

City of Leeds Swimming Club supporting methodology (JCCS).

Venue: John Charles Centre for Sport

Overview:

This methodology is to support **City of Leeds Swimming Club** Risk Assessment for Swimming Gala at **John Charles Centre for Sport**.

City of Leeds Swimming Club has submitted their specific RA and supporting documents.

Building preparation.

- The **John Charles Centre for Sport** has had a ventilation assessment completed by Paul Sweeny and David Bennett. The completed assessment is saved [here](#).
- **John Charles Centre for Sport** have provided cleaning/hand sanitations stations in the entrance to the building. These areas have been inspected and signed off by the Covid19 safe inspector. The certificate is saved [here](#).

JCCS responsibilities.

- All **John Charles Centre for Sport** staff have completed the JCCS re-induction training – registers are saved [here](#).
- All **John Charles Centre for Sport** staff have completed the JCCS Aquatics re-induction training – registers are saved [here](#).
- All **John Charles Centre for Sport** staff have completed the NPLQ re-induction training – registers are saved [here](#)
- **John Charles Centre for Sport** will be responsible for all emergency evacuation protocols as per the EAP.

City of Leeds Swimming Club responsibilities.

- **City of Leeds Swimming Club** will ensure all actions detailed in their specific RA / supporting documents and site-specific method statement are followed.
- **City of Leeds Swimming Club** will be responsible for the maintenance, cleaning, and sanitation of their equipment.
- **City of Leeds Swimming Club** will ensure that no entries are to be taken on the day of competition to safeguard against breaching capacity restrictions and wider impact on competition operations.
- **City of Leeds Swimming Club** will ensure that all participants (swimmers, officials, volunteers) should have completed the Competition Health Declaration Form which will have been sent to all participants prior to the event.
- **City of Leeds Swimming Club** must ensure a safety briefing is provided before the commencement of any competitive activity. This briefing will remind swimmers, officials, and volunteers about their responsibilities in complying with the Code of Behaviour.
- **City of Leeds Swimming Club** will have the use of the main changing rooms but will encourage swimmers to arrive swim ready where possible.
- **City of Leeds Swimming Club** will utilise the poolside shoe covers for outdoor footwear.
- **City of Leeds Swimming Club** has pre-booked events as per prior bookings. Bookings in John Charles centre for sports online calendar.
- **City of Leeds Swimming Club** will ensure that participants have received communication either via a SMS message or email to remind of procedures and to consider any symptoms they may have before travelling to the event.
- **City of Leeds Swimming Club** will ensure that participants are aware that in accordance with the code of conduct, they should not attend the event if they (or any member of their household) are experiencing any of the following symptoms:
 - A high temperature (37.8 or higher); or
 - A new onset of a continuous cough; or
 - Loss of or change in normal sense of taste or smell
- Instructor/coach/volunteers must be aware of the Covid procedures
- Should an individual have demonstrated any such symptoms related to Covid, they must not participate. Instead, they should follow NHS and PHE guidance.
- If an individual is symptomatic and/or living in household with possible Covid-19 infection, they should follow NHS/PHE guidance. Should participants have had Covid-19, a clear period of self-isolation and appropriate training time to allow for safe competition needs to have been completed.

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Under no circumstances can a swimmer who has been instructed to self-isolate by a health care practitioner or PHE participate at a swimming competition.

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- **City of Leeds Swimming Club** will be responsible for the maintenance, cleaning, and sanitation of their equipment.
- **City of Leeds Swimming Club** will ensure that they notify all participants via entry about the importance giving people space and other appropriate social distancing measures in place at the Aquatics Centre.
- **City of Leeds Swimming Club** will make participants aware there is food or drink available to purchase on the premises to be consumed in the café area only.
- **City of Leeds Swimming Club** will encourage Lateral Flow testing to be completed by all competitors, spectators and officials 11 years and over attending the event and they should be completed within 12 hours of the event.

