

# **Withington Baths Covid 19 Health and Safety Policy**

## **Introduction**

Withington Baths is committed to ensuring the health, safety and welfare of its employees, suppliers and customers. This policy aims to be a working, ongoing document which will form the basis of the measures we will have in place to minimise the risks of transmission of Covid 19. The document will be amended and added to in line with any ongoing Government and/or industry guidance.

## **Scope**

This policy applies to all staff, suppliers and users of Withington Baths.

## **Covid 19 Policy Statement**

Withington Baths recognises that it has a legal duty of care to protecting the health and safety of its employees, suppliers and users during this Covid 19 pandemic.

When leisure facilities re-open it will not be a case of business as usual and systems and procedures will have to change accordingly. In providing this guidance it is important to remember that no PPE or other protective measures can provide 100% protection from infection with, or transmission of, Covid 19. As with all environments, there is still a level of risk of Covid 19 transmission in a leisure setting that will require control measures to be implemented, and this will be highlighted in the Covid 19 risk assessment.

In order to discharge its responsibilities Withington Baths will have a duty to:

- Bring this policy statement to the attention of all its employees.
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing the risk of transmission of Covid 19.
- Communicate and consult with our employees on matters affecting the health and safety in relation to Covid 19.
- Comply fully and appropriately with legal requirements and Government guidance.
- Encourage staff to identify and report potential hazards in relation to Covid 19
- Provide adequate resources to control the risk arising from work activities in relation to Covid 19.
- Provide adequate information for staff, suppliers and customers to highlight changes to policies and procedures relating to Covid 19.

## **Covid 19 responsibilities**

The overall responsibility for management of the risks associated with Covid 19 rests with the Withington Baths directors. However, it is the responsibility of all staff, suppliers and users of Withington Baths to co-operate in providing and maintaining a safe environment.

Trustees shall ensure that:

- This policy is communicated across the organisation and control measures identified and implemented as appropriate.
- The necessary resources are provided to ensure the necessary health and safety measures in relation to Covid 19.
- They lead by example and are actively committed to the implementation of this policy.

Covid 19 appointed person (Dennis Shannon) shall ensure that:

- An appropriate Covid 19 risk assessment is completed prior to re-opening the facilities.
- Staff training in relation to Covid 19 is carried out prior to re-opening with all staff, and afterwards with all staff who cannot attend the training day.
- Monitor and implement any Government and/or industry guidance in relation to Covid 19.
- Any incidents relating to Covid 19 are logged and actioned as appropriate.
- Adequate and relevant PPE is available for all staff.
- Regular and effective cleaning of the facilities, and touch-points in particular, is carried out on a regular basis.
- Adequate amounts of hand sanitizer, cleaning products and equipment are available for staff, suppliers and users as required.

Employees shall ensure that:

- They take reasonable care of their own health and safety and others in relation to Covid 19.
- They follow the Covid 19 risk assessment control measures and are aware of this Covid 19 health and safety policy.
- They advise and inform users to ensure that they adhere to relevant policies and procedures
- Attend any Covid 19 training sessions provided.
- They use all PPE and cleaning products as directed.
- They raise any issues relating to the virus as soon as is practicably possible with the Covid 19 appointed person.
- They remain at home, in line with Government guidance, if they display Covid 19 symptoms or live with somebody who is diagnosed or displays symptoms.

This document will highlight the continued requirements for social distancing and enhanced hygiene regimes.

#### **Facility-wide protocols**

- Staff to wash their hands on arrival and at regular intervals throughout their shift.
- Ensure hand sanitizer stations are checked regularly and have the required hand sanitizer, blue roll, anti-viral spray and bins available.
- Actively encourage social distancing in a polite, informative and reassuring manner. "Individuals should keep their distance from people outside their household, wherever possible. Transmission is affected by both duration and proximity of contact".
- Regular cleaning of high hand-touch areas e.g. door handles, banisters, push plates.
- Safety signage, queue management and direction stickers and signs will be in place throughout the building.
- Staff to carry out first aid in line with Covid 19 risk assessment control measures.
- Staff to wear short sleeves wherever possible as this reduces the risk of infection from contaminated sleeves and aids effective hand-hygiene procedures.
- If staff or customers or any member of their household show any Covid 19 symptoms they should not enter the building and should follow Government guidance regarding self-isolation and testing.
- No handshaking or physical contact as much as practicably possible.
- Wash hands thoroughly after coughing or sneezing, using the toilet and before eating or drinking.

