

JUNE 2020 – COVID-19 TEMPORARY GUIDANCE

Here follows the guidance for the Hewett Academy Swimming Pool during the Covid-19 pandemic.

Section A: The Swimmers Journey

Section B: Poolside Leaders

Section C: 2 metre social distancing swimming

Section D: 1 metre social distancing swimming

Section E: Additional support staff required during swimming

Section F: Little Fish Swim School Norwich signing in and out policy

Section G: Synchronised Swimming

Section H: Swimming Lessons

Section I: School Swimming Lessons

Section J: NPLQ Training and Assessments

Section K: Booked Casual Swim Slots

SECTION A: THE SWIMMERS JOURNEY

1) PRE-SWIM JOURNEY

Before travelling to the swimming pool it has been strongly recommended that all bathers shower at home.

Swim wear should then be put on and comfortable clothes worn over the top.

Bathers should have:

- 1 swimming bag with:
 - Towel
 - Hat
 - Goggles
 - Any prescribed medication
 - Water bottle
 - Swimming Snorkel (optional)

- 1 other bag (we recommend a large bag for life which can be purchased at most supermarkets) which will contain:
 - An additional towel to place on the floor for standing on
 - Poolside shoes (such as flipflops or crocs style)

2) ARRIVING AT THE POOL

All visitors to the swimming pool should use Gate 4 on Hall Road marked as the Curriculum Centre. Walk up to the steps by keeping close to the wall and use the fire escape next to the silver sheds as the entrance to the pool.

All pool users and visitors to use hand sanitiser before entering the building, all clubs and groups will nominate a volunteer from each swimming session to wear gloves and open the door for swimmers to reduce the risk of infection. Gloves will be kept in a box within the coach's area.

When swimmers enter the pool hall they will remove outdoor shoes and put on their poolside shoes.

Swimmers will then walk to the furthest changing area square marked out onto poolside.

Swimmers will:

- Place their outdoor shoes onto the wooden shelf behind their changing square
- Put down their floor towel onto poolside in their changing square
- Put down their 2 bags onto the floor towel
- Remove all pre-swim clothing and shoes and place into their bag for life
- Wait in their changing square and await further instruction from the coach.

3) ENTERING THE WATER

All efforts should be made by the swimmer to avoid using any steps when entering and exiting the pool. We advise that steps are only used by swimmers who cannot climb out without using the steps or in an emergency.

Swimmers should enter the pool parallel to where they have got changed when given instruction to do so by their coach, they should then swim to their designated lane under supervision by their coach.

4) DURING THE SWIMMING SESSION

All swimmers must follow instructions given by their coach throughout their session.

5) EXITING THE WATER

Swimmers should exit the pool parallel to where they have got changed.

Swimmers will:

- Dry themselves off as much as possible with their second towel
- Get dressed with swim wear still underneath clothing
- Gather everything up and put into their bag for life
- Put on their poolside shoes
- Wait for instruction from their coach as to when they can leave
- When their turn move to the shallow end near to the wooden hoist box
- Swap to their outdoor shoes within the marked red area
- Leave via the fire exit next to the wooden box
- Return to the carpark via the gradual steps, past the curriculum centre.

6) POST-SWIM JOURNEY

When walking back to the carpark keep close to the building as those going towards the swimming pool will be keeping close to the wall.

Ensure that the swimmers know to sit on a plastic bag or bin liner in the car on the way home so to not make the car seat wet.

It is recommended that swimmers shower as soon as they get home.

SECTION B: POOLSIDE LEADERS

This section refers to anyone classed as a group leader – a maximum of 4 leaders may be on poolside at one time.

1) LEADERS ARRIVING AT THE POOL

Upon arriving at the pool leaders will be required to use the hand sanitiser at the entrance.

Once in the pool hall leaders will remove outdoor shoes and replace with poolside shoes.

Leaders can put their bags in the coaches areas – on the bench near the disabled changing room.

2) SWIMMERS ARRIVING AT THE POOL

It is the leader's responsibility to direct swimmers to their changing areas/squares.

Leaders to control swimmers into the water and monitor them swimming to their designated lane areas.

3) DURING THE SWIMMING SESSION

Leaders to only allow swimmers to use lanes 1, 3 & 5 to aid 2 metre social distancing.

Once all swimmers are in the pool the session may commence.

Whilst the swimming session is running we recommend that leaders educate swimmers to breathe the opposite way to an oncoming swimmer.

A maximum of 6 swimmers should occupy a lane.

Leaders should use their own techniques to ensure 2 metre social distancing is in force during their sessions.

4) SWIMMERS EXITING THE POOL

Swimmers should exit the pool where their changing area/square is.

Leaders to ensure swimmers stay in their changing area/square until they are told to leave one at a time via the fire exit at the shallow end next to the wooden hoist box.

5) LEADERS LEAVING THE POOL

If you are the last hirer of the day ensure that the entrance fire exit is locked by using the thumb turn lock and when exiting the shallow end door ensure it is securely shut behind you.

It is very important that the entire building is secure before you leave via the shallow end fire exit.

SECTION C: 2 METRE SOCIAL DISTANCING SWIMMING

During the 2 metre social distancing rule the Hewett Academy swimming pool will be limited to a 3 lane operation. This will mean that lanes 1, 3 & 5 (every other lane) will be occupied. Lane 2 & 4 must remain unused apart from when traveling to a start point and when getting out of the pool.

Flippers, kickboards and pull buoys are not to be brought to or used in swimming sessions whilst the 2 metre rule is in place.

