Support Section 2

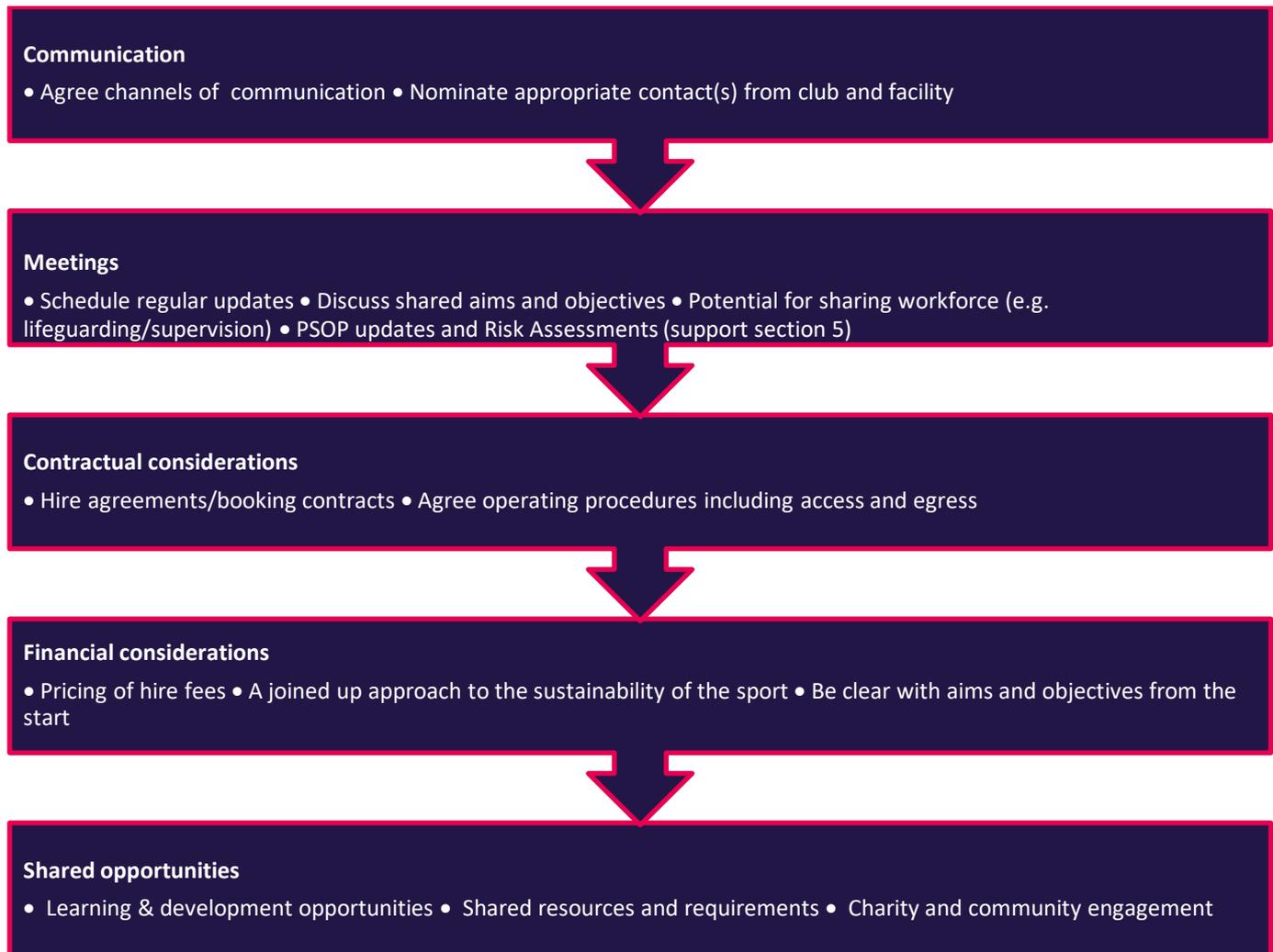
4.0 How to Work with Your Operator



4.1 Overview

This section aims to support the club in the initial contact with the local pool operator. The process below can offer additional information and highlight potential discussion areas. This will also support the club in preparing members and committee for possible changes that maybe necessary. The process should outline potential opportunities to manage these challenges in partnership with your pool operator.

4.2 Process



4.3 Intended outcome

By following this process, the club should be prepared for conversations with the pool operator. By stage two of the process, the club should be in a good position to begin looking at the club programme. At this stage the club may need to bring back other members of the coaching team (if they've been out of the business), considering furlough and workload implications. Where possible existing club structure/partnerships (composites etc) are in place, these should be utilised as appropriate. Scottish Swimming will support conversations between clubs and the facility providers as far as practically possible.

Support Section 3

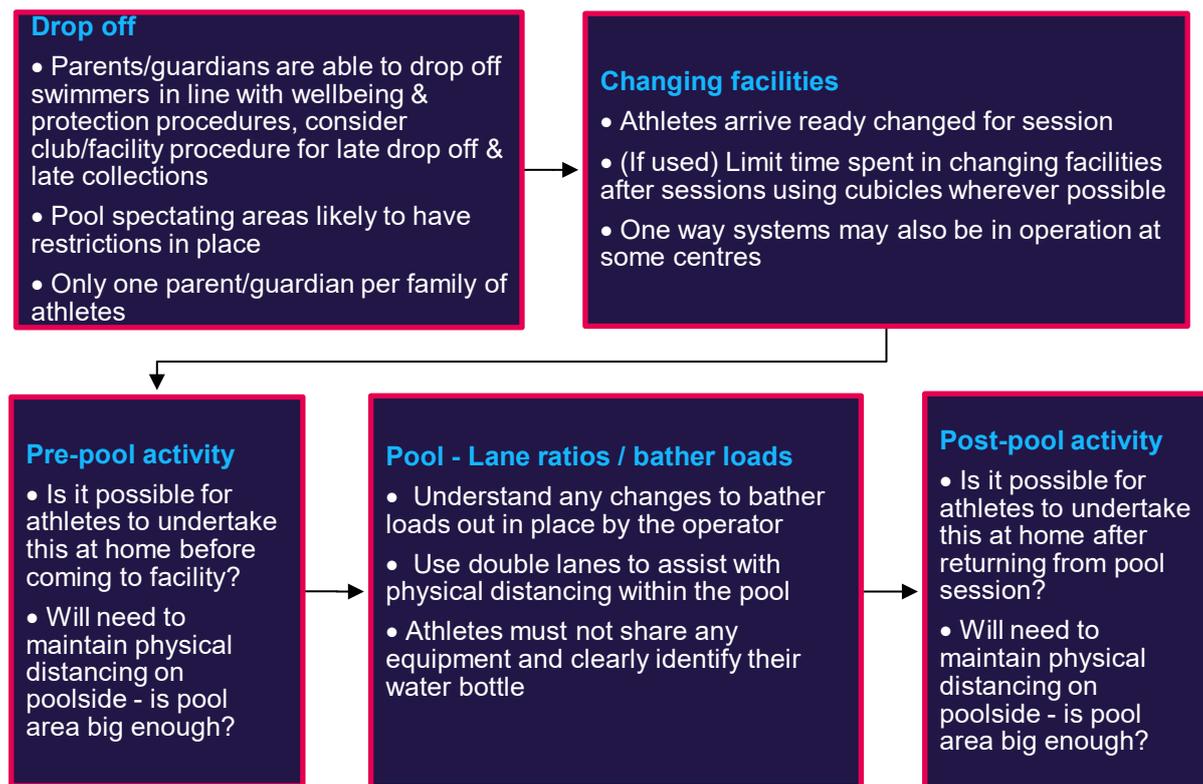
5.0 How to Prepare for Physical Distancing



5.1 Overview

The below flow diagram should help with club planning. This section is designed to help clubs consider the factors that are likely to influence training sessions while physical distancing measures remain in place. It is important to consider the practicalities of getting athletes to and from the poolside, particularly as the majority of facilities will be in use with other user groups. Regular communication with the pool operator will be key so the club is fully aware of any restrictions or plans they are putting in place.

