

# Risk Assessment Form – School Swimming

Reference:

**RA 6.3**



Centre: **All**

Site Manager:

Implementation Date: 10<sup>th</sup> May 2023

Peron/s Carrying out RA: James Shaftoe

People at Risk: **Customers, Employees, Contractors**

Review Date: 10<sup>th</sup> May 2024

Additional Information: **Health & Safety Policy, Health & Safety Executive Guidance, Manufacturers/Suppliers Operational Guidance, Active Northumberland Operational Procedure, Equipment Inspection Sheet, Defect Reporting Procedure, Staff Training Sheet**

Ref No.	List Hazards	Risks	Initial Rating (L,M,H)	Current Control Measures	Action Required to Reduce Risks	By Who & By When	Final Rating (L,M,H)
6.3.1	Pool Design - shape and blind spots which may affect complete visibility of pool area by Lifeguards	Lifeguard view restricted resulting in: <ul style="list-style-type: none"> <li>Drowning</li> </ul>	H	<ul style="list-style-type: none"> <li>Lifeguarding positions for programmed activity shown in Swimming Pools (PSOP)</li> <li>All lifeguards NPLQ qualified</li> <li>All Lifeguards undergo ongoing training &amp; competency assessment, and are aware of potential hazards associated with pool activities</li> <li>All teachers EAP &amp; NOP trained</li> <li>All teachers are ASA qualified and undergo competency assessment</li> </ul>			L
6.3.2	Shape and blind spots which may affect complete visibility of teaching area by teacher	Teacher and lifeguard view restricted resulting in: <ul style="list-style-type: none"> <li>Drowning</li> </ul>	H	<ul style="list-style-type: none"> <li>If more than two pupils are being taught the teacher teaches from the poolside as advised in ASA Guidelines</li> <li>If an Assistant teacher is used a Level 2 teacher (lead teacher) is required to teach from poolside to oversee class.</li> </ul>			L

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6.3.3	Collision with pool structure	Injuries including: <ul style="list-style-type: none"> <li>• Bruising</li> <li>• Fractures</li> <li>• Drowning</li> </ul>	H	<ul style="list-style-type: none"> <li>• All potential hazards are roped off to prevent collision</li> <li>• Lifeguards NPLQ qualified and competent</li> </ul>			L
6.3.4	Glare/reflection from glazed areas	Reduced visibility resulting in: <ul style="list-style-type: none"> <li>• Drowning</li> </ul>	H	<ul style="list-style-type: none"> <li>• Lifeguard position is adjusted to reduce glare/reflection</li> <li>• Teaching position is adjusted to reduce glare/reflection</li> <li>• Anti glare window/film fitted to reduce reflection</li> </ul>			L
6.3.5	Poor Lighting	Impaired vision resulting in lifeguard not seeing swimmers in distress	H	<ul style="list-style-type: none"> <li>• Walk the Floor Check sheet</li> <li>• Corrective Action Log in place</li> <li>• Lighting positioned to reduce reflection</li> </ul>			L
6.3.6	Excessive Noise	Impaired communication resulting in lifeguard not hearing swimmer in distress or 2, two way radio	M	<ul style="list-style-type: none"> <li>• Lifeguards have whistles in the event of emergency</li> <li>• Lifeguards use radios or pool alarm to summon assistance</li> <li>• Lead teachers to teach from the pool side so they can be seen and heard by all pupils</li> <li>• Pupil to teacher ratio adhered to - refer to ISRM Safe Supervision for Teaching &amp; Coaching Swimming</li> </ul>			L
6.3.7	Lack of information regarding	Bather experiencing difficulty in the water, or jumping/diving into unknown	M	<ul style="list-style-type: none"> <li>• Depth signage in place</li> <li>• Deep areas roped off to</li> </ul>			L