Toilets in the changing rooms are not to be used unless it is an emergency. The poolside toilet in the disabled changing room will be available but it must be cleaned after each use. There will be a spray bottle with antibacterial spray and blue roll within the disabled changing room. There will also be a covered bin to place the used blue roll. Please ensure users also spray the door handle and door lock.

At this time no spectators will be allowed in the building during 2 metre social distancing unless they are a spotter for a swimmer with medical needs or SEND.

SECTION D: 1 METRE SOCIAL DISTANCING SWIMMING

Once this proposal has been passed by the government the following procedures will be put in place.

- All lanes may be used
- 6 swimmers per lane
- The additional 12 swimmers may be split for changing – 6 in boys changing room, 6 in girls changing room.
- 1 spectator allowed to wait in the classroom providing everyone is 1metre apart and wearing face coverings.

SECTION E: ADDITIONAL SUPPORT STAFF REQUIRED DURING SWIMMING

Each club will need to provide 2 support staff to operate the entrance and exit of the facility during the bookings.

These 2 volunteers will be placed one at the entrance and one at the exit. They will be required to wear gloves and will be operating the doors to reduce contact points for swimmers.

Where one coach is present during swimmers changing one volunteer must be on poolside with the coach to ensure safeguarding policies are followed.

The volunteers will assist the leader in any necessary cleaning of poolside between bookings.

SECTION F: LITTLE FISH SWIM SCHOOL NORWICH SIGNING IN AND OUT POLICY

In conjunction with the Normal Operating Procedures and Little Fish Swim School Norwich's safeguarding policy we strongly recommend that swimmers under the age of 12 are accompanied by 1 parent/guardian/responsible adult to physically hand over responsibility of that child to their swimming organisation for the duration of their swim.

This can take the form of an initial on a register or other recordable format. Any swimmer 13 to 18 will be allowed to enter the pool building providing written consent has been previously given by a parent/guardian.

SECTION G: SYNCHRONISED SWIMMING

Following our Risk Assessment additional considerations for Norwich Synchronised Swimming Club before undertaking activities should be:

- Positioning of staff
 - Make sure staff can enter the water to make a rescue being mindful of the position of lane ropes.
- Routines that require physical contact should be avoided until full contact sports are allowed to resume.
- Routines may be practiced however consideration must be given to all participants with regard to explosive breathing techniques and distance between participants when performing these drills.
- Maximum space should be used within each session to avoid all 18 participants congregating in one area.

SECTION H: SWIMMING LESSONS

Swimming lessons will take 3 standard models

- 1) Where the pool is divided into 2 (shallow and deep) 12 swimmers (6 will be parents, 6 will be swimmers) can be in the shallow end and 6 can be in the deep.
- 2) Where the pool is divided into 3 equal sections (shallow, middle, deep) with 6 swimmers in each section.
- 3) 5 lanes in the pool with swimmers in lanes 1, 3 & 5.

Teachers will take special consideration on spacing for swimmers.

During these lessons if the parent/guardian is not taking part in the lesson they must sit in the changing square on a towel to watch their child. If the child is over the age of 12 then the parent/guardian can follow the LFSSN signing in and out procedure or stay to watch within the changing square if they so wish.

Shoe covers will not be provided so it is the responsibility of the parent to bring additional poolside footwear and failure to do this will result in entry being refused to both swimmer and parent/guardian.

Parents are there only to assist children to put clothes over the top of swim wear as described in 'The Swimmers Journey'. Under no circumstances are children allowed to get fully changed on poolside.

SECTION I: SCHOOL SWIMMING LESSONS

Following our Risk Assessment when school swimming resumes in September the following guidelines must be followed:

- Maximum of 18 children will be permitted to swim at one time.
- Schools will be mindful that there will only be 6 children allowed in the changing rooms at one time.
- The classroom will be made available for 6 swimmers to change in.
- Swimming hats MUST be worn.
- Equipment (such as goggles, spare hats) will not be available to borrow.
- Hand sanitiser must be used by every visitor to the Hewett Academy swimming pool.

- All schools must arrive via the Curriculum Centre car park to gain access to the swimming pool.
- Any child or staff member presenting with Covid-19 symptoms may be subject to a temperature check. If their temperature is high then the entire class may be denied access to the pool.
- All support staff must have an additional pair of shoes to wear on poolside as shoe covers will not be provided.

SECTION J: NPLQ TRAINING AND ASSESSMENTS

All NPLQ training and assessments delivered at the Hewett Academy must follow the Royal Life Saving Society (RLSS) UK's guidance for delivering RLSS UK training and assessments during Covid-19.

Any participant may choose to train with someone their household as their casualty but it is vital that this person is able to swim 50m without stopping and tread water in deep water for a minimum of 1 minute.

Further guidance can be found in the Pool Manager's office.

SECTION K: BOOKED CASUAL SWIM SLOTS

These sessions will be open to members of Little Fish Swim School Norwich.

Up to 5 families with a maximum of 6 from each family (must be from the same household) may swim in 1 of the 5 marked out rectangles in the pool.

Families must stay to their designated family changing bay on poolside.

Families must stay in their designated swimming zone.

Any floatation aids such as jackets, rings, armbands may be worn but must be brought by the family as LFSSN floatation devices will not be available at this time.

All activities must be safe and sensible ensuring that splashing is not made big enough to hit other pool users.

Large floats will not be available at this time however swimmers may bring flippers, snorkels and dive sticks with them if they so wish to use them.

Steps must only be used in an emergency.

Post swimming families must not remove clothing but place dry clothes over the top if swim wear as described in 'The Swimmers Journey'.

A minimum of 2 lifeguards must be present during this session.