## Pool

The swimming pool at Withington Baths is disinfected with chlorine and Covid 19 is an enveloped virus that is likely to be more sensitive to chlorination than other viruses, and this enables us to state with confidence that Covid 19 would not be transmissible through the chlorinated swimming pool water. (Chl must be kept at a recommended minimum of 1.5mg/l and Ph kept at or near to 7.0).

The way in which participants move during an activity in the pool will determine how we control both distance and duration. The further the distance away from other participants and the less time they spend in their proximity the less the risk of transmission of the virus. Therefore, wherever possible, users should try and maintain the safe distance (currently two metres or one metre with mitigations.) but whilst travelling duration can be considered a mitigating factor to risk. Realistically, it is likely to be unavoidable that users always maintain a distance of two metres between themselves and other users but whilst passing the duration of time may be significantly low, providing reassurance that the risk of transmission of the virus would be low enough to be deemed as acceptable.

Wherever possible any historically busy pool sessions will now use the band system to restrict numbers and lane ropes will be used to help aid social distancing. Maximum bather loads will be set for specific sessions prior to re-opening and these will be communicated to staff and users. Lockers, showers and cubicles will still be available for use but as they are potentially high touch areas use of them will not be encouraged and all users of the pool area will be directed to use hand sanitizer upon entry to the poolside area in order to reduce the risk of transmission.

## Pool activities

### Pool parties

- Pool parties are not to take place until it is deemed safe(r) to do so.

### Swimming lessons

- Users encouraged to shower at home pre and post swim, to minimise time spent in the facilities.
- Parents encouraged to only turn up for lessons at the correct time and not to bring other siblings/partners with them.
- **ALL** pool users to use hand sanitizer upon entering the pool area.
- Users to turn up 'beach style ready' i.e. costume under clothes.
- Users to follow the entrance and exit signs now in place on poolside i.e. enter via door nearest reception and exit via village change wherever possible.
- Children in swimming lessons to enter the pool at the shallow end and exit via the deep end (where appropriate) to minimise pinch points at busy times.
- Submerging equipment such as floats, woggles etc. will reduce the risk of transmission of the virus, and this shall be included at the start and end of lessons. Sharing of equipment is forbidden and people will be encouraged to bring their own equipment with them.
- Briefings and corrections in groups to be kept to a minimum.
- Wherever possible the fastest swimmer in a lesson will start off first.
- Swim teachers to be aware that returning swimmers may be below their abilities pre-Covid and amend sessions accordingly.

- Swim teachers to re-iterate water safety rules as children will have been away from the pool for a prolonged period.
- Swim teachers to reiterate safety and social distancing guidelines at the beginning of all sessions, and act swiftly and appropriately if these guidelines are not being adhered to but in a polite and informative manner.
- Wherever possible participants should bring their own, easily identifiable, equipment, such as floats, to lessons.
- Swim teachers will be encouraged to deliver lessons from poolside wherever possible.
- Assistant swim teachers to assist from poolside wherever possible.
- Teachers to stay in the same teaching station and use the same equipment for the duration of their shift wherever possible.
- Teachers to encourage climbing out as opposed to using steps wherever possible to reduce the amount of contact on busy areas.
- One set of equipment to be allocated to each teacher at the start of a block of lessons.
- Users to wipe down chairs after watching swimming lessons (cleaning kit will be made available near poolside entrance).
- Socially distanced chairs to be set up prior to swimming lessons to encourage people to stay two metres apart.
- No training to take place outside of the pool.
- All open swims at same times as swimming lessons to be temporarily removed from timetable.

#### Adult/lane swimming

- Users encouraged to shower at home pre and post swim, to minimise time spent in the facilities.
- No physical contact with other swimmers.
- Follow any directional signs and, wherever practicable, choose an appropriate lane.
- Adult only sessions will have two lane ropes in with pool split into three lanes and a maximum of 7 swimmers per lane.
- When resting keep to the edge of the pool and allow others to turn at the end of the pool, and keep your head turned away from other users.
- If pool is busy no butterfly as this is a wide stroke and would make social distancing difficult.
- Customers no longer able to access poolside cupboard and use our equipment or use any lost property (must bring their own if they wish to do so).
- Users to be asked not to overtake when lane swimming to comply with social distancing measures.
- Users from the same household can participate amongst themselves without social distancing as per Government guidelines.
- All open swims at same time as swimming lessons to be temporarily removed from timetable.

