



COVID-19 RISK MITIGATION PROCEDURES

Guidelines for Cottonmill Swimming Pool

[Abstract](#)

Measures in place to manage the CV-19 risks when using the Cottonmill premises

Document Control

File Name	Classification	Document Description
CV-19RiskMitigationProcedure.docx	PUBLIC	Operating Procedures/ Guidelines

Key details

Procedure/ Guideline Name:	Status	Operational Date	Review Type
Covid-19 Risk Mitigation Procedures	Operational	18-JUL-2020	Annual

Owner	H&S Officer	Next Review	01-JUL-2021
Peer Reviewed by	Saleema Adamson; Ali Humphreys; Ben Roberts	Approved Date	17-JUL-2020

Published

Web version	https://sasac.co.uk/cv19risk
PDF version	https://www.sasac.co.uk/pdf/CV-19RiskMNitigationProcedure.pdf

Version History

Author	Version	Date	Change Description
Peter Tatton	draft	11-May-2020	Draft for review
Peter Tatton	draft	10-Jul-2020	Update following review
Peter Tatton	draft	15-Jul-2020	Update following review
Peter Tatton	1.0	16-Jul-2020	Version approved by committee
Stuart Everard	1.1	18-Jul-2020	Addition of CV-19 Risk Assessment Grammatical and format changes to make suitable for publishing on the website
Stuart Everard	1.2	29-Jul-2020	Amendment to SCUBA diving usage

COVID-19 RISK MITIGATION PROCEDURES

Key points

IMPORTANT INFORMATION

We are a volunteer run organisation. Please clean up after yourself

Pool is open for adult members only (18 and over) for swimming

No guests or children

IN ADVANCE OF YOUR VISIT

Book your swimming timeslot before you arrive

Cancel the swimming timeslot if you cannot attend

Be pool ready on arrival and wear your swim kit under your normal clothes for a quick change

Remember to bring a pen, gloves, mask, mobile phone and container for your swimming kit

ON ARRIVAL

Use fob first, if locked then use key

Everyone on-site MUST SIGN-IN as an individual and not as a family group

Use the normal pool entrance door (emergency door with bars) to enter and exit the pool area

Only use the clubhouse toilets if required as the outside ones are closed

Do not loiter, especially in clubhouse

WHILST IN THE PREMISES & USING THE POOL

Maintain 2m distance from others

We are operating 8 swimming lanes with 1-person swimming in each

Use any ladder to enter or exit pool

Only one person or household group at a time are permitted to use the shower

Only one person or household group are permitted to enter the toilet area at any one time

Only use the changing rooms on left of the pool and put nothing directly on the bench

WHEN LEAVING

Everyone on-site MUST SIGN-OUT as an individual and not as a family group

If you are the last person to leave, fully close door to pool and follow the locking up procedure,

Take all your rubbish away with you

COVID-19 RISK MITIGATION PROCEDURES

Detail Guidance

On 20-Jul-2020 the St Albans Sub-Aqua Club (SASAC) are pleased to welcome back all adult divers, snorkelers, and swimming members to use our Cottonmill Swimming Pool for the purpose of swimming exercise.

The way you use the premises and pool has changed

For your safety and that of others you must read this document and if you have any concerns or questions regarding these procedures or the our risk management you not enter the premises before your concern or query is resolved by contacting committee@sasac.co.uk.

A booking system is in operation to control the numbers of swimmers and to enable you to book your timeslot on the premises. Your timeslot is the total time to enter, swim and leave the premises. It is not the total time you can spend in the water.

By entering the premises you agree to be aware of and comply with the Covid-19 Risk Mitigation Procedures (this document) and the revised Pool Safety Operating Procedures.

These procedures were created using the current Government advice which is subject to change. **IMPORTANT:** Do not enter the premises if Government advice means you should stay away or because you or someone you live with has or has had symptoms of COVID-19 in the last 14 days, or you are in the most vulnerable category and have been advised to shield from the coronavirus.

You should be aware of the following:

We are a club run by volunteers. Members are responsible for keeping the premises clean and tidy and we do not have cleaners like a commercial sports centre Handtowels in the toilet bins will be removed periodically but as the general waste bins in the clubhouse have been temporarily removed you must TAKE ALL YOUR RUBBISH away with you including any sanitary items, and must NOT LEAVE ANY OF YOUR POSSESSIONS IN THE CLUB.

