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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 |