City of Leeds Swimming Club access and egress.

- Access will be via the main entrance to the Aquatics building.
- Egress will be via the main entrance to the Aquatics building.

Facilities.

- **City of Leeds Swimming Club** will be allocated the 50m pool set up as long course, Friday 16th December 15.00-20.00, Saturday 17th December 07.00-19.00 and Sunday 18th December 07.00-19.00

Maximum occupancies

- The maximum occupancy of the Aquatics 1400 this must not be exceeded.
- The maximum occupancy of the main stand is 600 this must not be exceeded.
- When not racing, clubs will be allocated a section poolside.
- It has been assessed those 8 swimmers per short course lane can be operated safely. Directional guidance, and lane etiquette has been developed to aid compliance.
- A list of event timings will be distributed, swimmers should arrive to warm up, race and depart.

Officials

- All official's equipment to be used by one person at a time, with whistles and water bottles designated for personal use only. Prior to any change of use of other equipment, it should be thoroughly sanitised.
- No rotation of officiating positions during a session.
- Equipment sanitised between users. Hand sanitizing points are available throughout the venue.
- Officials should avoid being in close proximity to swimmers wherever possible to do so, names should be checked from a distance.
- There should be only one starter appointed per competitive session, to ensure the microphone remains appropriately sanitised.
- The hand-held microphone, chairs and secondary timing buttons should be cleaned with sanitising product at the conclusion of each competition session. Similarly, any remote strobes should be sanitised between uses.

Coaches

- Coaches Stop watches should not be shared, nor should programmes, start sheets and result sheets. These should be printed prior and displayed so swimmers are able to view with no hand touching. Hand sanitizing points are available throughout the venue

Face covering policy

- Face coverings are optional
- Face coverings are encouraged in enclosed spaces and circulation areas when not taking part in physical activity
- All Athletes encouraged to wear face coverings until they are ready to walk to their starting positions.
- Coaches and Officials encouraged to wear face coverings if conversing with athletes.

Access/egress for pool hall

- Swimmers will access the pool via the main entrance to the Aquatics building.
- Athletes will proceed down the changing room corridor to their corresponding changing room once changed they will enter poolside via the main poolside entrance.
- Athletes will wear shoes if walking down the stand to poolside to commence racing, shoes can be left on a bench on poolside.
- There will be benches on poolside for the athletes, they must leave their bags on the bench not blocking any walkways or fire exits.
- Egress from the pool will be via the changing rooms. If returning to the spectating gallery, athletes must proceed to the wet side changing area dry off, put on appropriate attire and shoes before proceeding to the café stairs to enter the spectator stand, swimmers must not enter the spectator stand from poolside.

Toilet Facilities

- Athletes will be allocated the Male and Female wet side toilets; these are accessible through the white shutter just next to the pool. There are accessible facilities if needed. No other toilets should be used, and no swimmers should use facilities at the top of the balcony. Anyone waiting outside the facility while accompanying a participant is welcome to use the guest toilet opposite reception.

There will be no one way system.

Safeguarding

- Swimmers should bring their own water bottle, equipment, including hand sanitiser, all clearly marked with their name.
- Should it be necessary for Swimmers to have snacks on the poolside, for medical reasons or otherwise they should not be shared with other swimmers. Preferably there should be no snacks taken onto the poolside.
- Parents are asked to ensure their child/children know how to maintain good hygiene and hand washing

Spectators

- Spectators will be permitted
- Face coverings are optional but are encouraged indoors in all covered communal areas including concourses, toilets etc. unless exempt
- Tickets for the event are available on a first come first served basis.
- Officials will be situated outside the Aquatics front entrance to issue all spectators with a wrist band those without a wrist band will be refused entry.
- Spectators will form an orderly queue outside the Aquatics Centre until they are permitted entry, the facility will provide a table
- The maximum occupancy for the main stand is 600, City of Leeds Swimming Club must make sure this number is not exceeded

