

# Covid – 19 Club Lead

## Support

# Aims of the support content

- The key attributes of the Covid-19 Lead.
- Identify the key roles associated with the Covid-19 Lead.
- Responsibilities of Covid-19 Lead.
- Recognise the support available.
- Identify the differences between Covid-19 Lead and Covid-19 Liaison.
- Confidence and knowledge to carry out the role.

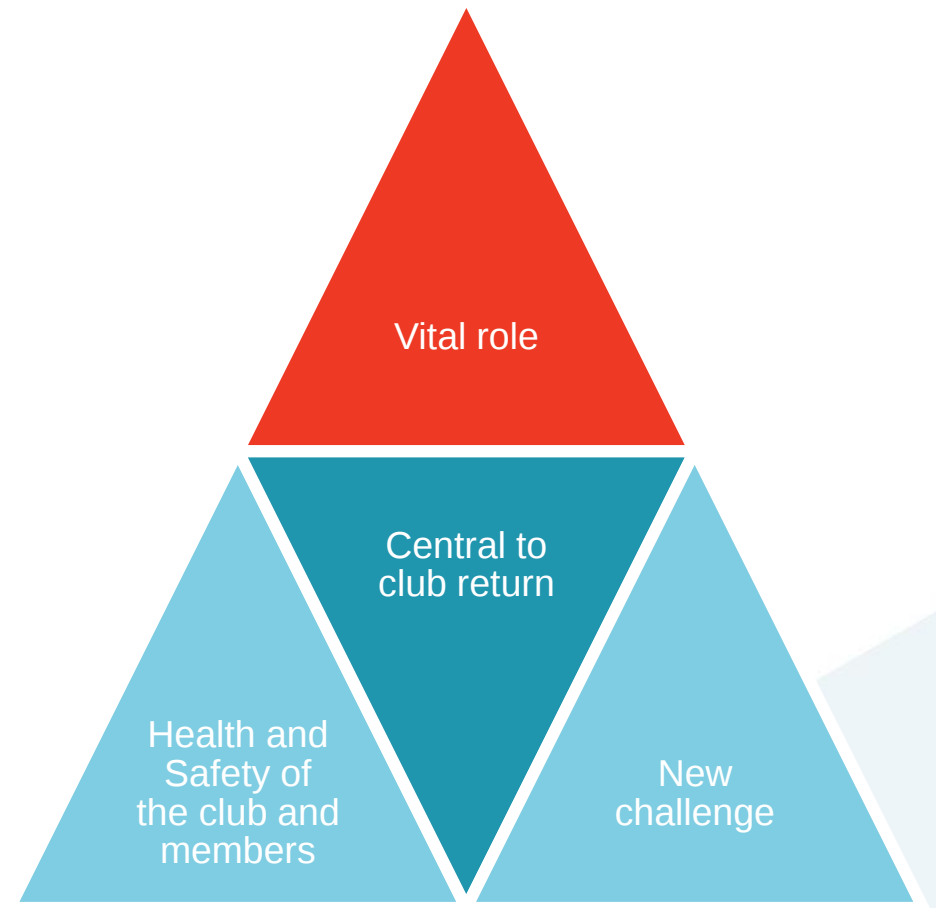
# Dispelling any fears

The Covid-19 Lead isn't personally responsible for anyone within the club contracting the virus or responsible for their behaviour. The role is a control measure put in place to support the club in mitigating risks. But like our guidance states, until Covid-19 has a vaccination or has been completely eradicated we cannot return to training without a level of risk.

A DBS is not required for this position if it's in isolation unless it's alongside another role that does require a DBS, ie, the Covid-Lead is also a Team Manager.

# What will you gain from the Experience?

- A unique but rewarding challenge.
- Satisfaction in knowing you've played your part in returning the club to safe training.
- Project management experience.



# Covid-19 Lead vs Covid-19 Liaison

(Both must be Swim England members)

## Lead – Project Manager for Covid-19

With committee and coach support, sets up the Covid-19 protocols to be followed.

Communicating with C19 liaisons what has been put in place and why.

Take feedback from liaisons and amend protocols accordingly.

## Liaison – Spotter to make sure protocols are being followed

In simple terms a liaison officer attends the sessions and makes sure protocols set by the 'lead' are in place, working, and being followed.

