



## Howl Multisport Covid - 19 Secure Operating procedure

Government guidance is from 28th March 2021 water sports will be able to operate. The Government advice is that the virus does not spread as freely outside as it does inside. The keyway the virus transmits is by touching and in the air from an infected person (coughing etc) This policy and normal operating procedures is designed to limit the spread of the virus and allow open water swimming to happen safely.

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## 1 Howl Multisport Covid - 19 Secure Operating procedure

### **Venue**

- Howl Multisports Lakeside Country Park Lakeside Country Park, Wide Lane, Eastleigh, SO50 5PE
- Facilities, hot showers, toilets, accessible toilets, changing room, tea and coffee (donations) Free parking

### **Venue Owner/ Activity Organiser/Water Safety Provider**

- The venue owner- Eastleigh Borough Council.
- The event/activity organiser – Howl Multisports.
- The water safety provider – Howl Multisports

Howl Multisports have completed this document.

### **Key Contacts & Responsibilities**

Kelly Wickens – Director, Lead lifeguard, Coach

Steve Cooke – Director, Coach, water testing and lifeguard rota.

Martin xx – Lakeside park ranger for Eastleigh Council

### **Event/Activity Description**

Howl Multisports encourages all abilities to the lake by creating a welcoming and safe place. Swimmers sign up for membership allowing them to swim as much or a little as they like on a pay as you go basis.

The lake is a 400m loop marked by 4 large yellow. It is shallow around the edge meaning swimmers will not be far away at all times to be able to touch the bottom.

The lake can have 50 swimmers in at once. Two lifeguards will be required with a land spotter. There are coaching courses run by the two STA & BTF coaches. 1-2-1 coaching sessions are also available. Monthly GO TRIs and a Aquathlon takes place during the summer.

### **Timetable**

Staff arrival 15 minutes before session start time and end of shift is once the changing rooms have been fully cleaned. (Whilst social distancing measures are in place no changing rooms will be open)

Session time is Saturday 10.45-11.45



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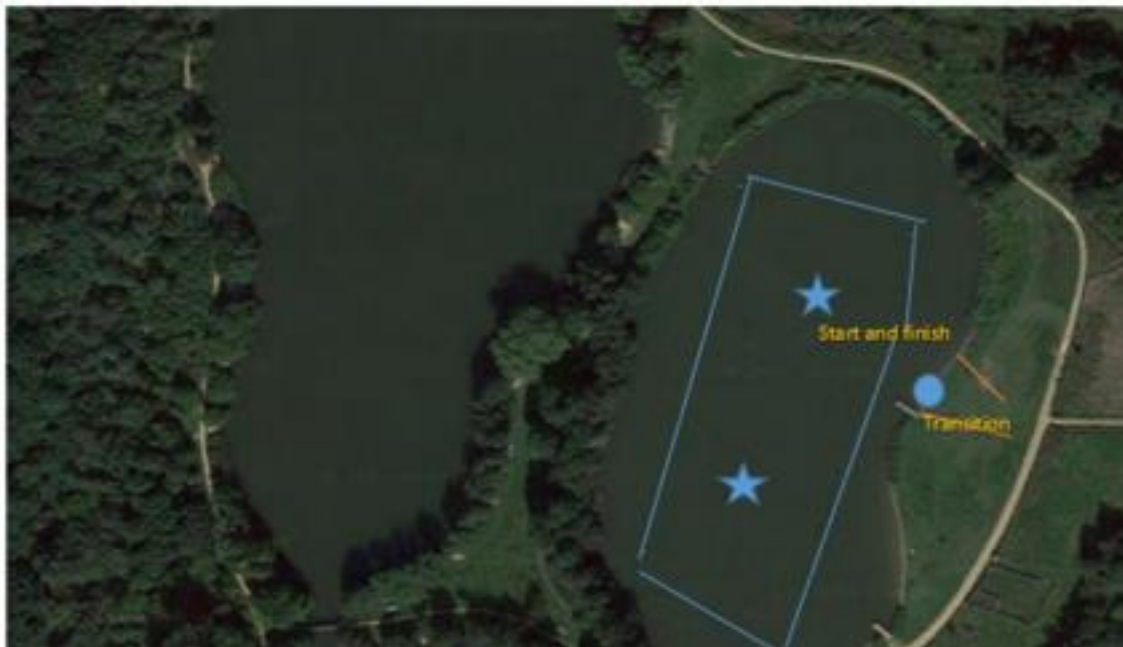
*Covid-19 secure.*