5.2 Process



The discussions and communication with the pool operator within Support Section 2 will be key to putting these practices in place. It will be necessary for the club to update their risk assessments for training sessions with any changes made. Information on risk assessments can be found in Support Section 5 and templates and further resources can be found on the [Scottish Swimming website](#).

5.3 Intended outcome

Once the club has followed this process, it should have an understanding of how to organise access to the pool and basic considerations for returning to the water. Information for each aquatic discipline within the [Scottish Swimming Club Training Guidance document](#) will evolve this process much further. The support documents in Section 2 and 4 will also form a key part of this process.

Support Section 4

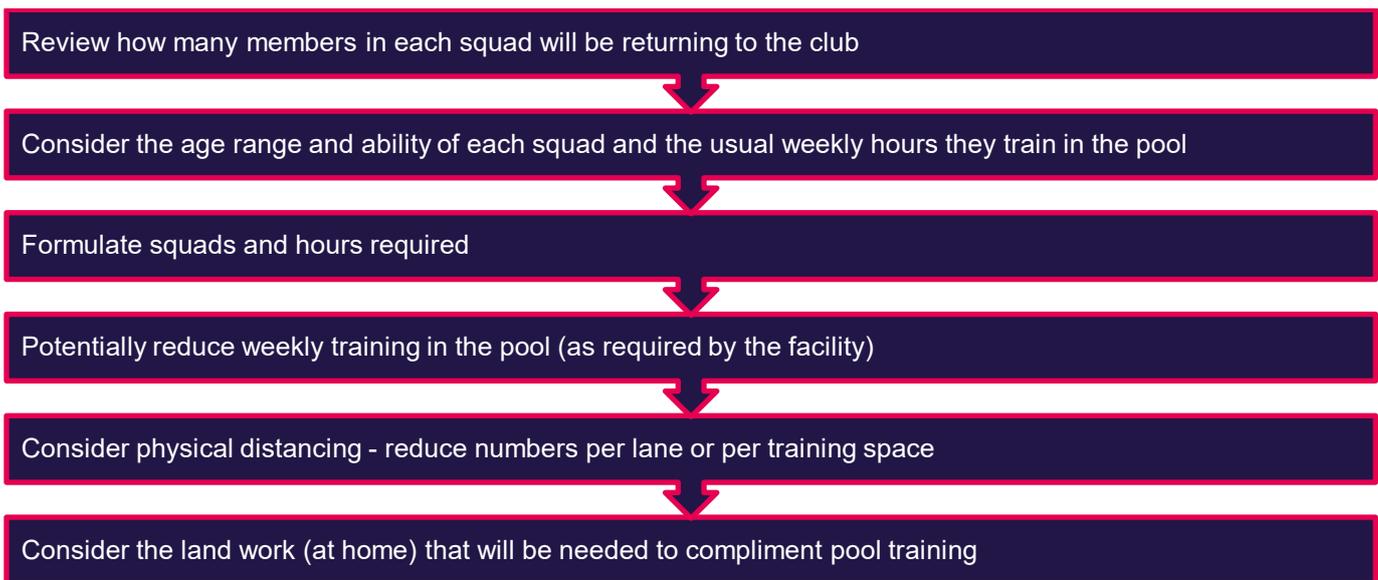
6.0 How to Formulate a New Timetable



6.1 Overview

This guide aims to support the club in formulating a return to pool timetable. This timetable may need to be revised as Scottish Government guidance changes. The timetable is based on activity for athletes who are not symptomatic and applies to the physical distancing measures in place within re-opening of facilities. This guide should be followed in line with Support Section 3 for physical distancing in general. Additional information and sample pool layouts can be found in the [Scottish Swimming Club Training, Back to the Water COVID-19 Guidance](#) document.

6.2 Process



6.2.1 Considerations before completing the squad overview

When it comes to pool space and time for club swimming, (which will also be applicable to artistic swimming and water polo training) there are numerous variables to be considered, including:

- **Coaching Team** – consider managing workload and expectations. Ensure sufficient session cover of level 2 coaches taking into account ratios, wellbeing and the other parameters listed below
- **Athletes** - consider requirements of the group (i.e wheelchair access and medical considerations)
- **Lane width** – narrower lanes = less swimmers, wider lanes = more swimmers.
- **Pool design** – specifically, a tank type pool will create significant waves from club swimmers, the ‘rough’ waters can necessitate having fewer swimmers within a club session, whereas in a deck level pool waves will dissipate over the side rather than the energy staying within the pool
- **Pool length and width** – physical distancing application
- **Pool depth** – a shallower pool will often create more turbulent waters, so may necessitate fewer swimmers per lane/pool
- **Poolside space available** – space on the deck for briefings, coaching and entry/exits
- **Lane ropes** – similar to pool design, anti-wave lane ropes dissipate the energy and prevent a build-up of turbulence on the surface, and additional turbulence could contribute to a need for amending bather loads
- **Pool plant system / air handling** – efficiency and age of the pool may have an impact on bather loads

Size, dimensions and design will be a consideration for all aquatic disciplines in terms of maximum bather loads for physical distancing.

6.2.2 Guidance to formulate your squad overview

Every facility will be different so dialogue and communication with the facility is paramount:

- What is the current maximum bather load?
- What are their maximum numbers per lane?
- What pool layout is being used; single or double lane widths?
- Is it necessary to work collaboratively with another club to maximise pool programming?

These answers are critical in order to plan training sessions and numbers per squad.

6.3 Intended outcome

By following this process, coupled with the Members' Survey, the club will be able to evaluate the number of pool hours required.

Once squad numbers have been devised, it's then possible to apportion the hours into a new club timetable to make the best use of the water time whilst adhering to physical distancing. The Head Coach as a minimum will be needed to carry out this exercise with the support of the Club Committee.

Remember this will be a starting point for the club, regular reviews and knowledge of changing guidance will allow the club timetable to evolve.