#### Family fun session

- Users encouraged to shower at home pre and post swim, to minimise time spent in the facilities.
- No physical contact with other swimmers.
- Customers no longer able to access poolside cupboard and use our equipment or use any lost property (must bring their own if they wish to do so).

- Users from the same household can participate amongst themselves without social distancing as per Government guidelines.
- **ALL** pool users to use hand sanitizer upon entering the pool area.
- Children and parents to turn up 'beach style ready' i.e. costume under clothes.
- Users to follow the entrance and exit signs now in place on poolside i.e. enter via door nearest reception and exit via village change wherever possible.
- Lane ropes to be introduced to minimise contact between different users.
- No equipment to be put in the pool for these sessions.
- Music volume to be kept lower so as to avoid users shouting.
- Pool to be separated into lanes to minimise risk of transmission.
- Users from the same household are not required to socially distance from each other but will be required to follow safe social distance from other users (currently two metres)

#### Baby swimming lessons

- Users encouraged to shower at home pre and post swim, to minimise time spent in the facilities.
- Parents encouraged to only turn up for lessons at the correct time and not to bring other siblings/partners with them.
- **ALL** pool users to use hand sanitizer upon entering the pool area.
- Babies and parents to turn up 'beach style ready' i.e. costume under clothes.
- Users to follow the entrance and exit signs now in place on poolside i.e. enter via door nearest reception and exit via village change wherever possible.
- Babies and parents in swimming lessons to enter the pool at the shallow end and exit via the opposite shallow end steps to minimise pinch points at busy times.
- Submerging equipment such as floats, toys, woggles etc. will reduce the risk of transmission of the virus. Sharing of equipment is forbidden.
- Encourage parents/guardians to bring a suitable sensory bath toy to use throughout the baby lesson.
- Parents to have responsibility for their own child only and to maintain social distancing from other swimmers and parents.

#### School swimming

- School swimming to follow MCC guidance.

#### Private swimming lessons

- Users encouraged to shower at home pre and post swim, to minimise time spent in the facilities.
- Parents encouraged to only turn up for lessons at the correct time and not to bring other siblings/partners with them.
- **ALL** pool users to use hand sanitizer upon entering the pool area.
- Children to turn up 'beach style ready' i.e. costume under clothes.
- Users to follow the entrance and exit signs now in place on poolside i.e. enter via door nearest reception and exit via village change wherever possible.
- Submerging equipment such as floats, woggles etc. will reduce the risk of transmission of the virus. Sharing of equipment is forbidden.

- Swim teachers to be aware that returning swimmers may be below their abilities pre-Covid and amend sessions accordingly.
- Swim teachers to re-iterate water safety rules as children will have been away from the pool for a prolonged period.
- Swim teachers to reiterate safety and social distancing guidelines at the beginning of all sessions, and act swiftly and appropriately if these guidelines are not being adhered to.
- Where possible participants should bring their own, easily identifiable, equipment, such as floats, to lessons.
- Swim teachers will be encouraged to deliver lessons from poolside wherever possible.

#### Aquafit

- Users encouraged to shower at home pre and post swim, to minimise time spent in the facilities.
- No physical contact with other swimmers.
- **ALL** pool users to use hand sanitizer upon entering the pool area.
- Users to turn up 'beach style ready' i.e. costume under clothes.
- Users to follow the entrance and exit signs now in place on poolside i.e. enter via door nearest reception and exit via village change wherever possible.
- Aquafit attendees to enter the pool at the shallow end and exit via the deep end to minimise pinch points at the end of the session.
- Submerging equipment such as floats, woggles etc. will reduce the risk of transmission of the virus. Sharing of equipment is forbidden.

#### Lifeguarding

- Lifeguards to maintain social distancing wherever possible whilst lifeguarding.
- Lifeguards to no longer walk round with torpedo buoys, these are to remain in set positions in the middle of the pool area near to lockers.
- Two-way radios to be wiped down at each handover.
- If performing pool rescues try to use equipment where possible to minimise direct contact.
- Face away from the casualty where possible and **DO NOT** give any rescue breaths.
- When performing CPR **DO NOT** give rescue breaths, only carry out compressions and when an AED arrives use it immediately.
- Revised RLSS guidance on monthly training and competency tests to be implemented (all staff must complete new competency test prior to first lifeguarding shift).