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	depth of water	depth		<ul style="list-style-type: none"> <li>prevent weak swimmers going out of their depth</li> <li>All pupils are assessed for correct ability class</li> </ul>			
6.3.8	Sudden changes in depth	Bather experiencing difficulty in the water	H	<ul style="list-style-type: none"> <li>All adults and children made aware of the sudden changes</li> <li>Areas roped off to prevent swimmers entering area</li> <li>All Lifeguards undergo ongoing training &amp; competency assessment, and are aware of potential hazards associated with pool activities</li> </ul>			L
6.3.9	Inadequate pool supervision	No response to bather getting into difficulty	M	<ul style="list-style-type: none"> <li>Lifeguards NPLQ qualified</li> <li>Lifeguards undergo ongoing training &amp; competency assessment, and are aware of potential hazards associated with pool activities</li> <li>If more than two pupils are in the class then the teacher will teach from the poolside</li> <li>Teachers are ASA qualified and undergo competency assessment</li> </ul>			L
6.3.10	Inadequate management of shared use	Poorly organised sessions, confusion for bathers, staff and lifeguards	M	<ul style="list-style-type: none"> <li>Designated areas identified by ropes and signage</li> <li>Lifeguards NPLQ qualified</li> <li>Pool programmed to ensure mixed sessions are kept to a minimum</li> </ul>			L

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6.3.11	Unauthorised Access	Bathers entering unsupervised pool area <ul style="list-style-type: none"> <li>Drowning</li> </ul>	H	<ul style="list-style-type: none"> <li>Lifeguards vigilant on entry to the pool hall</li> <li>System in place to prevent unauthorised access when the pool(s) are not in use</li> <li>Swimming Pools NOP (PSOP) in place and adhered to</li> <li>Entry through reception</li> </ul>			L
6.3.12	Damaged equipment	Injuries including: <ul style="list-style-type: none"> <li>Bruising</li> <li>Fractures</li> <li>Drowning</li> </ul>	M	<ul style="list-style-type: none"> <li>All equipment checked before use by teachers</li> <li>Any faulty equipment isolated in quarantine store</li> <li>Corrective Action Log in place</li> </ul>			L
6.3.13	Bathers slip on pool floor	Slip, trip or fall injuries including: <ul style="list-style-type: none"> <li>Bruising</li> <li>Fractures/dislocations</li> <li>Cuts/lacerations</li> <li>Spinal injuries</li> </ul>	H	<ul style="list-style-type: none"> <li>Cleaning schedules for poolside in place</li> <li>Equipment cleared away when not in use</li> <li>Equipment placed in designated store cupboards</li> </ul>			L
6.3.14	Distraction of coach (by parents etc.)	Children unsupervised and getting into difficulty resulting in drowning	M	<ul style="list-style-type: none"> <li>Spectators are not allowed on poolside</li> <li>Designated spectator area and pupils supervised by school teacher</li> </ul>			L
6.3.15	Change from programmed to unprogrammed activity	May result in incorrect levels of supervision	M	<ul style="list-style-type: none"> <li>Pre planning of activity takes place</li> <li>Guidelines are set out for fun sessions within Swimming Pools (PSOP)</li> <li>All Lifeguards undergo ongoing training &amp;</li> </ul>			L

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				competency assessment, and are aware of potential hazards associated with pool activities			
6.3.16	Emergency Situation	Pool Incident Power Failure/Fire/Bomb Threat Flood Storm/Structural Damage Emission of Toxic Gases Personal Threat	M	<ul style="list-style-type: none"> <li>Emergency Evacuation Plan (EAP) in place and all team members trained</li> </ul>			L
6.3.17	Inadequate staffing	Possible insufficient supervision and teaching ratios	M	<ul style="list-style-type: none"> <li>Class ratios adhered to as set out in ISRM Safe Supervision for Teaching &amp; Coaching Swimming</li> <li>All lead teachers will be ASA Level Two qualified</li> <li>Lifeguards NPLQ qualified and undergo ongoing training &amp; competency assessment</li> <li>If more than two pupils in the lesson the lead teacher teaches from poolside</li> <li>All Teachers are ASA qualified and undergo competency assessment</li> </ul>			L
6.3.18	Inappropriate clothing worn by teacher	Difficulty in identifying swimming teacher	L	<ul style="list-style-type: none"> <li>School teachers wear distinctive and suitable clothing so as to be easily identified</li> <li>Team members wear Active Northumberland uniform</li> </ul>			L

