**Guidance for Coaches and Helpers**

1. Personal Health Assessment
* Consider any health and quarantine requirements and whether you are safe to coach or help. This includes a return from holiday, a school related quarantine, and any family member having possible COVID-19 symptoms. If you are unsure then do not coach or help.
* If you are healthy to swim then proceed to following step 2.
* If not email president@saffronseals.org.uk and inform them of your health matters and also contact the coaches to let them know so cover can be arranged.
* Ensure Seals have your up-to-date contact details

If you are unsure about the health guidance then please use the following for guidance:

* <https://www.nhs.uk/conditions/coronavirus-covid-19/>
* <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
1. Before leaving home
* Bring all PPE that you will require – e.g. face covering, gloves, temperature checker
* Fill and bring a large water bottle – no refills are permitted during training. That could be over a 2.5 hour period so bring 2 bottles if needed
* Ensure everything is very clearly named
* Come changed and ready for coaching / helping
* Ensure the training set has been communicated with other coaches and helpers
* Ensure you are familiar with the process and protocols you and the swimmers must follow
1. Arrive at LBLC
* Aim to arrive 10-15 minutes before your training session (e.g. 5.45pm or 6.45pm)
* Ensure each coach / helper is temperature checked
* Assign responsibilities in terms:
	+ of assisting the swimmers to enter the centre and pool
	+ accessing any kit and equipment from the Seals cupboard
	+ preparing clocks, etc for the session
	+ ensuring swimmers begin swimming asap
* Enter the centre and follow the 1-way signs to the café area and apply hand gel provided
* When instructed by LBLC enter the pool area perform agreed tasks.
* Ensure swimmers follow the required processes and protocols

During Training

* Take a register and accurately record all swimmers attending; this is critical for any subsequent track and trace requirements
* Instruct swimmers of the set as quickly and clearly as possible
* Maintain a safe distance from the swimmers and other coaches / helpers at all times
* Maintain a safe distance from the lifeguard at all times
* Follow the processes below for any illness or injury incidents
* If there is an emergency requiring the centre to be evacuated following the guidance of LBLC staff and look to maintain a safe distance from other people wherever possible.
1. At the end of Training
* Instruct swimmers to leave the pool in lane order
* Direct swimmers to the appropriate part of the changing rooms
* Help ensure swimmers change and exit as quickly as possible
* Using the antibacterial wipes and spray clean the Seals cupboard ready for the next session
* Leave the pool and changing areas to allow LBLC to clean these areas
* Prepare for the next session or leave the centre as soon as possible
1. Actions if there is a COVID-19 incident in training
* If a swimmer indicates they may have COVID-19 symptoms immediately obtain your PPE and instruct them to exit the pool and to sit in the “isolation” area designated by LBLC
* Inform the lifeguard and collect their bag and equipment
* Inform the next of kin and determine how quickly the swimmer can be collected
* Keep the swimmer isolated and arrange for them to change and then exit the centre when their next of kin have arrived.
* Record the incident in the COVID-19 Incident register and after the session inform the Seals Track and Trace leader at president@saffronseals.org.uk
1. Actions if there is an injury or non-COVID-19 incident in training
* If a swimmer indicates they may have an injury or are feeling unwell inform the lifeguard
* Help the swimmer follow the guidance of the lifeguard and if necessary put on appropriate PPE
* If the swimmer is able to return to swimming proceed as normal.
* If the swimmer is unable to return to swimming keep the swimmer isolated, contact their next of kin, arrange for them to change and then exit the centre when their next of kin have arrived.

**Requirements of Coaches and Helpers**

1. Ensure a health assessment has been performed before every session
2. Ensure you arrive changed and with the necessary kit and water
3. Ensure the training set has been communicated
4. Ensure the pool is set up for training and someone is in position to perform the temperature check and ask the health questions
5. Ensure you take a register of all swimmers
6. Ensure you are familiar with the steps to be followed if some is ill or injured
7. Support and encourage the swimmers to change and leave promptly
8. Clean the Seals Cupboard at the end of the session
9. Remember your commitment from the Survey to keep Seals informed of any COVID-19 related health matters and to not coach of help if there is any doubt about your health.