Support Section 5

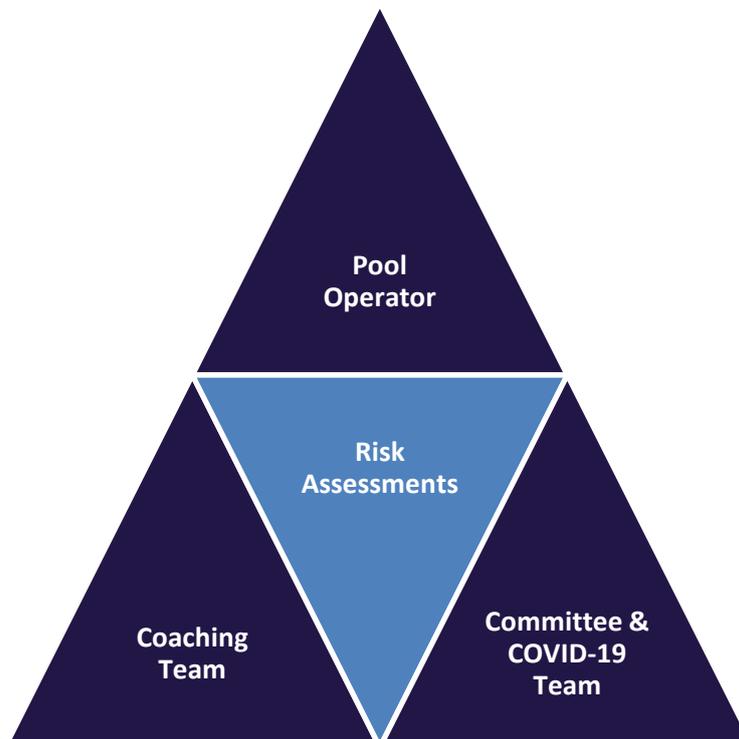
7.0 Risk Assessments



7.1 Overview

This section aims to provide support and guidance for clubs to create and update risk assessments taking into account COVID-19 considerations. There is further guidance, templates and risk assessment samples available for clubs on the [Scottish Swimming website](#). It is important that clubs have the appropriate risk assessments in place to enable athletes to return to training.

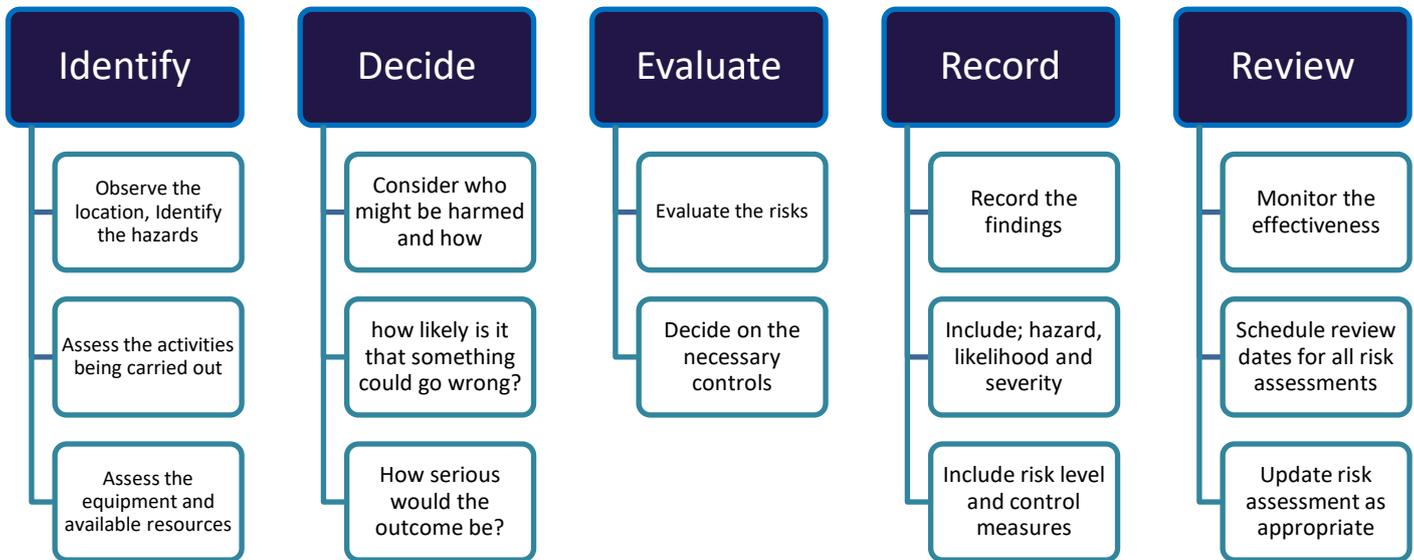
There is a key relationship to consider when creating or updating risk assessments. Working with the pool operator is vital. The operator will have to update the venue Pool Safety Operating Procedures (Normal Operating Procedures and Emergency Action Plans) so working with them to understand the key changes in processes, procedures and additional requirements that the club should be aware of, is important. The operator will also need to have risk assessments in place, and it is advisable that the club work with the pool operator and view their appropriate risk assessments as to ensure there is no conflicting information or processes. Within the club, involving the knowledge and expertise within the coaching and committee teams is also important to ensure all of the available appropriate information is factored into to the risk assessments.



7.2 Process

Hazard	Something that has the potential to cause harm
Risk	The likelihood of someone being harmed

There are five component stages to conducting a risk assessment:



7.2.1 Hazard areas to consider when risk assessing

The below is not an exhaustive list of hazard areas to consider when risk assessing. Additional considerations may be necessary based on the facility that the club uses. If using more than one pool, risk assessments, processes and procedures may be different and clubs should liaise with the relevant pool operator to ensure the appropriate information is utilised. When considering the below points, please note that they may apply to more than one user group (athletes, team staff and volunteers etc).

Carpark (drop-off and pick-up)	Facility entrance & Reception Area	Changing rooms & Toilets	Equipment	Health screening	Someone becomes unwell during session
Poolside	Athletes and Team Staff	Supervision	During activity	Hygiene measures	Exit

7.2.2 Controlling risks

When identifying control measures to reduce the level of risk consider the following information. Eliminating the hazard is the most effective through to personal protective equipment (PPE) which is the least effective but in some occasions the only option or used as an additional control. Work closely with operators to work out collectively the best solution.

1. Eliminate the Hazard	<ul style="list-style-type: none"> • Identify whether this is possible, but also consider whether this is practical
2. Reduce the Hazard	<ul style="list-style-type: none"> • Consider ways to reduce the hazard • Consider whether alternative options are realistic and achievable
3. Prevent people coming into contact with the hazard	<ul style="list-style-type: none"> • Consider how you can reduce the number of people coming into contact with the hazard
4. Introduce a safe system of work	<ul style="list-style-type: none"> • Set out a standard of how the activity should be conducted as safely as possible • Ensure there is awareness and set a standard of behaviour
5. Provide personal protective equipment	<ul style="list-style-type: none"> • Provide PPE to the people involved in the task • Check what staff require to use PPE through COVID-19

7.3 Intended outcome

By using the above information and working with the pool operator along with the additional information, templates and samples available on the [Scottish Swimming website](#), clubs should have the appropriate risk assessments and other health and safety processes and information in place for the club to safely return to the water.