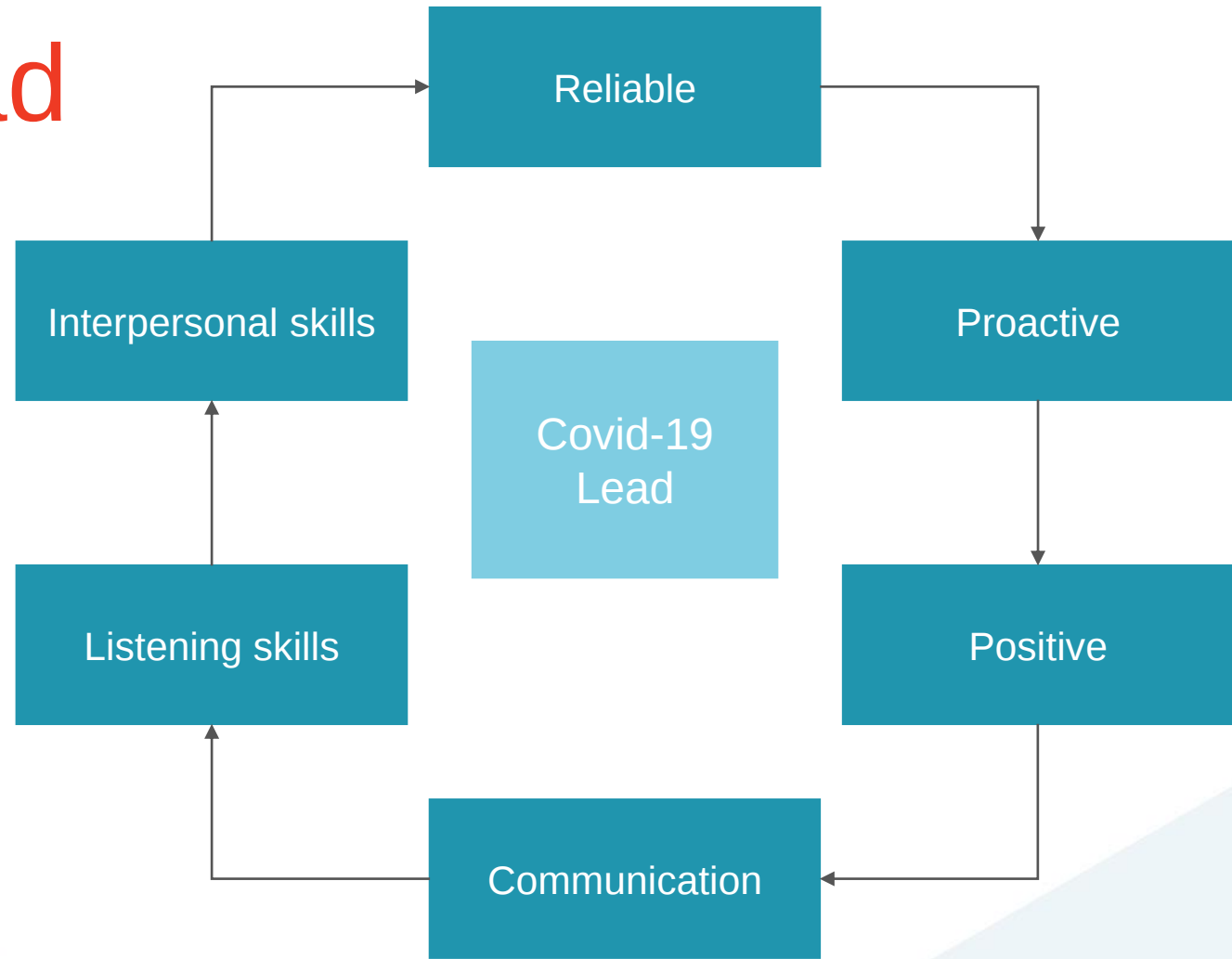
(This could be multiple individuals).

Speak to any members or workforce breaking those protocols.

Report back to Covid-19 lead if things need to be amended or improved.

**Good communication between the two roles is vital**

# Key attributes of the Covid-19 Lead



# Level of commitment

- Every club will be different – dependent on size, members, pools used, hours used etc.
- This cannot be a role in isolation – needing the full support of the committee, welfare officer and club coaches. It needs to be a team effort.
- Likely to require weekly engagement as a minimum. Lots of the workload is initially likely to be front loaded, evolving into a watching brief / being reactive as government guidance changes.

# Covid-19 Lead

The Covid-19 Lead is seen as  
Key Function for the Club  
Returning to Training *(but not a rule or  
law that the clubs have to do this).*

[swimming.org/swimengland/pool-  
return-supporting-resources/](https://swimming.org/swimengland/pool-return-supporting-resources/)

Link with the  
Operator / Pool

Main contact for  
C19

Collaborative  
approach to  
completing Risk  
Assessment

Up to date with  
government  
changes

Support  
Committee  
(if not committee)

Seek advice and  
guidance

# Link with the Operator / Pool

- **Return to Pool Guidance**
- Knowledge and understanding of the Operator Guidance, User Guidance and Learn to Swim Guidance (if applicable) is advisable.
- Understand what rules, regulations or protocols the local pool / pools that the club uses has in place.
- Ensure the pool operator is comfortable with the clubs Covid-19 risk assessment.

