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| **RISK ASSESSMENT** | | | **Name of Premises** | | | | | | | **Name of Premises Manager (refer to HS-OP5)** | | |
| Wythenshawe Forum | | | | | | | Kate Cusack | | |
| **Assessment Type** | | | **Assessment Title** | | **Name of Assessor** | | | | | **Date of Assessment** | **Recommended Review Date** | |
| Activity | | | **B12** School Swimming Lessons | | Kieran Winters | | | | | 25/4/17 | April 2018 | |
| **Legislation, guidance and information used in support of this assessment** | | | | | | | **Persons affected by the hazards in this assessment** | | | | | |
| Safe supervision of teaching and coaching  ASA guidance  Managing Health and Safety In Swimming Pools (HSG179)  CIMSPA | | | | | | | Members of the public  Employees of GLL  Contractors working on the premises | | | | | |
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| Ref | Hazard To Be Assessed | How Might Persons Be Affected | | Existing Measures In Place | | PLR | | PSR | RR | Control Measures To Be Implemented To Reduce Risk Further | | Timeframe |
| 1 | Competency of Lifeguarding Staff | Drowning | | * All pools are lifeguarded by staff that hold a current valid National Pool Lifeguard Qualification (NPLQ) and are depth tested to the specific pool that they are working at. * Lifeguards receive regular on going training. Staff also attend regular on going refresher training. | | 2 | | 4 | 8 |  | |  |
| 2 | Competency of Swimming Teachers | Drowning | | * Each lesson is supervised by an ASA/UKCC Level 2 Swim Teacher (or above) qualified member of staff. These staff are also subject to an enhanced DBS check. * All swimming instructors have been suitably inducted into the building and are aware of the Emergency Action Plan. * Schools and children are given a pre talk in Week 1 prior to the programme commencing about emergencies, no diving, and behaviour expectations etc. * Children checked at first session in shallow water to determine ability. * School swim tablet register taken. | | 2 | | 4 | 8 |  | |  |
| 3 | Supervision of Swimming Teachers | Drowning, collisions. Non swimmers straying into deep end. Missing children. Children able to re-enter the pool area from changing area without being noticed, behaviour problems. | | * Class set on children’s swimming ability. * Instructor undertakes a tablet register prior to class starting and again after the class has finished. * Buoyancy aids to be used. * Beginners only allowed in shallow water. * Children swimming in deep water will be supervised at all times by the swimming teacher. All children to have correct flotation equipment (arm rings and woggles). * Schools have exclusive use of the learner pool and two lanes of the main pool (apart from on a Monday morning when they get sole use of the main pool as well). * Goggles are only to be worn for a medical requirement (doctors note required) * School teachers are responsible for any behaviour problems during the lesson and whilst getting changed. * Pool alarms fitted around both pools. * Swimming instructor to communicate with Duty Manager via a Radio. | |  | |  |  |  | |  |
| 4 | Safeguarding of Pupils | Child protection issues | | * Swimming teachers are enhanced DBS checked. * Photography is not permitted. Signs are in place to reiterate this. * A school representative is required to stay with the group in the pool hall at all times. * Centre staff attends core training. * Schools are aware of which member of staff to report any incidents to. | | 2 | | 4 | 8 | Lifeguarding staff will make regular 30 minute checks of the shower and changing facilities when the schools are using the pool to ensure that no children will be at risk.  Observation balcony should not be accessible to anybody (except for maintenance/cleaning) during school sessions.  Non pool users should not remain on poolside during school sessions unless accompanying the school party.  Children should be accompanied to toilet by school representatives as toilet area is publicly accessible. | | Ongoing |
| 5 | Access to deep water | Drowning | | * The school representatives accompany all pupils from changing rooms to the pool hall. * The swimming teacher meets the school representatives and pupils at the shallowest point of the pool hall. * Schools are reminded of their supervision responsibilities at time of booking. * Lifeguards are on poolside prior to start of the lesson. | | 2 | | 4 | 8 |  | |  |