Support Section 6

8.0 How to Reinstate Your Coaching (paid and voluntary) & Volunteer Teams



8.1 Overview

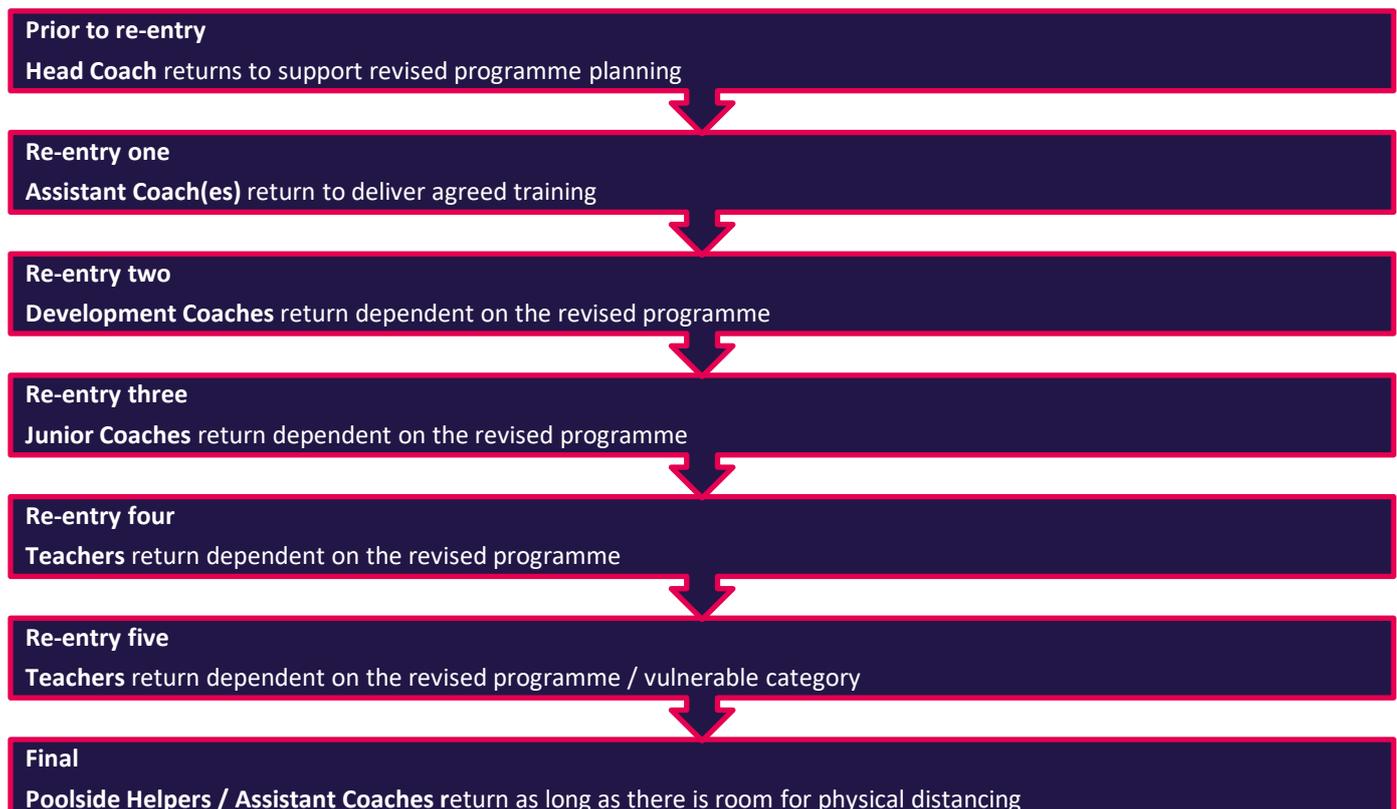
This section aims to support the club in reinstating the coaching team, both voluntary and paid. This guide will link closely with the resources available on the [Scottish Swimming website](#), along with where suitable links to the [latest government guidelines and changes regarding furlough](#) and the self-employment scheme can be found. This guide should be followed in line with support section 1 to ensure the club is a sustainable position for covering coaching costs as the club returns to the pool.

8.2 Process

Re-evaluate your programme using the Club Finance Toolkit to establish the number of staff required to deliver a revised timetable (if applicable) in the first instance. Remember it is likely to be a phased approach as the club is able to regrow and new or existing members return to the water, taking the following into account:

- Safety
- Expenditure
- Revised membership fees
- Staffing costs

The chart below details a potential process for re-establishing the clubs coaching team. Depending on the type of club, number of coaches and balancing workloads and expectations, the order may be different to that suggested and not all parts of the flow diagram will be applicable to all clubs. Whilst 'coaching team' has been referenced, the process would be relevant to a club's teaching workforce depending on the club type.



8.3 Requirements to include in the planning for coaches return

- 48 hours' notice is required before anyone on the furlough scheme can return to any form of work; administration, land delivery, pool activity etc.
- Do any of the club's coaches, either paid or unpaid, fall into the at risk category? You can visit the [NHS website \(NHS Scotland\)](#) for support with this area.
- Do the club's coaches also lifeguard sessions? Will they need site-specific training before they can deliver?
- Do all the coaches have PVG and other Wellbeing & Protection attributes up to date? A Child Wellbeing & Protection in Sport course can be completed online

8.4 Intended outcome

By following this process, the club should be able to ensure there is a safe, sustainable financial delivery plan in place to support the coaching and teaching teams. At this stage the club may need to consider both financial and legal aspects of reinstating your coaching team.

8.5 Volunteers

Consider what volunteers you will need to have in place for the club to return to the pool. From the club review you may have the information, but may be necessary to communicate with your volunteers and check who is planning to return to the club. These could be (but not limited to):

- Executive committee members
- Wider committee members
- Coaching and wider team staff
- Technical officials
- Club volunteers
- Poolside helpers
- Young volunteers

Important elements to consider when managing volunteers within the club are:



In order to support committees with managing volunteers within clubs there are a number of supporting resources which are available on the [Scottish Swimming website](#). As clubs return to the pool it may be necessary to use a selection of these tools to ensure there are enough volunteers to cover the roles, allow for succession planning and to effectively support the club volunteers.

Volunteer Audit & Analysis tool	This tool is used to look at all volunteers within a club or across a programme, to quickly at a glance analyse where each volunteer is at in their volunteering journey
Volunteer personal development plans	Personal development plans are used to identify learning and development needs of volunteers and sets individual goals/targets. This helps the committee to plan courses, organise funding and how to effectively support the volunteers
Volunteer management self-assessment tool	The self-assessment tool enables the committee to identify strengths and weaknesses around volunteer recruitment as well as rewarding & recognizing volunteers within their club
Volunteer Inductions	Inductions are used to ensure volunteers have the required information, training, resources and support to carry out their role within the club. Consider whether there is any refresher training required as part of the volunteering pathways

Section 7

9.0 Scottish Government and sportscotland Guidance

Sporting activities can now be undertaken, providing all activity is consistent with current Scottish Government guidance on health, physical distancing and hygiene – you will also need to make sure that your club, facility and participants are made aware and can adapt to changes in guidance at short notice. Information on Scottish Governments approach to managing COVID-19 is available at [Scottish Government: Coronavirus in Scotland](#).

People who are symptomatic should self-isolate for 10 days and household members for 14 days as per info on NHS guidance. No one who is self-isolating should attend a sports facility or activity.

To manage a safe return to sport and leisure activities it is a mandatory requirement that all clubs, facility operators and deliverers put in place comprehensive Test & Protect procedures to help break chains of transmission of Coronavirus (COVID-19). Further information is available within this guidance and at [Scottish Government: Test & Protect](#).

All clubs providing physical activity must abide by Scottish Swimming guidance and have a named 'COVID-19 Officer' who will complete documented risk assessments and ensure all appropriate mitigations are put in place by the sports organisation before any physical activity is undertaken. Risk Assessment guidance can be found in Support Section 5 within this document and further samples and templates can be found on the Scottish Swimming website.