*Sessions will be split into one hour blocks. Swimmers have to prebook their time.  
Swimmers will arrive 5 minutes before the hour up until 10 minutes past the hour.*

### Swim Course

Swim Clockwise. Start in water, it is shallow and they can touch the bottom

- ★ Kayak or SUP
- Swim Marshal





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#### **NOP – Normal Operating procedure.**

##### **Set up – Pre-Swim Checks.**

On arrival one member of staff to pack the van with the items below (not the paddle board)  
Set up on the table, laptop and wristband box to be lakeside in front of the van. (Due to the social distancing requirement no gazebos to be used)  
Bucket to be filled with water and disinfectant and placed at check in.

Lifeguard to check paddle board is in good working order  
Complete a lap of the lake to check the buoys are secure  
Take the temperature of the lake.  
Check full list of safety items are in the safety box at lake side.

#### **Equipment List**

Items needed for the session

Table

Chair

Wristband box

Bucket, soapy water

Disinfectant spray

Kitchen Roll

Hand Gel

Laptop

Safety Box – Torpedo, Throw Bag, Swim Hats, First Aid kit, Whistles

Paddle Board

Paddle

Safety dryrobe.

Swimmers – Tracking.

#### **Membership**

All swimmers must be members. Membership is carried out online and all members must print off their membership card to bring with them to the lake. Information obtained on the system

From the swimmer includes, name, dob, ICE details and medical concerns. It is kept secure on the system.



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##### **Arrival**

###### COVID-19 Secure

Swimmers arrive at the lake and form a queue at check in two meters apart.

At check in swimmers to have their printed membership cards

Swimmer approaches the check in desk and uses the hand gel.

Swimmer to give name and confirm they do not have any headache, temperature, cough, loss of taste or are unwell.

Swimmer to confirm they do not have any major health conditions and are not in the shielded group.

Swimmer to confirm that no member of their household has any symptoms listed above.

Check in staff checks in the swimmer on the laptop

Swimmer places their membership card and car keys in the wristband draw and takes a wristband (number on the wristband matches the number on the drawer) (swimmer is easily identifiable)

Check in staff then uses the wipes to wipe down the drawers.

Check in will close for the session at 10 minutes past the hour.

##### **Swim**

###### COVID-19 Secure

Each session will start on the hour with a safety briefing.

*“Remind swimmers again not to swim if they are unwell. The first 10 minutes will be the short loop then if safe the lifeguard will open the bigger loop. If any difficulty lay on back, shout and put hand in the air. The lifeguard will approach on the paddle board. Do not grab onto the lifeguard. They will use the equipment to rescue you.*

*Remain 2m for swimmers at all times. Sight often to do this and listen for the lifeguard whistle if they think you are swimming too close to another swimmer.”*

Swimmers to enter the water right side of the pontoon managed by lifeguard/staff. All 2m apart

Swimmers to swim in a clockwise direction.

Small loop to start.



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### **Exit**

#### **COVID-19 Secure**

When swimmers have finished, they are to leave quickly via the left side of the pontoon.

Swimmers will then approach the check in desk.

Dunk their wristband in the bucket of disinfectant

Use the hand gel

Put back their wristband and collect their items from the draw.

Check in staff will wipe over the drawers.