| 6 | Access to the wrong pool | Drowning | | * All pools are lifeguarded when open for use including these sessions. * All pools are locked down when closed. * School representatives are informed of which pool the lesson is being held in at point of booking. | | 2 | | 4 | 8 |  | |  |
| 7 | Children turning up late for lesson or unaccompanied | Drowning | | * School representatives accompany pupils at all times in the building. This includes non swimming pupils in spectator areas. | | 2 | | 4 | 8 |  | |  |
| 8 | Ability of pupils | Drowning | | * All pupils are tested on first day of term to assess class is suitable for current ability. * Class levels are based on the GLL school swimming syllabus/national curriculum/ASA National learn to swim framework | | 2 | | 4 | 8 |  | |  |
| 9 | Inadequate instruction and supervision | Drowning | | * Maximum ratios are adhered to. The ratios are in line with ASA guidelines. * Ratios are defined and adhered to. * Instructor holds and maintains a suitable NPLQ qualification. * The pool is also observed by a lifeguard who is appropriately qualified and attends regular training. | | 2 | | 4 | 8 | Regular lesson assessments to be carried out throughout the year with feedback to the teacher on improvements if necessary.  Even when there are qualified swimming teachers supervising a session which has only the school swimming lessons in the pool (Monday morning 9-12) there still needs to be a lifeguard supervising the pool area.  All lifeguards need to be aware that if they are observing the pool with public swimming and school swimming lessons are taking place at the same time they are responsible for the public swimming session, however if there is an incident in the school swimming session the lifeguard on duty will clear their section of the pool before going over to assist the school swimming teacher who will be dealing with the incident. Similarly if there is an incident in the public swimming session then the school swimming teacher will clear their section of the pool before going over to assist the lifeguard who will be dealing with the incident. | |  |
| 10 | Nature of activities being undertaken in the pool | Drowning | | * All lessons are structured and based on the GLL school swimming syllabus/national curriculum/ASA National learn to swim framework | | 2 | | 4 | 8 | Regular lesson assessments to be carried out throughout the year with feedback to the teacher on improvements if necessary. | |  |
| 11 | Pupils using the pool after the lesson | Drowning | | * Pupils are not permitted to use the pool after lessons. * School representatives ensure children are accompanied directly from the pool hall to changing rooms after lessons. * The pool is lifeguarded until all pupils have proceeded to the changing rooms and pool hall is clear. Pool is then locked down. | | 2 | | 4 | 8 |  | |  |
| 12 | Cover teacher taking class | Drowning | | * Registers are kept at the centre on a tablet so ability of pupils can be checked by cover teacher. If registers can’t be located, cover swimming teacher swim tests pupils. | | 2 | | 4 | 8 |  | |  |
| 13 | Equipment | Cuts | | * Centre staff regularly check equipment to ensure fit for use. | | 2 | | 2 | 4 |  | |  |
| 14 | New Pupils attending mid term | Drowning | | * Register to be taken at each class by swimming teacher responsible for the group they are teaching. * School representatives required to inform swimming teacher of any new pupils in attendance. This requirement is notified to schools at time of booking | | 2 | | 4 | 8 | School to update register before new pupil attends the pool. | |  |
| 15 | Existing health conditions | Aggravation of condition | | * School representatives required to notify swimming teacher of any child with an existing medical condition. Requirement is notified to schools at time of booking. * Medical conditions to be recorded onto the tablet register. * Children only allowed to participate if correct medication (e.g. inhaler, epi pens etc.) are on poolside. * Ensure correct ratios of school staff to children, if a child requires 1-2-1 assistance. | | 2 | | 2 | 4 |  | |  |