Clubs and participants should be aware that the easing of restrictions does not mean that all facilities will open immediately. Clubs, owners and operators will require time to consider all the implications of opening facilities and put plans in place to re-engage staff and to set up operations that ensure the safety of participants, staff and volunteers. This is a difficult time for everyone so please be patient.

9.1 Before participating

1. These guidelines should be read in conjunction with any updated Scottish Government guidance on health, physical distancing, and hygiene. Participants should be aware of and adapt to changes in guidance at short notice. Information on the Scottish Government's approach to managing COVID-19 is available at [Scottish Government: Coronavirus in Scotland Guidance](#).
2. People who are symptomatic should self-isolate for 10 days and household members for 14 days as per NHS guidance. No one who is self-isolating should attend an outdoor sports facility/activity.

IMPORTANT: Do not leave your home to undertake exercise or physical activity if Scottish Government advice means you should stay at home because you or someone you live with has or has had symptoms of COVID-19.

9.2 Summary of key dates for return to sport and physical activity

From the 24 August 2020 additional sport and leisure activities will be permitted if appropriate guidance and risk assessments are implemented.

- Adult outdoor contact sports training and competition in an organised setting can resume ideally with a maximum of 30 people taking part in any one session, determined by facility operators.
- In line with Scottish Swimming guidance clubs should consider introducing a period of contact training to familiarise participants with guidelines before undertaking competition

From the 31 August 2020 indoor sport and leisure facilities are able to open if Scottish Government [Coronavirus \(COVID-19\): Guidance for the opening of indoor and outdoor sport and leisure facilities](#) is fully implemented:

- this includes the provision of indoor non-contact and contact sport training and competition activities for children up to and including 11 years of age and;
- indoor non-contact sport training and competition for those 12 years of age and over where physical distancing can be maintained

Outdoor sporting events or activities involving more than 30 people should not take place at this time unless following Scottish Swimming guidance which has been approved by **sportscotland**.

An indicative date of 14 September 2020 has been identified by Scottish Government for further changes to sport and leisure activity including;

- Limited spectator access to sports stadia
- Resumption of indoor contact sports and competition for those 12 years of age and older

9.3 Organised Sporting Activity for Children and Adults

Organised indoor and outdoor sporting activity/competition for children and adults may be undertaken as outlined below and where appropriate SGB guidance has been approved by **sportscotland**.

All sport facility operators providing organised competitions must abide by relevant Scottish Swimming guidance and have a named 'COVID-19 Officer' who will be responsible for completing documented risk assessments and ensuring all appropriate mitigations are put in place.

Definitions - for the purposes of this guidance;

- contact sport or activity is defined as “a sport or activity in which the participants necessarily come into bodily contact with one another.”
- non-contact sport or activity is defined as “a sport or activity in which the participants are physically separated by playing rules such as to make it difficult for them to make physical contact during the course of an activity.
- Non-contact sports where participants would normally encroach within 2m should put in place measures to limit this risk. For instance, training only or competition with altered rules to maintain physical distancing.

- Sports competition refers to where participants or teams compete against different opponents as part of an organised league or competition.

9.3.1 Children and Young People

- Outdoor contact and non-contact sport and competition can be undertaken by children and young people.
- From the 31 August 2020 this will be extended to include all forms of indoor sports training, activity and competition for children up to and including the age of 11 years.

9.3.2 Adults

- Outdoor non-contact sporting activity and competition may be undertaken.
- From the 24 August 2020 outdoor contact sport training, activity and competition in an organised setting may resume with a maximum of 30 people taking part in any one session. This may, in exceptional circumstances, be increased to include for example officials, coaches and support staff (medical etc) if agreed with **sportscotland**.
- From the 31 August 2020 adult indoor non-contact sports training, leisure activity and competition may resume subject to appropriate physical distancing measures being put in place to limit the risk of participants encroaching within 2m.
- No adult indoor contact sport should be undertaken at this time.

9.3.3 All clubs providing sport specific activities must abide by relevant Scottish Swimming guidance and have an appointed 'COVID-19 Officer' who will complete documented risk assessments and ensure appropriate mitigations are put in place before any sporting activity is undertaken.

9.3.4 Physical Distancing

- Children aged 11 years and younger are not required to physically distance at any time, as set out in Scottish Government guidance.
- For those over 12 years of age taking part in an organised outdoor activity, a 'field of play bubble' can be created whilst a sporting activity is taking place, in effect suspending physical distancing guidelines for the duration of the activity. Normal physical distancing guidelines will however apply before and after the activity takes place.
- For those over 12 years of age taking part in indoor sporting or leisure activity normal physical distancing rules should be followed. Risk assessments should, where possible, consider mitigating actions to reduce the likelihood of participants encroaching within 2m of each other. For instance, clubs may consider, where appropriate, different formats of competition, zoned participation areas or staggered starts.
- No formal presentation ceremonies should take place during or after an activity or competition and the focus should be on reducing numbers in attendance at any one time.
- Coaches and others supporting organised activity should attempt to keep physically distant where possible, but it is recognised that this will not always be possible. In such circumstances the responsible 'COVID-19 Officer' should consider appropriate mitigating actions as part of the risk assessment.

- Specific consideration should be given to supervision of children under the age of 5 years as it is not appropriate for young children to maintain the models of physical distancing that are suitable for older children, either practically or in terms of child development. You may, for instance, ask a parent to be present.
- Where an employee is providing an activity, relevant work placed risk assessments and consultation should take place in advance of any activity being undertaken. See the Businesses, workplaces and self-employed people section at [Scottish Government: Coronavirus in Scotland](#).
- Parents/guardians who are supervising their children should abide by Scottish Government physical distancing guidance and stay at least 2m away from those out with their own household. Groups of parents from different households should not congregate before, during or after the activity.

9.3.5 Participant numbers and duration of organised activity:

- A 'field of play bubble' can be created whilst a sporting activity is taking place, in effect suspending Scottish Government household number guidelines for the duration of the activity, if appropriate guidance is agreed with **sportscotland** as highlighted herein. Normal household guidelines will however apply before and after the activity takes place for those aged 12 years and over.
- Where there is likely to be close contact between participants in an organised sporting activity, mitigation should be put in place to minimise risk and keep participants safe.
- Clubs should therefore consider limiting the numbers taking part and the required duration of the activity.
- The focus should be on delivering the organised activity with as few participants as possible interacting with each other and for the minimum amount of time, whilst still allowing the activity to be run effectively.
- In the event of first aid treatment being required it is recognised that a suitably qualified coach/supervising adult may require to attend to a child. The sports organisation 'COVID-19 Officer' should consider processes for managing this as part of the risk assessment. This could include but not be limited to:
 - Provision of suitable PPE
 - Training of coaches/supervising adults
 - Presence of one parent/guardian being required at the activity

9.4 Adult involvement and ratios:

- All adults involved in coaching / actively engaging with children in an organised environment should have undertaken appropriate Scottish Swimming safeguarding and, where available, COVID-19 training.
- Sports organisations should always ensure appropriate ratios of coach/adult to child as per Scottish Swimming guidance and follow all related Wellbeing and Protection advice. Health, safety and wellbeing policies should always be risk assessed and implemented.

9.5 Guidance for coaches

Coaching and Instructing

Guidance for coaches is available at [Getting your coaches ready for sport](#).