# Oversee the Covid-19 Risk Assessment

- Clubs **must complete** a Risk Assessment specific to Covid-19 and returning to activity.
- Supporting resources:
  - Thought starters.
  - Risk Assessment template.
  - Risk Assessment examples.



# Covid-19 Risk Assessment - Example

|                                   |  |         |  |              |  |
|-----------------------------------|--|---------|--|--------------|--|
| Name of Club:                     |  |         |  |              |  |
| Date risk assessment carried out: |  | Person: |  | Review date: |  |

| What is the Hazard?                  | Who might be harmed                                                                                                                 | Risk rating before controls | Controls considered                                                                                                                                                                                                                               | Risk rating after controls | Actioned by                          |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--------------------------------------|
| Spread of Covid-19 Coronavirus       |                                                                                                                                     |                             |                                                                                                                                                                                                                                                   |                            |                                      |
| Carpark                              | <ul style="list-style-type: none"> <li>Athletes</li> <li>Parents</li> <li>Guardians</li> <li>Coaches</li> <li>Volunteers</li> </ul> | High                        | <ul style="list-style-type: none"> <li>Information to members on social distancing designated car parking signage and controls at facility.</li> <li>Recommendation for wearing of facial covering during travel to and from training.</li> </ul> | Medium                     | Club Committee and Facility Operator |
| Facility entrance and reception area | <ul style="list-style-type: none"> <li>Athletes</li> <li>Coaches</li> <li>Volunteers</li> <li>Parents</li> </ul>                    | High                        | <ul style="list-style-type: none"> <li>Social distancing-via separate entry.</li> <li>Information given to parents of protocols.</li> </ul>                                                                                                       | Medium                     | Club Committee and Facility Operator |
| Changing rooms                       | <ul style="list-style-type: none"> <li>Athletes</li> <li>Coaches</li> <li>Volunteers</li> </ul>                                     | High                        | <ul style="list-style-type: none"> <li>Use of lockers and changing rooms.</li> <li>Athletes to arrive in costume ready to swim.</li> </ul>                                                                                                        | Medium                     | Club Committee and Facility Operator |