Currently we are unable to guarantee hand sanitizers so please bring your own gel; similarly, bring your own pen if you want to **avoid using the club's signing in pen**

The pool is open only **for the purpose of swimming exercise and SCUBA diving** , so that up to 8 swimmers or divers will be able to do lane swim or dive at any one time. The pool has been divided into 2 sections length wise with the ladder at the deep end as the dividing line.



Four swimmers will be able to use the pool to the right side of the ladder, which is the area with the underwater marked swimming lanes and space towards the central divide.

COVID-19 RISK MITIGATION PROCEDURES

Swimmers will have to gauge current 2 meters social distancing between swimmers.

The clockwise swimming practice in lanes is suspended, YOU MUST SWIM UP AND DOWN WITHIN YOUR LANE.

The following are not permitted until further notice:

- barbeques,
- social gatherings,
- play swim and
- the use of the pool side tables and chairs.
- Guests or Children

IN ADVANCE OF YOUR VISIT

- Make sure you have a booking for the time and date you intend to swim
- You must cancel the booking timeslot slot before the session when you cannot make use it
- Where possible please change into your swimming kit away from the premises.
- Avoid placing items directly onto the benches in the changing cubicles and bring a container to keep your own towel and clothing in.
- Bring your own face covering, gloves, hand sanitiser, signing in pen and mobile phone for emergencies.
- When travelling to the club by car do not touch the car park barrier. It is secured open.
- You must not use the club as a car park to go into town etc.

ON ARRIVAL

- Do not enter or remain on the premises outside of your booked time slot
- Use the fob to see if the door is unlocked; if it is not then you know the premises are empty. When it is unlocked then others are on-site, and you should proceed with caution.
- At all times we would encourage the use of gloves and/or hand sanitizer when not in the pool and a face mask when inside the building.
- On arrival you must comply with the guidance described in these procedures. Everyone MUST SIGN IN as an individual and print their name and sign the premises log. DO NOT SIGN IN AS A "FAMILY GROUP".
- The signing in SHEET is on a table mid-way between the entrance door and double pool door; please do not move it.
- There is disinfectant solution, paper wipes and a bin by the front door; please use them to wipe down any surfaces you touch. We are a club run by volunteers. We don't have cleaners in the same way a commercial sports centre does. You are responsible for keeping the premises tidy.
- The club house is closed so do not loiter here; it is not to be used as a changing room, nor should the toilets be used as changing rooms. They can be used as a toilet and for hand washing.
- Only one person should use the toilet at a time. By switching on the light you indicate the toilet is in use. If you see the light on it is engaged so do not enter. If the light is off it is vacant. PLEASE REMEMBER to switch the light off after use.
- Use the emergency door with bars only to enter/exit the pool area.

COVID-19 RISK MITIGATION PROCEDURES

WHILST IN THE PREMISES & USING THE POOL

- To maintain social distancing only use the changing cubicles on the left side. The cubicles on the right are considered closed and are out of bounds
- Use any ladder to enter or exit the pool
- Swim in lengths. All the pool is available for swimming. At full 8 swimmer capacity it allows for 2 meters of social distancing.
- When swimming with a household member swim in adjacent lanes and to swim closer together to allow more space for other swimmers.
- Consider doing continuous swimming with a mask and snorkel.
- Do not loiter in the pool or poolside or elsewhere on the premises.
- The use of eye protection with goggles or mask is recommended because the pool chlorine level is extremely high
- Only use the toilets in the clubhouse as the outside (aka poolside) toilet block is closed
- Only one person or family group at a time is permitted to use one the toilet blocks
- Members must not change in the toilets.
- Members must avoid all unnecessary contact with surfaces and disinfectant wipe after use.
- Hands must be washed thoroughly.
- Turn off toilet block light WHEN LEAVING to show it is unoccupied
- Showering after swimming is recommended because the pool chlorine level is extremely high but only one person or household group are permitted in the shower at any one time.
- Dry yourself away from the shower area, dress and leave.

WHILST IN THE PREMISES & USING THE POOL

- On leaving the premises **YOU MUST SIGN OUT**
- Do ensure the pool entrance door is fully closed.
- When you are the last to leave you must lock up as per the normal procedure,
- Take ALL YOUR RUBBISH away with you including any sanitary items.

