

Venue COVID-19 Officer

Title: Venue COVID-19 Officer

Club: *Name of Venue*

Reports to: Venue Owner/Operator

Position Overview

The Venue COVID-19 Officer is responsible for all COVID-19 matters for the open water venue and will be responsible for liaising with key stakeholders and other organisations in relation to the venue's response to COVID-19. They promote clear and effective communication channels and ensure all staff (including water safety team) feel supported and have someone to go to should they have any questions or concerns. They ensure that all venue staff, volunteers, coaches, and swimmers are aware of and follow COVID-19 guidelines.

Commitment

This will depend on the size of the venue. The Venue COVID-19 Officer would expect to be involved in all aspects of planning the delivery of swimming and where possible attend some sessions to support swimmers, staff, and coaches to comply the latest COVID-19 guidance. The post of Venue COVID-19 Officer should remain a statutory post until such time that SH₂OUT advise the post is no longer required.

Main Tasks and Responsibilities

- Act as a main point of contact for all swimmers with regards to COVID-19.
- To oversee the implementation of all risk assessments applicable to open water swimming.
- Act as the link between the venue operators and clubs using the venue to ensure both are following current up to date guidelines.
- Keep up to date with the latest Government and SH₂OUT advice and guidelines on COVID-19.
- Communicate with the Venue Owner/Operator any COVID-19 protocol concerns raised by staff or swimmers to the COVID-19 Officer concerning the Venue.
- Regularly review the venue risk assessments and safety documents and recommend changes when necessary.
- Ensure staff conduct thorough risk assessments before the start of each swimming session and this is communicated to all participants.
- Promote good practice to members and remind swimmers of protocols where necessary.
- Communicate directly to all swimmers and staff to remind everyone of new rules and promote via the venues social media accounts to educate all personnel about the COVID-19 controls in place.
- Ensure an attendance register is taken, and retained, before the start of each open water swimming session in case of the need to track and trace.
- To support the staff, volunteers and/or coaches with any related COVID-19 issues.



- Advise the venue owner/operator on the effectiveness of the COVID-19 risk assessments and other documentation and seek advice and guidance where required.
- If the venue organise and deliver a triathlon event to ensure the race director is following the latest British Triathlon COVID-19 Event Delivery Guidelines.

Relevant Skills and/or Aptitudes

- Reliable and proactive with a positive approach
- Excellent communicator with good verbal, written and IT skills
- Good listener with excellent interpersonal skills
- Approachable
- Respect confidentiality
- Tactful and discrete.
- Logical thinker

Knowledge and Experience

Essential

- Understanding of the risk assessment process.
- Government COVID-19 guidelines
- Understanding of GDPR

Desirable

- Thorough knowledge of risk management and associated material.

Personal Attributes

Essential

- Commitment to responding to customer needs.
- Positive and common-sense approach to dealing with challenging issues
- Treats people with respect
- Protects confidential information
- Adheres to the venue's policies and demonstrates loyalty to the venue
- Strong individualist & decision maker with high determination to succeed
- Self-motivated

Support from British Triathlon

- Access to [COVID-19 SH2OUT Venue Guidance](#)
- Access to [COVID-19 SH2OUT Swimmer Guidance](#)

Further Support Information and Documentation

- Government (COVID-19): [guidance on the phased return of sport and recreation](#).
- Club Matters: [Restarting sport and Physical Activity](#) and [Reopening Toolkit for Clubs and Organisations](#).
- Health and Safety Executive: [Working safely during the coronavirus \(COVID-19\) outbreak](#)