| 16 | School children entering the building and transferring to changing rooms, as well as exiting the building. | Children becoming lost/contact with members of the public | | * School representative signs in at reception on the school swim register. * Children supervised at all times by the school representative(s) * Regular head counts undertaken by the school representative(s). * Head counts undertaken by the swimming teacher before and after the lessons starts. * Registers checked on the tablet before lesson commences. | | 1 | | 4 | 4 |  | |  |
| 17 | Accessing the pool-before, during and after changing. | Drowning | | * School representatives and swimming instructor control the number of individuals on poolside. * School representatives to walk in front of and behind children whilst walking through the poolside. * School representatives and swimming instructor control boisterous and misbehaving behaviour. * Swimming instructor to control entrance into the pool by the children. | | .1 | | 4 | 4 |  | |  |
| 18 | Poor supervision in changing rooms. | Lost children and horse play | | * Children are supervised at all times in the changing area by a school teacher. * Separate group changing areas are made available for the education programme school children. | | 1 | | 3 | 3 |  | |  |
| 19 | Showers, toilets and washing facilities. | Cuts, bruises, burns, scalds and contagious diseases, poor hygiene, child abuse. | | * Cleaning schedule in place. * Any defects reported and repaired as quickly as possible. * Maintenance and disinfection programme in place. * Suitable sanitary dispensers are available and emptied in accordance with waste regulations. * Children to be supervised at all times in shower and toilet areas. * Children to use the toilet and shower before entering the swimming lesson | | 1 | | 3 | 3 |  | |  |
| 20 | Child abuse in changing rooms | Sexual, physical, emotional abuse, bullying, neglect. | | * All school children accompanied by school representatives who are appropriately security checked as are the swimming instructors and pool lifeguard staff. * Photography in the centre in prohibited and posters around the centre communicate this to the public. * Separate changing areas in the form of group changing areas are made available for the education programme. | | 1 | | 4 | 4 |  | |  |
| 21 | Water Quality | Unhygienic conditions | | * Children to shower and go to the toilet before entering the pool. * Regular monitoring of pool water. * Children to wear swim hats. * Regular back washes to clean filters. * Water to be at a comfortable temperature due to children’s size, age and physical ability. * School representative(s) accompanying the children are requested to wear blue overshoes when going onto poolside to reduce the risk of transferring bacteria. | | 1 | | 4 | 4 |  | |  |
| 22 | Non Swimming School Children | Lost or Missing Children | | * School representative(s) are responsible for supervising the school children. * School swim tablet register taken to account for all children. | | 1 | | 4 | 4 |  | |  |
| 23 | Fire / Bomb Threat | Evacuation of pupils and staff being trapped. | | * Swimming instructors have been inducted in the safe evacuation of the building. * Schools have been given a copy of the NOP/EAP. * Children made aware of the evacuation procedures in Week 1 by the swimming teacher. * Duty Manager to take full control of the evacuation. * Swimming Instructor to communicate with Duty Manager via walkie talkie. | | 1 | | 4 | 4 |  | |  |
| 24 | Distraction from observers on pool balcony | Drowning, collisions. Non swimmers straying into deep end. Missing children. Behaviour problems, disruption to teaching | | * Parents of children attending school swimming lessons are not allowed to observe the lessons taking place. | | 1 | | 3 | 3 |  | |  |
| 25 | Dealing with a first aid incident | Swimming teacher attending to a first aid incident and not concentrating on the rest of the class | | * If the first aid incident was a minor one, then a lifeguard would carry out the first aid in order for the lesson to be disrupted as little as possible. * If the first aid incident was more serious the instructor would assist the lifeguard after instructing all the school children to leave the water and asking them to take a seat on poolside. | | 1 | | 4 | 4 |  | |  |
| 26 | Tablet register being dropped onto poolside | Injury from sharp glass fragments on poolside | | * Affected area would need to be closed off to allow a complete clean down. Once completed, checks to be made by the Duty Manager to make sure no glass was present. | | 2 | | 2 | 4 |  | |  |