Swimmers will then leave the area immediately. Getting changed away from the check in area ensure the 2m distance rules are followed.

No changing areas or toilets will be open.

Swimmers to leave the area immediately

### **End of session**

Manual count that all wristbands have been returned.

Lifeguard to 'sweep' the lake to ensure it is clear of swimmers.

Visual check no bags have been left (which may indicate a swimmer is still at the lake)

Once sweep has happened the next session can start to open.

End of the day, all equipment to be checked and packed away.

### **Wetsuit Policy**

Wetsuits are designed to keep the body warm, and it adds buoyancy to the swimmer, creating a safer swimming for the swimmer. Especially in a rescue situation

Wetsuits must be worn if water temperature is below 17 degrees.

Wetsuits will be forbidden if the temperature is over 24 degrees.

These temperatures are based on the British Triathlon rules for long distance triathlon. They are slightly higher than the shorter distances because when swim training you will not be pushing your body as hard as you would racing, less likely to raise your heart rate as high and overheat.

Skin swimming (Cold water swimming without a wetsuit) is only allowed if the swimmer is experienced and fully acclimatised. It is at the head coach/lifeguard discretion. A waiver must be completed. All skin swimmers will be required to use a tow float.

Wetsuits are available to hire and purchase.

*During COVID-19 swimmers will be required to do their own wetsuits up due to social distancing.*



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### **Water Temperature**

The water temperature will be measured by the lifeguard before the session starts, 1m down and in three different parts of the lake.

Under 11 – no swimming

A digital thermometer and analogue will be used.

### **Water Quality**

The water will be tested monthly by Steve Cooke.

May Report .

### **Medical Arrangements**

Each session will have at least one first aider.

That first aider maybe the lifeguard or kayaker.

Fully stocked first aid box will be at lakeside. Once a month it will be checked and supplied topped up by Kelly Wickens

There is a defib locked at the lake entrance. Every session this will be checked that it is not damaged (from the outside it will not be opened)

Any major medical incidents 999 will be called.

*During COVID-19 any cuts, grazes, minor injuries the swimmer will be asked to deal with them, themselves guided by the first aider. The first aider will remain 2m apart.*

*Extra items such as a face shield and fast mask for CPR has been purchased.*

*No rescue breaths will be given in the case of CPR*



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### **WATER SAFETY ARRANGEMENTS**

#### **Safety Cover Resourcing Levels and Positioning**

##### **Resources**

- Kayak and paddle board depending on numbers. 1 human powered craft per 20 swimmers. Their primary roles are:
  - Providing support/encouragement for tired and/or nervous swimmers and assessing the swimmers ability to continue and complete the course.
  - Looking signs of swim failure in cold swimmers and assessing (or seeking support to assess) the swimmer's ability to continue safely.
  - Providing support to conscious swimmers who get into difficulty
  - Raising the alarm and summoning support from another lifeguard (whistle blow and paddle in the air) in the event of discovering an unconscious swimmer in the water; •
  - Shepherding swimmers who stray from the course.

Informing swimmers of the route, making sure they have their wristband on, clearing the lake when the session is over.
- Land-based supporter. Land-based support will provide assistance at the swim entry, swim exit and evacuation point. At the swim entry they will ensure that no swimmers enter the water until safety cover is in position. They will also look out for swimmers who get into distress and summon assistance if required from the safety craft

##### **Positioning**

Roaming positioning

##### **Evacuation Point**

The pontoon is the evacuation point

##### **Communication System**

The communication system for the water safety team will comprise radio communication as well as both visual and audible (whistle) signals.

The safety boat will be in radio communication with the land based support, with mobile phone back-up. The Safety Kayakers and land based support will use visual and audible signals (describe)





## **Water Safety Team Briefing**

Pre-season - the water safety team will be shown a copy of the NOP & EAP and there will be a training session including a rehearsal of the emergency action plans. Further training/practice will be arranged during the season including as/when new members join the team.

