



AQUALIFE SWIMMING LIMITED
COVID-19 POLICY - 2021

COVID-19 was declared as a Pandemic on 11th March 2020. This policy sets out Aqualife Swimming Ltd's response to the pandemic, and outlines how Instructor Courses operate in a COVID secure way.

COVID Officer

STA have recommended that each ATC appoint a COVID Officer, to implement COVID specific policies, procedures and risk assessments.

As Centre Co-ordinator, Anna Hodges is appointed as COVID Officer. Anna has completed the STA COVID-19 Officer Awareness Training, and her contact details are below:

Anna Hodges, Aqualife Swimming Ltd, 077140 89928, info@aqualifeswimming.com

Aqualife Swimming are committed to ensuring the health, safety and well-being of all Tutors, Staff and Learners. This policy ensures compliance to the Health and Safety at Work Act (1974), the Health and Safety Executive for First Aid and CPR, STA policies and guidance found on safteytrainingawards.co.uk, and any guidance issued by the government.

This policy will be reviewed monthly in response to any ongoing changes.

Courses

Prior to courses, all learners will be sent details of the ATC policy and procedures, which are accessible through the following link; <https://www.aqualifeswimming.com/policies-and-terms-and-conditions>

Learners are given further details on where to find the policies during both face to face and online theory classroom sessions, and Tutors have a hard copy of policies on site at all sessions.



Learners will be supplied with appropriate level PPE, along with additional safety measures to ensure the course is delivered in a COVID safe way. All learners are advised in writing prior to the start of the course that the ATC will be operating a Track and Trace system for the training, and we will contact all learners present in a face-to-face course, if any learner reports symptoms, or tests positive for Coronavirus, following the training.

Practical Courses - Points for consideration

- Social distancing of 2m will remain in place at all times during the course
- A risk assessment for Ventilation has been completed and windows and doors will remain open during the classroom section of the course
- Learners will be required to wear face masks throughout the course, unless participating in CPR
- Hygiene will be enforced, with regular recommendations for hand washing, using hand sanitisers, cleaning of work stations and equipment (where appropriate)
- Learners may only access allocated spaces at each venue during the course, this includes changing space for easy sanitisation etc
- Tea and coffee facilities will be unavailable, and learners will be encouraged to bring along their own refreshments

Social Distancing for Practical Assessments

Where possible, social distancing will be practised throughout the duration of any Training courses. Where the 2m distance is unachievable, we will be operating a 1m+ policy, with the following mitigations;

- Time limitation of maximum of 15m
- Learners who are already in a 'bubble' will not be required to socially distance
- Use of PPE:
 - a. learners must wear a face mask at all times
 - b. aprons, individual mouth shields and additional cleaning protocol will be supplied and in place for CPR session



HSE Guidance for Ventilation and Air Conditioning during the Coronavirus (COVID-19) Pandemic

The law says employers must make sure there's an adequate supply of fresh air (ventilation) in enclosed areas of the workspace. This has not changed during the pandemic, however employers should be maximising fresh air space wherever possible.

Ventilation should be considered alongside other control measures in place to reduce the risk of transmission as part of making the workplace COVID secure.

A Risk Assessment was completed for Risebridge Health and Sports Club, by Anna Hodges, in consideration for the STA Safety Award Courses. This is attached in Appendix A.

General Hygiene

- Good general hygiene will be encouraged throughout all courses for learners during practical sessions.
- Hand sanitisers will be displayed upon entry to classroom and all other sessions as appropriate, and will also be accessible over the duration of the course.
- Each piece of equipment will be cleaned in line with current best practice guidelines, including the removal and individual sterilisation of each set of manakin lungs in between learners/courses
- Equipment sharing is kept to a minimum, and all learners have been encouraged to bring along their own pens, refreshments, face masks and devices to access e-manuals
- PPE will be provided where required

Track and Trace

Prior to the start of any course, all learners will be advised that the ATC are operating a Track and Trace procedure. Whilst committed to assisting the NHS Track and Trace to help prevent the spread of COVID-19, the ATC will also contact any individuals attending a course with any learner, who later reports symptoms or a positive confirmed case of COVID-19.



APPENDIX A



Risk Assessment Form

ACTIVITY/TASK (Complete the relevant details of the activity being assessed)	
VENTILATION AND AIR CONDITIONING DURING THE CORONAVIRUS (COVID-19) PANDEMIC	
HAZARDS (all hazards/risks associated with the activity should be entered here)	
<p>The HSE has issued new guidelines for Ventilation and Air Conditioning during the Coronavirus (COVID-19) Pandemic.</p> <p>The law says employers must make sure there's an adequate supply of fresh air (ventilation) in enclosed areas of the workplace. This has not changed during the pandemic, however employers should be maximising fresh air space wherever possible.</p> <p>Ventilation should be considered alongside other control measures in place to reduce the risk of transmission as part of making the workplace COVID secure.</p> <p>Risk Assessment was completed for Risebridge Health and Sports Club, in consideration for the STA Safety Award Courses, which are being held on the following dates;</p> <p>Monday 12th April, Sunday 18th April, Wednesday 21st April and Wednesday 28th April 2021</p>	
THOSE AT RISK (who may be affected by the activity/task)	
<p>Tutor Camilla Golledge, and learners attending the course.</p> <p>The Safety Award course is a mixture of classroom and poolside based theory and practical assessment, with a multiple choice paper.</p>	



The 'classroom' theory elements and dryside practical elements of the course will be held in the Green Room, at Risebridge Health and Sports Club, Goudhurst.

The poolside practical instruction and assessment will be held on the pool onsite.

CURRENT CONTROL MEASURES (list all current control/preventative measures in place)

Aside from the entrance to the room, which is through the main reception of the building, the Green room at Risebridge has the following ventilation systems:

1. An air conditioning unit for mechanical ventilation
2. Two velux roof windows for natural ventilation
3. One Fire Escape Door

The mechanical ventilation system is currently not in use, to minimise and cross contamination, so the room will be ventilated with natural ventilation during the course of the classroom theory work.

FURTHER CONTROL MEASURES REQUIRED

List any further action(s) needed to adequately control hazard/ risk	By When (Date)	Person Responsible	Date Completed
Both the Velux Windows will be open for the duration of the course to encourage Natural ventilation Centre Manager – Rob Hillier to provide tool to reach and open velux roof top windows	To be opened on day of course	By Tutor Camilla Golledge	
Fire Escape Door will remain open for duration of course to encourage additional Natural ventilation As this is a fire door, Centre Manager – Rob Hillier will provide adequate equipment to prop door open	To be opened on day of course	By Tutor Camilla Golledge	
Camilla, would you please ensure all windows and doors are closed when the building is vacated			



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Name of Assessor(s)	Anna Hodges
Date of Assessment	29 th March 2021
Date For Review	After first course to ensure all in order