- From the 3rd August 2020 restrictions were lifted on the number of households (or extended households) that can be coached per day.
- From the 24th August 2020 coaches can take organised outdoor group training sessions with a maximum of 30 people involved at any one time, determined by facility operators.
- During outdoor group training sessions appropriate risk assessed physical distancing and hygiene measures should be put in place to protect participants.
- Coaches and instructors working with children should familiarise themselves with the additional considerations developed by **Children 1st**: [Child Wellbeing and Protection Considerations](#).

9.5.1 It is the responsibility of each venue operator, club and coach to ensure documented risk assessments, based on local circumstances, are completed prior to any activity taking place. Consider safety first, particularly focusing on minimising the risk of infection/transmission. Appropriate measures must be put in place to ensure participants, staff and volunteers are protected at all times.

9.5.2 Children under 12 do not need to maintain physical distance between themselves.

9.5.3 Organised outdoor sport specific activity can be undertaken by children and young people from the 13 July, with a phased implementation, subject to Scottish Swimming agreeing guidance with **sportscotland** covering the following areas;

- Health, safety & hygiene measures for children’s activity which should be in line with guidance provided within this document
- Participant numbers and duration of organised activity should adhere to current Scottish government guidance and also best practice for your sport in relation to age and ability
- Adult involvement and ratios
- Physical distancing

At all times coaches should:

- Adhere to the Scottish Government’s physical distancing guidelines of staying at least 2m away from others and ensure participants they are coaching do so too. No contact training should be undertaken unless in organised children’s activity as stipulated in the [Return to Sport & Physical Activity Guidance](#).
- Plan appropriately for the session in advance, be aware of responsibilities, be clear on expectations with participants and build in a review period to reflect on effectiveness and safety of the session.
- Ensure signage on guidelines for participating safely and promoting hygiene measures are clearly displayed and up to date.
- Consult Scottish Swimming guidance for the relevant sport or activity being delivered. Where relevant, also check with your venue provider, such as a local authority/leisure trust or club to ensure you follow their specific guidance and processes.
- Be aware of their responsibilities and that of their participants before, during and after each session.
- Check, in advance of delivery, that appropriate insurance policies are in place for all coached activities and that their insurance is valid for the activities they plan to deliver.
- Find out about their direct and surrounding delivery environment in advance of the session and contact the facility operator, where relevant, to confirm any changes in processes and procedure

- Ensure appropriate policies are in place in line with respective Scottish Swimming regarding safeguarding best practice.

9.6 Test and Protect

- 9.6.1 [Test and Protect](#), is Scotland's way of putting into practice NHS Scotland's test, trace, isolate and support strategy.
- 9.6.1 The gathering of contact information from anyone attending sport/leisure activities or facilities in a secure and safe manner, will assist NHS Scotland's Test and Protect service to identify any clusters of cases, contact those who may have been exposed to the virus, and request them to take appropriate steps to prevent potential onward spread.
- 9.6.2 Maintaining member/participant records
- 9.6.3 In order to support Test and Protect sports facility operators are required to collect the name, contact number, date of visit, time of arrival, and where possible the departure time of all those attending facilities or activities. Where attending as a small household group, the contact details for one member – a 'lead member' – will be sufficient.
- 9.6.4 It is important that sport facility operators and clubs cooperate, as it will be crucial to national efforts to suppress the virus.
- 9.6.5 Sports facility operators will store information for 21 days and share it with public health officers when requested.
- 9.6.6 A leaflet providing information on the Test and Protect service from NHS Scotland is also available [here](#).

9.7 Health, Safety & Hygiene

Face coverings

- 9.7.1 Participants and visitors to indoor sports facilities should wear face coverings before and after activity or when in non-playing areas of the facility (e.g. reception, locker rooms and storage areas).
- 9.7.2 Face coverings do not need to be worn when undertaking physical activity, exercise or showering/changing.
- 9.7.3 Face coverings do not need to be worn in a sports facility hospitality environment i.e. café, restaurant or bar.
- 9.7.4 If you are not wearing face coverings and need to sneeze or cough, do so into a tissue or upper sleeve. Dispose of your tissue into an appropriate bin supplied at the venue or place in a plastic bag and take home. Wash your hands afterwards for 20 seconds.
- 9.7.5 Avoid touching your face and ensure to clean your hands with at least 60% alcohol gel when you finish participating.

9.8 Physical distancing and participation numbers

- 9.8.1 Children aged 11 years and younger are not required to physically distance at any time, as set out in Scottish Government guidance.
- 9.8.2 For those 12 years of age and over taking part in sport or leisure activity, normal Scottish Government physical distancing and household number guidelines should be followed unless otherwise advised by your relevant Sports Governing Body, Club or facility operator, as certain activities have exemptions.
- 9.8.3 Normal physical distancing and household number guidelines will however be applicable before and after the sporting activity or when taking breaks.
- 9.8.4 Coaches, officials, parents and guardians should continue to observe physical distancing when involved in children's activity as a coach, official or spectator. Please refer to specific club or facility guidelines.
- 9.8.5 Where access through an indoor space is provided it should be for one person at a time, ideally with a one-way system in operation. Participants should ensure not to make contact with hard surfaces such as door handles and move through the area without stopping or congregating at any time.
- 9.8.6 Further information on physical distancing guidance is available at [Staying Safe and Protecting Others](#)
- 9.8.7 No spectating should take place other than where a parent/guardian is supervising a child or vulnerable adult. In all cases physical distancing should always be followed.
- 9.8.8 Be aware guidance can change and restrictions may be reintroduced - ensure you have checked the latest version of Scottish Swimming's COVID-19 guidance.

9.9 Equipment & Facilities

- Where possible take your own equipment with you.
- Only take the minimum amount of equipment that you need to participate.
- Clean and wipe down your equipment, including water bottles before and after use.
- Do not share food or drink with others.

9.10 Useful links

Guidelines will be updated as we progress through the phases of the Scottish Government Covid-19 routemap. Current information is available at [Scottish Government: Covid-19 Framework for decision making](#) .

Up to date guidance on extended households and physical distancing is available at [Scottish Government Guidance: Staying safe and protecting others](#) .

Travel guidance outlined by the Scottish Government should always be adhered to. Guidance is available at [Staying Safe and Protecting Others: Travel](#)

Guidance for coaches, leaders, personal trainers, and instructors is available at [Getting your coaches ready for sport](#) .

Coaches and instructors working with children should familiarise themselves with the additional considerations developed by **Children 1st**: [Child Wellbeing and Protection Considerations](#) .

[Health Protection Scotland: General guidance for non-healthcare settings](#)

[UK Government / HPE: Cleaning in a non-healthcare setting](#)

[Health Protection Scotland: Hand hygiene techniques](#)

Section 8

10.0 Returning to Training: Considerations – All Disciplines

10.1 Introduction

All clubs are responsible for their own decisions with regards to return to training as they must consider their individual circumstances, environments, athletes, coaches, team staff and all their members. If your club delivers a Learn to Swim Programme, please refer to the [Scottish Swimming Aquatic Participation Swimming Lessons Guidance](#).

10.2 COVID-19 awareness and risk assessment

All activities should be planned and a suitable risk assessment undertaken that takes into account considerations related to COVID-19 including Scottish Government guidance. It is particularly important that the “risk assessment – physical distancing” section of the [Scottish Swimming Pool Operators Guidance](#) is taken into account as this covers our guidance on how close participants can come to each other during training sessions. Clubs should adopt these principles and apply them to their own unique circumstances in order to plan safe and effective sessions.

