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| **Risk** | **Cause** | **Mitigant** | **Responsibility** |
| **Transmission of COVID** | Poor ventilation | * Ensure that all areas used during the gala have appropriate ventilation | Pool operator |
| Lack of sanitation | * Ensure that all areas are deep cleaned before the start of the gala and at the end of the first day * Frequent touch-points cleaned regularly throughout the gala * Hand sanitiser stations to be located around the pool and in areas of high traffic flow | Pool operator |
| * Additional hand sanitiser to be provided for officials and other volunteers * Wipes to be provided for technical officials to wipe down equipment in long distance races | Gala promoter |
| Overcrowding | * All people attending the gala to be segregated from rest of the centre by entering through the side door and not through the main entrance * No spectators to be allowed onto the balcony or elsewhere in the pool; all volunteers to be identified through named lanyard and wristband * Swimmers to sit in clubs bubbles on the balcony. Swimmers can use the toilets in the corridor but not mingle elsewhere in the pool * All coaches to remain on balcony during racing or to be on pool deck with social distancing. * Clubs given specific warm up lanes to be supervised by coach / team manager. * Poolside to be used for marshalling only and for the coaches; marshalling area to be expanded to the whole pool. * One -way system to operate throughout gala supported by clear signage. * Pinch points (door onto pool deck and changing rooms) to be mitigated through use of directional signage, tensa barriers and management of flow * Volunteers to control all entry and exit points (side door, doors onto balcony, door onto poolside by control room and entrance to changing rooms * Withdrawals encouraged prior to event to avoid mingling in the control room. * Minimise number of people in the control room; keep window open * No swim shop * Swimmers asked not to arrive excessively early and to leave as soon as their racing is done for the day. * Swimmers to arrive beach-ready for warm up. * Coaches asked to be alert to marshalling timings and send swimmers down with plenty of time * Swim down to only be available at the end of the long distance events (Sessions 2 and 5) | Gala promoter |
| Infected person attends gala | * Encourage vaccination before Meet for those who are eligible (note: this cannot be mandatory) * Encourage all households of participants, officials, coaches and marshals to take a lateral flow test the day before or on day of meet; ask all households who have a positive test result to stay away. Incentivise this through a full refund of fees * Encourage all people to stay away if they exhibit any of the common symptoms of coronavirus. Incentivise this through a full refund of fees * Lateral flows to be available on site for anyone feeling unwell during the gala; self -isolation at venue of anyone testing positive prior to being picked up) | Gala promoter |
| Droplet transmission between people at the gala | * All swimmers to wear face covering when moving around the pool including on poolside. * Face coverings are not required when swimming. * All swimmers and officials to wear face coverings when sitting on the balcony, this control measure is required as they are sitting in close proximity for periods over 15 minutes. * Clubs to be separated, on the viewing area, in designated blocks. Allocating rows should be avoided to ensure multiple clubs are not mixing unnecessarily. * All officials and volunteers to wear face coverings at all times * Note: spare face coverings will be provided for those who forget theirs | Gala promoter |
| Contact transmission between people at the gala | * All food to be packaged into individual portions to avoid sharing of utensils. * All attendees to be aware of greeting and behaviour around others * Coaches / volunteers / officials to avoid sharing equipment where possible * Encourage withdrawals prior to event * Provide online programmes only with printouts of programme file only available for control room and coaches. * Refreshments for technical officials to be provided in individual portions * No raffle or swim shop. * No cash transactions on the day * Swim bags to be left on balcony * Teams encouraged to keep areas clean and to clear any remaining rubbish at the end of each day. | Gala promoter |
| **Slips, trips and falls** (particular to this event rather than the general risks managed through separate risk assessments) | Swimmers slip on balcony stairs getting to pool deck | * Swimmers not to be allowed onto poolside without a clear plastic bag containing a towel and without wearing shoes. * Swimmers not allowed to return upstairs without being dry and wearing shoes | Gala promoter |
| * Regular drying of staircases on the balcony | Pool operator |
| **Safeguarding (**particular to this event rather than the general risks managed through separate risk assessments) | Young children wander off | * Club’s team managers asked to supervise their swimmers at all times, reporting missing children immediately * Event volunteers supervise high risk areas * Marshals covering all potential exit routes including balcony main entrance / exit (into the Inspire building), pool changing designated areas and back entrance hallway to enter / exit poolside. * Entrance / Exit fire exit to be closed once all participants have arrived to prevent unauthorised access to the building. | Gala promoter |
| Children misbehave in venue | * Club’s team managers asked to supervise their swimmers at all times * Event volunteers supervise high risk areas | Gala promoter |
| Coaches / volunteers compromised through being 1-2-1 with a swimmer | * Coaches asked to avoid such situations * Younger swimmers who can’t get into racing costume on own should either race in training costume or wear racing costume throughout day and on arrival. | Gala promoter |