Pre-session - prior to each session there will be a short team briefing to confirm roles & duties and highlight any changes, key points. The simple check list includes

The lake is set up correctly with the desk, gazebo, hand wash stations and wristband box. The equipment is checked. First aid box and radios are on.  
Dynamic RA. Matting is secure, buoys secure  
Visibility is good.

The session maybe delayed until all checks are satisfied.



## Howl Multisport Covid - 19 Secure Operating procedure

### Appendix A

#### Emergency Action Plan

##### Conscious Swimmer.

Training lifeguards will be able to spot a swimmer in distress. Swimmers are told to turn on their back and put their arm in the air whilst shouting. A distress swimmer will not always remember to do this, so it is important the lifeguard is always watching.

Key things to look for.

Poor swimming technique and the swimmer not making progress

Lots of splash

Shouting

Panic

Swimming going up and under the water

Swimmer trying to grab another to keep themselves up

Swimmer trying to hold on to a buoy

Swimmer grabbing at their wetsuit.

Swimmer suddenly not swimming or slowed

This is not inclusive.

Below is a plan of what to do in an emergency. It may be followed step by step or you may need to skip the first few steps.

1. Talk. Talk to the distressed swimmer. Find out if they need help. It may be simply talking to the swimmer you are able to relieve their panic and they are able to continue. Tell them they must not try to get into the kayak or onto the paddle board.
2. Use a throw line or torpedo. Throw it to the swimmer, ask them to hold it and use it to float. Tow them to the exit point. IF possible, ask your swimmer to hold onto the front on the paddle board and hug it. It will make it easier for you to paddle them in.
3. Radio shore detailing you are bringing in a swimmer and put them on standby.
4. Once on the land either take over with first aid should they need it or if there is a first aider on land, let them deal.
5. Ensure the spotter is covering the lake when you are completing the rescue. The lake must never be left without cover during a rescue.
6. Once the swimmer is on the land, assess what assistance they made need. Record the incident. The ICE may need to be called.



Hypothermia – IF the swimmer is showing signs, use the dryrobe or their clothes, to warm their slowly, add layers and provide a warm drink. Do not let the swimmer have a hot shower.

COVID-19, All conscious rescues to be carried out whilst respecting the social distancing rules. If social distancing is not possible, gloves and a facemask must be worn. Talk to the swimmer and try to get them to do as much as possible by themselves but never put yourself or the swimmer in unnecessary danger.

#### Unconscious Swimmer.

Although rare, it is vital that there is a clear swift plan to deal with an unconscious swimmer. The aim is to get the swimmer to land as quickly and safely as possible. The land is the best place first aid can be given.

Wetsuits will help and unconscious swimmer float and been seen. Tow floats will also assist not wetsuit swimmers.

The below steps may not necessarily happen in the sequence below

1. If you spot an unconscious swimmer blow constant short sharp alarms on the whistle and make hast to the swimmer
2. Land spotter/check in. Sound the horn to get all swimmers out of the lake.
3. First lifeguard to the swimmer, turn the swimmer. Attach the torpedo under their arms and tow the swimmer to shore. If possible, issue two rescue breaths. COVID-19, NO RESCUE BREATHS TO BE GIVEN. This may not be possible as the key is to get to land asap. If you are unable to get the torpedo onto the swimmer. Use a long arm tow to get the swimmer to shore.
4. Second lifeguard assisting may be able to use the paddle board to get the swimmer on the board
5. Land spotter/first aider. Get ready to meet the swimmer and lifeguard. Using the underarm technique and one on legs put the swimmer onto the land and start the first aid checks whilst second person calls 999. COVID-19 IF CPR is required the face shield to be used and no rescue breaths to be given.
6. Check in staff to identify the swimmer and recall their details on the system. Check in staff to meet the ambulance with the keys at the gate or to assist in getting the defib. IF the defib is to be used, it must be done under 999 call taker instruction only.