Clubs should follow the best practice guidelines below:

- Appointing a COVID-19 Lead officer or team within the club who have the overall responsibility to oversee the safe return to the water for athletes in partnership with the operator.
- The Club Chair/President must ensure a high level of support for the COVID-19 lead/team within the club. Ideally the Club chair would be part of the team and maintain open communication and confidential access to the Wellbeing & Protection Officer when required.
- An additional individual should also be appointed COVID-19 Liaison Officer for each training squad (or session as appropriate). A COVID-19 Liaison Officer should be available at every training session and responsible for the monitoring of physical distancing and wellbeing, reporting back to the COVID-19 lead/team after each training session identifying good practice together with any adverse findings. This person should **not** be the session coach and ideally have no other role at the training session.
- When a multi-squad training session takes place, it is only necessary for one COVID-19 Liaison Officer to be present.
- The COVID-19 lead/team should appoint Liaison Officers as required and maintain a good level of contact with them ensuring prompt dissemination of information and updates. Scottish Swimming will provide further support and resources for the COVID-19 team members.
- It is a requirement for the COVID-19 Lead and Liaison officers to be PVG checked for this role. Clubs should process PVGs for identified volunteers through the new online system as soon practically as possible. Further advice and guidance for processing online PVGs is available from the Wellbeing & Protection section of the Scottish Swimming Website. While waiting for PVGs to be processed, clubs should utilise volunteers who already have a PVG for another role through Scottish Swimming. To be clear volunteers should not carry out a role supervising children (regulated work) if they do not have a PVG in place.

10.3 Planning for training activity

All clubs are unique and as such there cannot be standard guidance to cover all eventualities. Clubs will therefore need to plan for their own specific circumstances to address the need to maintain physical distancing and adhere to Scottish Government guidelines.

Clubs should ensure they have planned effectively for all aspects of their sessions and should agree their plans with the pool operator to ensure alignment and to offer the safest and best experience for their athletes and team staff. Pool operators will need to update the specific Pool Safety Operating Procedures (PSOPs) and clubs should liaise with the operator to ensure any relevant changes are incorporated into the updated club procedures and documentation including risk assessments. Communication with the pool operator is vital to ensure an effective and safe return of club activities.

Club planning and risk assessments should take into consideration (but not be limited to) the following, always with a focus on maintaining physical distancing, minimising transmission risk and adhering to Scottish Government guidance:

- Arrival and departure protocols
- Activity pre, during and post pool
- The standard of participants and the specific type of activity
- Transitions between activities (e.g. from training sets to breaks)
- The length of pool and width of lanes
- The set-up of poolside space
- Use and cleaning of equipment
- Use of facilities such as changing rooms and dryland areas
- Spectators
- Lifeguarding and safety arrangements

A number of the points above require information that the pool operator will have and will be updating so getting the most up to date information will be important to ensure any risk assessments are as accurate as possible. More information is contained within Support Section 5.

If the club has any doubt about any aspects of their planning, it is suggested that they start with smaller numbers of athletes and ensure that distancing can be maintained and guidance applied, only increasing the number of athletes when they are sure this is feasible.

Each club must assess the relevant numbers that can be catered for within its own sessions and this should comply with pool operator guidelines. This will depend on a number of factors including (but not limited to):

- Level and ability of participants involved
- Coaching workforce and supervision
- Proposed training content
- Pace/intensity/volume of training
- Requirement for equipment
- Available poolside space and need for rest
- Vulnerability of participants
- Length of pool and width of lanes

10.4 Athlete and team staff behaviour and safety

When participants return to training it should be gradual, progressive, and for those in high risk groups we suggest they follow the relevant advice from the NHS as appropriate. It is very important that those in the moderate risk group continue to follow the latest general Scottish Government guidance around physical distancing.

Briefings on pool protocols and expectations should be given to all coaches and athletes via video link/recording or in writing before their first session. No briefing, no access. All involved (or their parent/guardian(s) for under 16-year-olds) should be asked to agree and confirm in writing that they have seen/read the briefing, understood the requirements, and commit to adhering to them. This may be by email or a checkbox on the health survey or as part of another document such as an updated code of conduct for example.

Athletes and team staff should be made aware that returning to training is not compulsory and they have the option to opt-in or opt-out. We advise that the club records and stores this decision. It is a challenging time for all individuals with increased anxiety and different circumstances for many. We suggest that clubs should recognise this and there should be no compulsion or risk of losing membership if they cannot or do not want to return straight away.

Participants should be grouped and then continue to train only with that group, meaning that if anyone displays symptoms, the transmission possibility is limited only to that group rather than other club members and it will be easier to trace contacts. This may be outside of the normal squad structure of the club or where agreed, in conjunction with another club/programme.

Athletes and team staff must be issued with symptom guidance and be briefed that they must not attend training if they have any COVID-19 symptoms or know they have been in contact with others that have symptoms. They should follow government guidance as should those shielding or in any vulnerable category. If you're unsure whether someone should return to training, refer to the **Training Venue Assessment** on the [Scottish Swimming website](#). Having a briefing video in addition to written information would be more effective for athletes.

Clubs should ask athletes/coaches that have had COVID-19 during lockdown to ensure they only resume training following **advice** given by their own medical practitioner. The COVID-19 Lead/Team has the right to refuse entry to training to any member they believe may have symptoms of COVID-19 or is returning to training too early after having COVID-19. Club members and the club's workforce (including volunteers) should sign the declaration form, stating that they are symptom free, will only attend training if they remain symptom free and are returning to training fully aware of the risks associated with the COVID-19 virus. It is of critical importance that at all times the club maintains a record of those in attendance at training sessions.

Clubs should ensure that athletes are 'fit' for training, and have the pre-requisite level of fitness for the activities that are planned. To help with this, clubs can use the **Health Screen Survey & Declaration Form** on the [Scottish Swimming website](#). If in any doubt, then the volume and intensity should initially be low to enable participants to gradually build up fitness whilst minimising injury risk.

Clubs and coaches should regularly reiterate safety and physical distancing information, for example at the start of sessions and through swift intervention if anyone in the session is breaching guidelines.

10.4.1 Test and Protect

Clubs should collect and keep the contact details of participants and visitors for a period of 21 days. This would fit with the recommendations around hospitality requirements also. Club should also consider embedding a COVID screening questionnaires as part of the return process to ensure participants, coaches and athletes are free of COVID symptoms.

10.5 Participant and workforce hygiene

Thorough hand washing with soap or if not available, hand-sanitiser, should be undertaken by all athletes and team staff before and after training. Equipment that cannot be cleaned in the pool water should be cleaned with anti-viral wipes. It is recommended that anti-wipes with a minimum alcohol content of 60% are used.

Where possible participants should change into their kit at home, arrive at the pool in a tracksuit or other suitable clothing, towel off after training and return home to shower, thus minimising the transmission risk in changing rooms and following the centre guidance where appropriate.

Athletes and team staff should avoid using wash/toilet facilities if possible but if used, then they should wash hands thoroughly, use hand-sanitiser where possible and not touch their mouth or nose. It is advisable that

athletes should also bring their own hand-sanitiser where possible. Clubs should work with the pool operator to establish protocol for footwear on poolside, especially if access points have been changed.