COVID-19 (CV-19) Risk Assessment – Cottonmill Pool

Assessed by: Ben Roberts

Issue 1 – 16.07.2020

Area	Hazard	Severity and risk evaluation	Controls
GENERAL	Risk of transmission of CV-19 via social mingling or via hard surfaces or the pool itself at the pool premises	<p>Risk of severe illness or death particularly to vulnerable members.</p> <p>Risk of onward transmission of CV-19 to those in contact with members</p>	<p>New emergency protocol and guidance for members and their families provided in this document.</p> <p>Key points:</p> <ul style="list-style-type: none"> restrictions on the numbers of members using the premises restrictions on the identity/types of members using the premises closure of all non-essential parts of the premises and removal of non-essential items changes to our access and signing in process to minimise contact with others and with hard surfaces provision of disinfectant and paper towels monitoring of pool chemical environment restricted use of the pool itself by the use of lane ropes and restricted numbers to facilitate social distancing encouraging members to be aware of their own responsibilities for hygiene and safety through their own

Area	Hazard	Severity and risk evaluation	Controls
			provision and use of gloves, hand sanitiser and disinfectant reporting/monitoring of health of pool users on a voluntary basis
GATE AND CAR PARK	Risk of transmission of CV-19 via touching of the gate, and coming into contact with others	Risk of severe illness or death particularly to vulnerable members. Risk of onward transmission of CV-19 to those in contact with members	Car park gate remain open at all to void touch of gate. Members encouraged to travel by car and use car park so that the numbers present on the premises can be assessed before entry. No using of the club car park for members not using the pool.
FRONT DOOR	Risk of transmission of CV-19 via coming into contact with others and hard surfaces	Risk of severe illness or death particularly to vulnerable members. Risk of onward transmission of CV-19 to those in contact with members	Access via front door. Members to use fob first on arrival to check if door is unlocked. If unlocked, then someone else is there. If not, members should use their own key as normal. The front door should not be touched with hands, members advised to bring gloves. On entry use disinfectant wipe to clean door handle. Entry and exit to pool split to reduce chance of social interaction. 4 spaces available on the half hour, 4 on the hour. 1 hour time slot includes your time allowance to leave the club before the next swimmers arrive.

Area	Hazard	Severity and risk evaluation	Controls
CLUBHOUSE	Risk of transmission of CV-19 via coming into contact with others and hard surfaces	<p>Risk of severe illness or death particularly to vulnerable members.</p> <p>Risk of onward transmission of CV-19 to those in contact with members</p>	<p>All non-essential parts of the Clubhouse are closed and must not be accessed.</p> <p>Furniture has been removed for storage.</p> <p>The sign in book has been removed and single sheets must be used by members to sign in. Members are advised to bring their own pen and avoid unnecessary contact with the sheet and sign in table.</p> <p>Anti-bacterial gel provided in the clubhouse.</p> <p>Members should follow the signs and instructions provided.</p>
CLUBHOUSE TOILETS	Risk of transmission of CV-19 via coming into contact with others and hard surfaces	<p>Risk of severe illness or death particularly to vulnerable members.</p> <p>Risk of onward transmission of CV-19 to those in contact with members</p>	<p>The toilets may only be used for the toilet and for hand washing. Members must not change in the toilets.</p> <p>Members must avoid all unnecessary contact with surfaces and disinfectant wipe after use. Hands must be washed thoroughly.</p> <p>Any used sanitary items must be taken away by the member and disposed of hygienically outside the Clubhouse.</p> <p>Paper towels used to dry hands to be removed on a regular basis.</p> <p>Additional cleaning to be done by hired cleaned.</p>

Area	Hazard	Severity and risk evaluation	Controls
			Signal system with light on/off to show whether in use already.
ACCESS TO POOL	Risk of transmission of CV-19 via coming into contact with others and hard surfaces	<p>Risk of severe illness or death particularly to vulnerable members.</p> <p>Risk of onward transmission of CV-19 to those in contact with members</p>	<p>Access via the right hand double door (single push bar) only. The bolts on the left hand door must not be touched. Disinfectant wipe the bar following use.</p> <p>Advice is to use gloves to operate the door.</p> <p>Members should follow the signs and instructions provided.</p>
CUBICLES	Risk of transmission of CV-19 via coming into contact with others and hard surfaces	<p>Risk of severe illness or death particularly to vulnerable members.</p> <p>Risk of onward transmission of CV-19 to those in contact with members</p>	<p>Cubicles on right hand side to be closed to enable distancing from showers to changing area. Use cubicles on the left hand side.</p> <p>Members should avoid contact with wooden surfaces by bringing their belongings in a plastic box or similar and using this to change from.</p> <p>Cubicles should only be used after swimming, not before, as swimmers should arrive prepared in bathing suit.</p> <p>Members should follow the signs and instructions provided.</p>