7. Once 999 staff take over dealing with the swimmer, check in staff to gather swimmer's belongings and call the ICE contact to make arrangements.

8. Check in staff will then check out all the other swimmers and close the lake 9.

Remaining staff will sweep to ensure no other swimmers are out there.

10. Kelly or Steve to take full report of incident. Report to council and insurance company 11.

Kelly or Steve will follow up with a call to the ICE of the swimmer.

Missing Swimmer.

Wristbands will help identify the swimmer and by using the drawers we are able to see if a swimmer is still swimming or left. It is vital the drawer system is used properly, and car keys are taken to avoid swimmers going home with the wristband. We must have a membership card or name of the person in the drawer with the keys.

1. Regular head counts to be conducted. If they do not match, name check must happen 2. If swimmers wish to run as well, they must give their wristband to the lifeguard.

3. If check in notice a left key or membership card with no wristband a search of the lake must be carried out by the lifeguard

4. Check of the changing room

5. Check for bags being left.

6. If a complete search has been carried out a phone must be made to swimmer 7. A

phone call then to ICE.

8. Check of the car park to see if persons car is there.

9. After all checks and the person is missing a call must be made to 999. 10,

Follow up report to be made.



## Appendix B

The below information will be displayed on the website and emailed to all swimmers

The Covid – 19 secure swimming procedure.

### 1 Pre booked members sessions only

All swimmers will be required to become members. They must complete their membership online before they arrive at the lake. This is to include all necessary personal information, ICE details and any medical details.

Website is <https://www.hedgeendtriathlon.co.uk/training/swim-training>

Swims must be purchased online before the session is attended.

You must bring your membership card with you

### 2. Controlled Swimmers.

Only experienced open water swimmers will be invited to attend. There will be no novice or beginner sessions until the lake is warmer, and the Government move to the next stage of their road map.

### 3. Changing areas and waiting areas.

The virus lives on surfaces, to avoid the spread the changing rooms will not be open. Swimmers are advised to come ready to swim (including thinking about how they can do their wetsuit up by themselves) and then change in their car/own space.

The council will NOT be opening the public toilets.

### 4. Arrivals

Check in will only be open for 15 minutes. Swimmers will wait in the queue 2m apart. They will approach the check in desk with their membership card (No membership card no swim) They will tell the check in staff their name who will check them in using their laptop. The swimmer will confirm they have no symptoms of COVID – 19 neither do their household members and they do not have any other major health issues.

The swimmer will then use the hand gel, take their wristband from the drawer and put in their car key and membership card. The wristband must be worn by the swimmer whilst swimming.

The next person in the line will repeat the process but asked to wipe down the wristband box and use hand gel.

Beginners, un-acclimatised to cold water and those with serious medical conditions (including the group that are being shielded) are asked not to swim yet.



#### 5. Starting the session.

Swimmers will be briefed before getting into the water. They will be told to keep 2m apart. In a rescue situation they will be told to turn onto their back, shout and put a hand in the air. Then they will be approached by the lifeguard who will instruct them what to do. They must not hold onto the lifeguard at any point. The lifeguard will use tools such as a throw bag, torpedo and the paddle board to perform the rescue.

In the unlikely event of an unconscious rescue the lifeguard will perform the normal rescue and use a face shield if CPR is required.

#### 6. Access to the water

Staff will manage the entry and exit. Please keep 2m apart when getting into and out of the lake

#### 7. Lifeguard.

There will be one on the water lifeguard. Swimmers will be rescued via a throw bag and towed to the exit point.

#### 8. Limited time/distance

The first 10 minutes of the session will be on the short lap (200m) This is to ensure the swimmers become acclimatised as they have not swum for a number of weeks. If the senior lifeguard feels it is safe enough the full lap will be opened.

#### 9. Social distancing in the water

Swimmers are asked to sight often and keep 2m apart from other swimmers.

#### 10. Exit

No not hang around after, please leave the area.