

GENERAL RISK ASSESSMENT TEMPLATE – Swim School Lessons

LOCATION:	Swimming Pool	DEPARTMENT:	Children and Adults	SERVICE AREA:	School Swimming	TEAM:	SOLAR
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WHO IS AFFECTED BY THE RISKS? (e.g. employees, members of the public, tenants, contractors, trainees etc.)	School Staff, Public observers, School pupils, Swimming Teachers
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HOW MANY ARE AFFECTED? (e.g. one person, 2-5, 6- 10, 11-50, 51-100)	1-12 1-20 per group	ASSESSMENT DATE:	02/07/2020
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Before completing this Risk Assessment template, Managers must understand the requirements identified within the Corporate Safety Manual - Safety Policy & Arrangements - 'Risk Assessment'

ACTIVITY / AREA OF ASSESSMENT	HAZARD/S	EXISTING CONTROL MEASURES	RISK RATING SEVERITY (S) x LIKELIHOOD (L)			ADDITIONAL CONTROL MEASURES REQUIRED TO REDUCE THE RISK	ADDITIONAL ACTIONS ASSIGNED TO AND DATE TO BE COMPLETED
See reverse side for explanation of risk assessment, activity / area of assessment, hazard, risk, control measures, severity, likelihood, risk rating.							
			S	L	RR	Name	Date

<p>School Swimming Lessons</p>	<p>Spread of Covid-19 Entering and exiting the pool hall</p>	<p>School pupils should arrive at the Leisure Centre 'Beach ready' wearing their costumes under their clothes where possible, to reduce the time spent in changing areas. Changing rooms will be available when necessary. Where this is not possible, designated changing spaces will be found with enhanced cleaning schedules.</p> <p>Track and trace system must be kept at school regarding parental helpers who attend swimming as an observer.</p> <p>Parents/guardians accompanying children as an observer to lessons should not enter the changing rooms.</p> <p>Parents/guardians/School Teachers should ensure that their children have been to the toilet and washed their hands before entering the poolside</p> <p>All pupils/teachers/parent observers will enter and exit the poolside via the changing village following any instructions or directional markers.</p> <p>Participants will ensure that they respect social distancing measures at all times, both within the centre and on the poolside.</p> <p>The swimming teacher should meet participants at the entrance to the poolside. A register will be taken before starting the lesson.</p> <p>The teacher will escort the swimmers safely to their teaching station following the signage around the poolside and direction of travel</p> <p>There will be clear entrance and exit points to the pool within each class area.</p> <p>Teachers will manage social distancing at all times where possible, and remain in the same teaching space for the durations of lessons.</p> <p>At the end of the session, the participants will follow instructions and leave the lesson area, following signs and directional markings. The Teacher will escort the swimmers to meet their school teacher within the exit area into the changing areas</p>	<p>2</p>	<p>1</p>	<p>2</p>	<p>Recommend that swimmers come to the centre with their swimming costume on to reduce time within the changing village, and teachers/observers require a different set of footwear for poolside</p>	<p>School Swimming Co-ordinators at all Schools, EVC Leads and Head Teachers. Claire Moores School Swimming Manager</p>	<p>At time of booking</p>
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School Swimming Lessons	Spread of Covid-19 Swimming lesson activities	<p>Swimming teachers will inform the participants where the swimmer area is and what is needed during the session in line with NGB recommendations.</p> <p>Swimming teachers will be responsible for managing the activities within the lesson, ensuring that the participants are socially distanced and the activity meets the NGB recommendations</p> <p>https://www.swimming.org/swimengland/pool-return-guidance-documents/</p> <p>School Swimming Service will follow the NCC Sport and Leisure departments Pool Safety Operating Procedures at all times for Normal Operating Procedures and Emergency Operating Procedures.</p> <p>The teacher will set out the class using the new pool layout aiming to maintain the correct space between each swimmer as per NGB guidance.</p> <p>Class ratios within the teaching area and are determined by class bubbles/year bubbles in social distancing measures. The school must confirm the model prior to the lessons commencing. Which will set the maximum number in each class, which must not be exceeded</p> <p>Supervision of the class must be maintained at all times.</p> <p>The swimming teacher should continue to supervise all of the participants at all times whilst on poolside, being in an upright position and on the side of the pool. The teacher should not leave swimmers or turn their back to the class.</p> <p>Schools are to arrive no earlier than 10 minutes before activity start time to allow for disinfection of changing areas.</p> <p>Social distancing guidelines to be complied with at all times</p> <p>Alcohol based hand sanitiser to be available on arrival/departure and at clearly accessible designated points.</p>	2	1	2	<p>Staff should be up to date with correct teaching methods and activities set out from NGB</p> <p>Further communication to schools around changes to the school swimming to raise awareness of changes</p>	<p>Claire Moores/Patricia Caine</p> <p>Claire Moores</p>	<p>Before re-opening</p> <p>Before re-opening</p>
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School Swimming Lessons	Spread of Covid-19 Equipment Swimming Teachers and Leisure Centre procedures	<p>Equipment should be prepared and set out prior to the start of the class. Equipment to be disinfected to the recommended guidance by Swim England recommended guidance.</p> <p>Swimmers should not share equipment.</p> <p>At the end of each class all equipment used should be disinfected in-line with Swim England recommendations to prepare for the next class.</p> <p>Handrails and other regular touch points that are not in the pool will be disinfected regularly in line with Swim England guidance.</p> <p>When the classes are finished all equipment will be disinfected, and stored away correctly.</p> <p>Where in operation, teachers should disinfect the mobile tablet prior to using it, keeping it on their person at all times. At the end of the session it should be disinfected and stored away ready for the next time</p> <p>Staff will ensure all equipment is safe to use and fit for purpose reporting any issues.</p>	2	1	2	<p>Ensure that the teachers are aware of what they need prior to the start of the classes. Setting up correctly</p> <p>Ensure mobile tablets are stored in a safe area which can be easily accessed by staff where applicable</p> <p>Defective equipment should be removed from use</p>	Patricia Caine Operational Managers on site (Duty Managers) For Sport and Leisure, All School Swimming Teachers, Claire Moores Operational Mangers on site (Assistant Managers)	Before re-opening Before and after classes Immediately and when appropriate
School Swimming Lessons	Spread of Covid-19 Managing social distancing Unqualified staff Swimming Teachers	<p>Only suitably qualified and competent staff will teach lessons</p> <p>Teacher will teach from the poolside, ensuring correct positioning at all times to maintain safe supervision of the class and all participants.</p> <p>Staff will manage their distance to others effectively and communicate with others to reinforce the centre policies around social distancing.</p> <p>Staff will only teach from the side of the pool and not in the water.</p> <p>Staff will communicate with school lead staff effectively to enforce social distancing with the changeover of classes at all times providing a 5 minute transition.</p> <p>Staff will maintain their training and development up to date in line with NGB guidance</p> <p>Pool lifeguarded in line with requirements of NOP.</p> <p>Teachers to hold suitable and current LG certificate</p>	2	1	2	<p>All employees are NGB qualified, and trained to industry standards, and local procedures within individual sites</p>	Claire Moores	Before employment and monitoring during employment