# Covid-19 Risk Assessment - Example

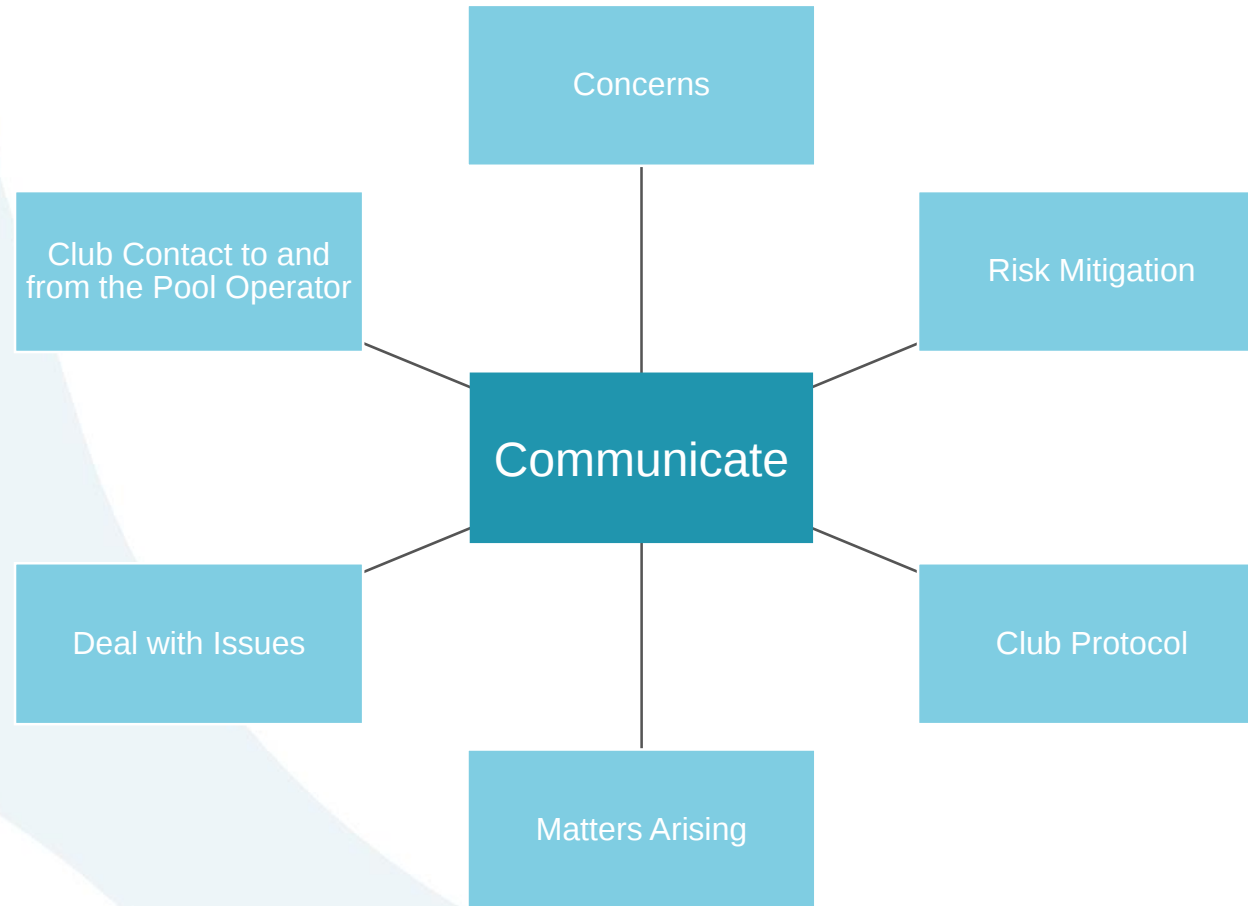
|                                       |                                                                                                 |      |                                                                                                                                                                                                     |        |                                                                                 |
|---------------------------------------|-------------------------------------------------------------------------------------------------|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------------------------------------------------------------------|
| Health screening                      | <ul style="list-style-type: none"> <li>Athletes</li> <li>Coaches</li> <li>Volunteers</li> </ul> | High | <ul style="list-style-type: none"> <li>Completion of screening club health checklist before every training session.</li> </ul>                                                                      | Medium | Lead Coaches/Covid-19 Officer                                                   |
| Someone becomes unwell during session | <ul style="list-style-type: none"> <li>Athletes</li> <li>Coaches</li> <li>Volunteers</li> </ul> | Low  | <ul style="list-style-type: none"> <li>Contact parent guardian or next of kin and isolate individual in first aid room or other suitable area. Use appropriate PPE supplied by facility.</li> </ul> | Low    | Covid-19 Officer<br>Facility officer / Lifeguard (depending on hire agreements) |
| Poolside                              | <ul style="list-style-type: none"> <li>Athletes</li> <li>Coaches</li> <li>Volunteers</li> </ul> | High | <ul style="list-style-type: none"> <li>Social distancing protocols to be followed at all times</li> </ul>                                                                                           | Medium | Lead Coach and Duty Manager or other suitable member of staff                   |
| During activity                       | <ul style="list-style-type: none"> <li>Athletes</li> </ul>                                      | High | <ul style="list-style-type: none"> <li>Appropriate training to achieve social distancing protocols.</li> <li>(Pre and post pool exercise are not advised).</li> </ul>                               | Medium | Lead Coaches                                                                    |
| Hygiene measures                      | <ul style="list-style-type: none"> <li>Athletes</li> <li>Coaches</li> <li>Volunteers</li> </ul> | High | <ul style="list-style-type: none"> <li>Covid-19 Rules communicated to all members in advance.</li> </ul>                                                                                            | Medium | Club Committee/Covid-19 Officer                                                 |

# Support the Club Committee

(if not a committee member)

- To support the Chair, Welfare Officer and/or coaches with any related Covid-19 issues. It's a team effort with all roles working together.
- Advise the committee on the effectiveness of the Covid-19 risk assessments and other documentation and seek advice and guidance where required.

# Main contact for all matters Covid-19 related



# Be up to date with Government changes

Social distancing

Key dates

Regional  
differences (R rate)

Allowed numbers

Moderate /  
high risk

Shielding

# RLSS UK Guidance

## For those providing safety cover for lessons/Instructor led sessions during COVID-19

# Guidance



[rlss.org.uk/pages/category/rlss-uk-guidance-for-operating-during-covid-19](https://rlss.org.uk/pages/category/rlss-uk-guidance-for-operating-during-covid-19)

# Guidance



- The Role of Providing Supervision.
- Supervising a swimming lesson/session.
- Personal Protective Equipment (PPE).
- Providing First Aid.
- Carrying out a rescue.
- Providing CPR and using an AED.
- Equipment.
- Training.
- Return to Work Competency Assessment.

# Conclusion

- Key attributes of the Covid-19 Lead.
- Identify the key roles associated with the Covid-19 Lead.
- Responsibilities of Covid-19 lead.
- Recognise the Support available.
- Identify the differences between Covid-19 lead and Covid-19 liaison.
- Confidence and knowledge to carry out the role.

# Next steps, support and guidance

- Keep up to date with any Swim England / Government changes.
- Develop a support network.
- Send questions to:  
[Clubguidance@swimming.org](mailto:Clubguidance@swimming.org)  
or  
[swimnortheast@swimming.org](mailto:swimnortheast@swimming.org)
- **Return to Pool Guidance**
- **Supporting Resources**
- **FAQs**