#### Sauna

- Sauna to be kept closed until further guidance received as to safe numbers..

#### Gym

- One-way floor arrows to be adhered to.
- Alternate CV pieces of equipment out of use to maintain social distancing.
- Maximum gym usage of 25 (comprised of alternate CV and resistance equipment in use, plus 3 in free weights). To be carefully monitored at peak times with staff visible in gym area.
- PT to take place with strict social distancing measures applied.
- High touch areas to be wiped down regularly.
- Village change cubicles to be put out of action.

- Lockers to be kept in use but customers encouraged to wipe keys and doors after use.
- Deep clean of all gym equipment to take place prior to opening each day.

### **Studios**

- Reduced numbers of classes on the class timetable to be introduced with staggered class times to reduce crossover of attendees.
- New outdoor sessions to be introduced and if classes are able to be moved outside when weather is good this is to be encouraged.
- Studios to be deep cleaned prior to first class each day.
- New maximums of 15 in both studios for all classes.
- Doors to be kept open wherever possible to increase air-flow.
- Air extract unit to be kept on in studio 1 at all times when classes taking place.
- Members to be encouraged to socially distance before and after classes, with attendees being encouraged to wait outside whenever possible. If not outside then no waiting in the café area or area directly outside the studios. People who have not booked will not be allowed into classes.
- Boom box to be used for external classes.
- All classes to be booked prior to attending via new online booking system.
- Blue roll, hand sanitizer and cleaning spray to be available in both studios.
- Customers are encouraged to use their own equipment e.g. Yoga mats, wherever possible.
- Class instructors to encourage attendees to wipe down all equipment used before and after session (a new cleaning station to be set up just near the door of the studios).

### **Reception**

- Hand sanitizer station for all customers entering and exiting the building
- Hand sanitizer in the office for staff to use at regular intervals during their shifts.
- Signage at reception re new Covid 19 procedures.
- New protective screen to be introduced at reception.
- Swiping to be done by members and not staff but staff to closely monitor that this is done correctly and to highlight once any issues are flagged.
- Cash payments and card payments as normal but customers put in and take cards out of PDQ machine.
- Only one member of staff working on reception wherever this is possible.
- Computer screens and keyboards to be moved to reduce possible cross-contamination amongst staff at reception, and staff to sit back to back if two needed at reception.
- Two-way radios to be wiped down prior to lifeguards taking on poolside duties.
- Signs and tape at reception to encourage social distancing.
- All non-members to complete track and trace sheet upon entry with name, contact number and time entered (staff to fill out form).
- One pound coins will not longer be lent to customers, they have to bring their own or leave in locker at their own risk.
- Entry is controlled so that the premises do not become overcrowded.

### **Other**

- All hot drinks removed from café area, no longer available for customers for the time-being.

- Tables and chairs removed from the café area to encourage social distancing and remove the risk of high touch areas.
- Water fountain to be kept in use but customers advised to bring own bottles or water purchased from reception to avoid putting mouth near water fountain.
- All hairdryers to be put out of commission until deemed safe to recommission.
- Only one members of staff in staff room wherever possible.
- Only one person in the lift at a time unless from the same bubble.
- Staff room to be cleaned daily with anti-viral spray.
- All suppliers, visitors and contractors to be made aware of our Covid 19 protocols and must adhere to any safety instructions and rules whilst in the building.
- Physios to continue to offer services in line with their industry guidance.
- All staff to be encouraged to use their own car, cycle or walk to work to avoid unnecessary use of public transport.
- First aid guidelines will be included within the Covid 19 risk assessment.
- Fire safety guidelines will be included within the Covid 19 risk assessment.
- Wherever possible staff will be given shifts in teams to prevent high numbers of staff isolating in the event of a colleague displaying symptoms/testing positive.
- Increased cleaning from 3 hours daily to 4 hours daily and also to now include weekends. All shifts to begin 30 minutes prior to facility opening to ensure high-touch areas are wiped down.

All directors and staff to read and sign the attached Covid 19 health and safety policy sheet.