School Swimming Lessons	Spread of Covid-19 Spectators/parents/guardians Unable to maintain social distance Child requiring support if needing toilet Child being re-united with parents/guardians at end of lesson Dirt on poolside Unsuitable footwear	Observers will be required to wear alternative suitable clean footwear. Bare feet are not allowed on poolside (except bathers). Unsuitable or unclean footwear is not allowed on poolside Observers must manage social distance from others and should position themselves by a drowning activation point, where social distancing must still be applied in relation to teaching areas. Parents/guardians/school staff and children must follow all other guidance, including directional markers etc., in use within the Leisure Centre. Parents/guardians/school staff and children must follow social distancing and hand washing/hand sanitising guidance etc. from PHE/HSE/NHS/Government at all times All persons entering Leisure Centre buildings must follow Sport and Leisure's social distancing procedures highlighted in Leisure Centre risk assessments.	2	1	2	School staff are required to stand at drowning activation points and activate in cases of emergencies	Claire Moores/Head Teachers	Agreed prior to lesson starting
School Swimming Lessons	Safety advisory notices prior to swimming, School Staff and Pupils	All safety talk will be removed from poolside and delivered by video storyboard in the classroom prior to travel. The alarm sounds must be activated for pupils and adults to familiarise themselves at the beginning of week 1 lessons. All activities will follow the Pool Safety Operating Procedures and The School Swimming Guidance Document	2	1	2	Schools will provide a written confirmation that all school pupils have viewed and understood safety expectations and behaviour on poolside to the School Swimming Manger prior to lessons commencing. All emergency alarms will be heard on week 1 of the swimming lesson booking	Claire Moores	A written agreement is received prior to lesson commencing
School Swimming Lessons	Swimming Assessments week 1 Swimming Teachers, School Staff and Pupils	School staff will bring grouping with them regarding children's ability to swim, All pupils who are stated as beginner and improver level stated will be tested on week 1 by swimming teachers, using designated individual teaching spaces in line with social distancing and class bubbles using expected teaching ratios. Continual assessment of non-swimmers in shallow water will take place during lessons. Children will move groups upon assessment once all testing is completed and dependent upon social distancing class bubbles, which may involve multi ability groupings and teaching methods. Any non-swimmer group being above the ratio will be moved into another group or the swimming teacher will provide a changed multi-ability lesson. Swimming teachers will remain in the same teaching space in accordance with social distancing regulations for the duration of contracted hour, keeping records individually.	2	1	2	Week 1 registers will be constructed per class pre (by the school) and post assessments, (by qualified personnel), week 2 children will join each individual swimming teacher in the teaching groups from changing.	Claire Moores/Patricia Caine	Prior to lessons beginning and on week 1 by Swimming Teachers