10.6 Dealing with illness during a session

Protocols must be agreed with the pool operator to ensure that effective first-aid provision is available. Given the current situation, it is the responsibility of the club to minimise the risk of any injury/illness to reduce as much as possible the risk of requiring first aid. The club should ensure that emergency contact details are up-to-date and available on site in case of any injury or illness.

10.7 Coaching delivery

The number of coaches required will be dependent upon the number of athletes in the session and also the number of lifeguards present at the pool. Limit the number of team staff on poolside as far as practically possible, ensuring minimum but necessary staffing levels are calculated to balance training need, distancing protocols and reducing risk. This should be identified in the club's risk assessments prior to any session beginning.

Areas of coaching should be agreed within the risk assessment and adhered to throughout the session. Coaches should avoid close contact with any participants. As long as the area is clearly marked more than one coach can be on poolside. The COVID-19 Lead/Team should intermittently attend the training venues to maintain oversight. Clubs should have a contingency plan in place if a coach falls ill or is unable to cover the session.

Wellness and training load of athletes should be monitored closely to enable proactive management of athletes and their return to training. Coach guidance for the return of athletes has been developed and can be found on the [Scottish Swimming website](#) and within HIVE.

10.8 Wider considerations for clubs

The club should ensure that it has liaised with the pool operator so that all measures put in place are agreed and meet with the guidelines applied in the facility as well as local and Scottish Government requirements.

The club should also ensure that:

- It is fully aware of any amendment to Normal Operating Procedures / Emergency Action Plans (NOPs / EAPs) at the pools.
- It is aware of any changes to the Centre's protocols and that it informs participants, parents and workforce of these as necessary, for example:
 - Arrival/entry & exit
 - Parking
 - Cleaning
 - Changing rooms and toilet usage
 - Closure of areas such as balconies, meeting rooms and reception areas
 - Staffing, lifeguarding, health and safety & accident reporting

10.9 Equipment

Where possible, athletes should have their own equipment and only bring what is required for that particular session. It will be important for the coach to ensure this information is provided in advance.

- Personal equipment should be cleaned with anti-viral wipes or solution before and after use, and should not be stored at the venue
- Athletes should bring their own hand-sanitiser and anti-viral wipes or solution for cleaning equipment and not to expect or rely on the facility or the club to provide supplies
- Sharing of equipment is not permitted and equipment should not be left at the facility
- Athletes should avoid handling other people's kit and take their own kit home to clean. Athletes should consider bringing spare goggles etc in case of malfunctions or breakages
- Facility or club-owned equipment should not be issued or available for athletes to borrow/use
- Clubs should work with pool operators to understand what the process and the clubs' responsibilities are, (if any) for cleaning venue equipment such as hoists, starting blocks, whiteboards, handrails, etc. Appropriate risk assessment and training may need to be put in place

10.10 Practical suggestions for applying physical distancing and reducing transmission risk

- Briefings and corrections in sessions should be kept to a minimum to avoid athlete congestion. This will vary across disciplines depending on the level of interaction required. If there is a health and/or safety concern then the coach should not hesitate to undertake a briefing or make a correction.
- To enter the pool a one way system should be put in place, ensuring this adheres to the process the centre has in place.
- Ensure that athletes bring sufficient fluids for the session in their own clearly marked bottles and any necessary food in clearly marked containers so as not to require vending machines or water fountains.
- No physical contact between coaches and athletes should take place when making corrections, only oral communication, keeping the required distance.
- Create time gaps between sessions so that one group of participants can leave the pool and centre before the next group arrives. Be clear with athletes, parents and team staff that they must stick to scheduled timings to enable arrival and departure to take place effectively without overloading the capacity of the centre/pool.
- Clubs should work with operators to consider whether athletes undertake pre-pool and post-pool activation exercises at the venue or whether this can be done more effectively at home to avoid additional risk of transmission. It is advised that until further lockdown restrictions are lifted, clubs continue to use online/virtual sessions for land based training or outdoor training in small groups to minimise transmission risk.
- It is likely that many clubs will be working with smaller groups than usual. To that end, the club will need to determine how it caters effectively for its members, for example by offering shorter sessions that enable all of them to be involved or by phasing re-entry to the water.
- A familiarisation video of the environment, housed on the club's website would be beneficial if possible.

10.11 Wellbeing & Protection

As we move towards getting back in the pool and re-start in person training, a number of changes to keep your members safe and comply with coronavirus management will be implemented.

While implementing changes to comply with coronavirus management all clubs and coaches must operate in a safe and effective manner in accordance with the Scottish Swimming Wellbeing & Protection policies,

procedures and insurance information. The principles of safeguarding children and young people and our duty of care responsibilities remain unchanged:

Duty of Care = Any person (16 years or over) who has care and control of a child...has a responsibility to do what is reasonable in all the circumstances to safeguard the child's health, development and welfare. **Section 5, Children (Scotland) Act 1995**

To that end the Club Wellbeing & Protection Officer must be aware of the training that is being undertaken and be involved in all risk assessments made, giving guidance as appropriate. This should include assessing that the venue, activity and supervision is appropriate from a safeguarding point of view and in line with Duty of care responsibilities.

Coaches and volunteers should continue to follow best safeguarding practices when working with children and young people; by considering the needs and wellbeing of the child first and avoiding any situations that place the child or themselves at risk or in a compromising position e.g. unnecessary 1 to 1 situations. It is vital that coaches and volunteers report any child wellbeing or protection concerns immediately to the club's Wellbeing & Protection Officer.

Coaches and other volunteers should read and follow the guidance document from sportscotland and Children 1st relating to children returning to returning to sport which can be found HERE:

<https://sportscotland.org.uk/media/5774/cyp-return-to-sport-after-COVID-19.pdf>

10.12 Wellbeing & Protection Summary

- Conduct a safeguarding risk assessment when delivering sport in a revised format.
- Ensure athlete provisions are child centred and age appropriate where possible.
- Widely share Codes of Conduct for coaches, parents/carers and children and young people so that everyone understands the expectations of them
- Widely share social media and communication policies to ensure positive behaviours and practice while physical distancing measures are in place
- Make the Responding to Concerns Procedure widely available so that coaches, parents/carers and children and young people know who to contact with any concerns

To seek further advice and support contact:

Lindsey Booth, Scottish Swimming Safeguarding Officer

- l.booth@scottishswimming.com
- Tel: 07832 117491
- Point of contact for wellbeing, safeguarding and child/adult protection concerns, and queries
- More information: <https://www.scottishswimming.com/clubs/wellbeing-protection.aspx>

11.0 Scottish Swimming staff contacts

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12.0 Disclaimer

When referring to any documents and associated attachments in this guidance, please note the following:

1. Reliance upon the guidance or use of the content of this website will constitute your acceptance of this disclaimer.
2. The term guidance should be taken to imply the standards and best practice solutions that are acceptable to Scottish Swimming.
3. The documents and any associated drawing material are intended for information only.
4. The content of this guidance is considered by Scottish Swimming to be correct at the time of publication. Amendments, alterations and updates of documents and drawings may take place from time to time and clubs should review at the time of use to ensure the most up to-date versions are being referred to and satisfy themselves that there has been no change in position.
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9. The content of this guidance does not constitute specific advice to clubs; this is a guide and the information should help clubs make their own decisions in due course. We recommend that you obtain professional specialist technical and legal advice before taking, or refraining from, any action on the basis of information contained in this note.
10. Clubs should continue to check information published by the Scottish Government and sportscotland after reading this guidance.

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