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6.3.19	Wearing of inappropriate jewellery	Injuries including: <ul style="list-style-type: none"> <li>Bruising</li> <li>Cuts/lacerations</li> </ul>	M	<ul style="list-style-type: none"> <li>No jewellery apart from wedding rings and stud earrings should be worn</li> <li>Pupils requested to remove all jewellery</li> </ul>			L
6.3.20	Poor time keeping by teacher	Pupils left unsupervised at the start of the lesson	M	<ul style="list-style-type: none"> <li>All teachers are prompt and arrive on poolside with enough time to prepare for the lesson</li> <li>Children under supervision of School until handed over to swimming teacher</li> </ul>			L
6.3.21	Inadequate ability/lack of qualification of teacher	Safe delivery of lesson compromised	M	<ul style="list-style-type: none"> <li>Teachers hold the ASA Level 1/2 Teacher qualification</li> <li>All teachers undergo CPD training</li> </ul>			L
6.3.22	Inaccurate assessment of swimmer's ability	Poor progression or incorrect development of pupil	M	<ul style="list-style-type: none"> <li>Continuous monitoring by teacher to ensure pupils are in the correct group</li> <li>Assessments conducted at intervals to move pupils in to correct class level</li> </ul>			L
6.3.23	Overcrowded class	Problems controlling class  Physical injuries	M	<ul style="list-style-type: none"> <li>Pupil/Teacher ratios adhered to as set out in the ISRM Safe Supervision for Teachers &amp; Coaches of Swimming</li> </ul>			L
6.3.24	Inadequate information on medical/health conditions	Exacerbate existing condition	M	<ul style="list-style-type: none"> <li>School responsible for providing relevant medical information</li> <li>First Aid at Work qualified</li> </ul>			L

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				Team member on duty at all times during opening hours			
6.3.25	Safeguarding Children & Vulnerable Adults	Use of photographic & video equipment inc. Mobile phones	H	<ul style="list-style-type: none"> <li>School teachers are CRB checked by their employer</li> <li>All Active Northumberland Teachers have CRB Disclosure prior to commencement of employment</li> <li>All Team Members receive Safeguarding Children &amp; Vulnerable Adults training</li> </ul>			L
6.3.26	Inadequate language understanding	Swimmer not understanding what teacher is asking them to do resulting in child getting into difficulty	M	<ul style="list-style-type: none"> <li>Children with a foreign language are communicated to via visual signals or interpreter if required</li> <li>School aware of language difficulty</li> </ul>			L
6.3.27	Inadequate supervision for those with a disability	Swimmer getting into difficulty	H	<ul style="list-style-type: none"> <li>Assistant supplied if required</li> <li>All teachers attend CPD training covering pupils with disabilities and learning difficulties</li> </ul>			L
6.3.28	Jumping or diving into inadequate depth water	Swimmer making contact with pool floor resulting in injuries including: <ul style="list-style-type: none"> <li>Bruising</li> <li>Fractures</li> <li>Neck/back</li> <li>Drowning</li> </ul>	H	<ul style="list-style-type: none"> <li>Recommended minimum depths for jumping and diving are set out in ASA guidelines and HSG 179 Managing Health &amp; Safety in Swimming Pools.</li> <li>No diving into depths of less than 1.5 metres.</li> </ul>			L
6.3.29	Unacceptable pupil behaviour	Disruption of class with possible	H	<ul style="list-style-type: none"> <li>Pupil discipline is the</li> </ul>			L

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		incidents to swimmers		responsibility of the School			
6.3.30	incorrect use of, or defective, flotation aids	Injury or incident occurring which could result in drowning	H	<ul style="list-style-type: none"> <li>All flotation aids correct size for user</li> <li>All flotation aids checked before every use by teacher.</li> <li>All faulty equipment replaced as necessary</li> <li>Corrective Action Log in place</li> </ul>			L
6.3.31	Use of training fins, hand paddles	Other swimmers coming into contact with training aids resulting in: <ul style="list-style-type: none"> <li>Bruising</li> <li>Fractures</li> <li>Drowning</li> </ul>	H	<ul style="list-style-type: none"> <li>Lane to be identified in pool during School swimming schedule.</li> <li>Lane directional swim boards in place</li> <li>Numbers per lane restricted as per NOP and lane width.</li> <li>Numbers and direction of swimmers to be monitored.</li> <li>Short training fins and small hand paddles only to be used.</li> <li>All fins and training paddles are correct size for user</li> <li>All fins and training paddles checked before every use by teacher</li> </ul>			L



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Risk Assessment Review – School Swimming		
<u>Reason for review:</u> Annual review, Accident/incident, Premises change, Task change Recommendation, Other ** delete as appropriate	<u>Approved by:</u> Name: MARK SEYMOUR Signature:	Review Date: 10 <sup>th</sup> <b>May 2023</b> Next Review Date: 10 <sup>th</sup> <b>May 2024</b>
<u>Changes From Last Review</u> No change.		