Area	Hazard	Severity and risk evaluation	Controls
POOLSIDE	Risk of transmission of CV-19 via coming into contact with others and hard surfaces	<p>Risk of severe illness or death particularly to vulnerable members.</p> <p>Risk of onward transmission of CV-19 to those in contact with members</p>	<p>No member items may be stored poolside or in the cubicles or toilets, and any found will be removed.</p> <p>No loitering on poolside, using any tables, chairs or the barbecue for the time being.</p> <p>Poolside toilets closed, only clubhouse ones open currently.</p>
POOL	Risk of transmission of CV-19 via coming into contact with others and hard surfaces	<p>Risk of severe illness or death particularly to vulnerable members.</p> <p>Risk of onward transmission of CV-19 to those in contact with members</p>	<p>Pool chemicals must be maintained in line with official guidance and monitored in accordance with the agreed schedule (see normal Risk Assessment).</p> <p>Higher chlorine than normal advised to disinfect, given this eye protection is recommended.</p> <p>Pool will be divided into two sections, each capable of accommodating up to four swimmers. 8 'lanes' in total.</p> <p>Swimmers must maintain as much distance between each other as possible, so choose a lane appropriately.</p> <p>Swimmers who are self-isolating should swim with members of their own household only.</p> <p>Swimmers may only swim lengths and stay in their lane.</p> <p>Swimmers must avoid loitering in the pool.</p> <p>No spectators or non-swimmers on the premises.</p>

Area	Hazard	Severity and risk evaluation	Controls
SHOWERS	Risk of transmission of CV-19 via coming into contact with others and hard surfaces	<p>Risk of severe illness or death particularly to vulnerable members.</p> <p>Risk of onward transmission of CV-19 to those in contact with members</p>	<p>Swimmers must shower before using the pool if they have not done so already at home.</p> <p>Only one person, or a household group, may enter the shower area at a time.</p> <p>Members should avoid touching the shower parts with their hands or leaning their bodies against any part of the shower enclosure. Soap should be used to wash the body including the hands.</p> <p>Dry yourself away from the shower area, dress and leave.</p>
EXIT	Risk of transmission of CV-19 via coming into contact with others and hard surfaces	<p>Risk of severe illness or death particularly to vulnerable members.</p> <p>Risk of onward transmission of CV-19 to those in contact with members</p>	<p>Members must change as quickly as possible and leave the poolside area immediately, avoiding contact with hard surfaces.</p> <p>All items brought into the Club (including any gloves worn in the Clubhouse or pool) must be taken away by the member.</p> <p>After checking that no other members are in the poolside area, the last member present should shut the double door as normal and disinfectant wipe the push bar.</p> <p>Members should sign out as normal using their own pen in the single sheet entry system and leave immediately,</p>

Area	Hazard	Severity and risk evaluation	Controls
			<p>exiting via the front door and disinfectant wiping any door surfaces/the exit push button used.</p> <p>The front door should be locked using the key as normal. All disposable items must be taken with the member and disposed of hygienically away from the premises. Take all rubbish with you.</p> <p>The car park barrier should be closed after use.</p>
HEALTH/ SYMPTOMS	Risk of transmission of CV-19 via coming into contact with others and hard surfaces	<p>Risk of severe illness or death particularly to vulnerable members.</p> <p>Risk of onward transmission of CV-19 to those in contact with members</p>	<p>Should any member suffer any possible symptoms of CV-19 in the 14 days following a visit to the pool, this must be reported to the Committee, who will decide what action to take.</p> <p>This may include temporarily closing the pool.</p> <p>Do not attend the pool if you have any symptoms.</p> <p>Members who act in breach of these rules may have their membership suspended or withdrawn completely. This is to protect the health and safety of our members and the wider community as a whole.</p>