School Swimming Lessons	SEN adult support and pupils including School Staff, Swimming Teacher and Pupils	Additional controls: Teaching space and 1:1 supervision requirements shall remain where an individual risk assessment is provided by the school.			<p>Where the teaching bubble exists in the classroom for pupils with additional educational needs and operates in line with government guidance will continue to exist on poolside. Any close contact care for pupils support must be provided as normal by using parent, carers or TA's. An individual risk assessment for 1:1 support must be agreed with the School Swimming Manager prior to lessons.</p> <p>SEND pupils are given additional time and understanding to comply with the new rules associated with the virus.</p>	Claire Moores/Head Teachers	Prior to lessons commencing
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<p>School Swimming Lessons</p>	<p>Rescue Qualified staff in water based situations</p> <p>Drowning, swimmer in difficulties, injury/illness to swimmer</p>	<p>All LG's must be qualified and competent to lifeguard the pool as per the NOP and RLSS (UK) Guidelines</p> <p>All LG's will be required to undergo a competency test prior to reinstatement as a competent LG for lessons.</p> <p>O2 Resuscitation kit available on site</p> <p>Guidelines from the RLSS in relation to CPR will be followed https://www.rlss.org.uk/news/cpr-and-first-aid-skills-during-covid-19</p> <p>NCC site pool safety operating procedures state that during Covid-19 all first aid qualified colleagues will follow CPR with rescue breaths with provided face shields following procedure when dealing with asphyxial arrest in children, 30:2 CPR procedures will take place with relevant PPE equipment all first aid qualified personnel follows the Resuscitation Council guidance as per link below:</p> <p>Where the first aid is required for adults for non-asphyxial arrest (cardiac arrest not due to lack of oxygen) compressions will only be given, as per the following link and guidance.</p> <p>Resuscitation Council UK: "It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child."</p> <p>COVID-19: guidance for first responders: In adults, perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen). Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective. Ventilations when undertaking 30:2 should be undertaken using a Laerdal rescue mask only with valve. If no rescue mask or valve available then compression only CPR should be given.</p>	<p>2</p>	<p>1</p>	<p>2</p>		<p>Claire Moores/Patricia Caine</p>	
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School Swimming Lessons	Injury/illness to school attendees	<p>First Aiders to avoid contact and give guidance to injured person to self-treat if possible</p> <p>Treatment to be given by trained first aiders only – otherwise call 999/111 depending on seriousness.</p> <p>Normal operating procedures will apply in relation to First Aid. Any fully trained individuals from site will use the recommended PPE, including FFP2 facemasks for individuals and gloves and plastic aprons.</p> <p>AED available on site.</p> <p>O2 Resuscitation kit available</p> <p>Any CPR to be compression only and with use of AED. No mouth to mouth/nose without CPR pocket mask used to cover casualty's mouth and nose within the pool environment.</p> <p>Laerdal pocket masks (preferably with elastic tie) to be readily available to all staff who hold a responsibility for water rescue and CPR.</p> <p>All First Aid to be given only in line with guidelines from Government/HSE. See guidance below https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p>	2	1	2	If insufficient qualified and/or competent LGs are not available as per the NOP then the pool should not re-open or the opening should be restricted in line with the NOP	Claire Moores/Patricia Caine/Trainer Assessors on site	Training prior to service restart
Emergency evacuation	<p>Social distance not maintained</p> <p>Swimming Teachers unaware/unclear of emergency procedures</p>	<p>Social distancing to be maintained at muster points</p> <p>Emergency evacuation drill practised prior to re-opening and recorded in fire log book</p> <p>All site procedures are governed by Sport and Leisure and College Street risk assessments, please see previous approval documents for The College Street Centre and Leisure Centres buildings reopening covid19 safe.</p>	2	1	2		Claire Moores/Operational Manager	
School Swimming Lessons	End of the session Swimming Teachers, School Staff and Pupils	<p>Leave the activity area promptly when time is up.</p> <p>Maintain social distancing at all times</p> <p>Follow instructions of coach/teacher/instructor if activity instructor led</p> <p>Leave site within 10 minutes of lessons ending</p>	2	1	2		Claire Moores/Head Teachers/School Teachers	

<p>School Swimming Lessons</p>	<p>All frontline colleagues including BAME</p> <p>Work from home</p> <p>Staff unaware of new procedures</p> <p>Staff arriving at same time to start shift</p> <p>PPE</p> <p>Illness</p> <p>Working with customers</p>	<p>Social distancing guidelines must be followed</p> <p>All procedural operational activities are governed by governing body guidance from Swim England and The Royal Lifesaving Society, alongside national and local policy provision.</p> <p>Government/PHE guidelines to be followed at all times and updates to be implemented as soon as reasonably practicable, Individual assessments will be undertaken in high-risk categories of staff.</p> <p>Staff should work from home if possible depending on job role</p> <p>All staff inducted on return for new operational procedures</p> <p>Office staff will stagger start/finish times for staff to ensure they do not all want the staff facilities at the same time Items/equipment in staff room to be minimised</p> <p>Hand sanitiser available. Soap and water available. Staff reminded to wash hands regularly and thoroughly with soap and water for minimum 20 seconds and to dry thoroughly.</p> <p>Spray disinfectant and paper roll available for disinfection of shared or often touched surfaces before and after use. Promotion of good hygiene practices through posters/notices etc. to remind workers of good hand washing practice, not to touch faces and to sneeze/cough into fold of arm. Staff only toilet to be identified and locked off to public and others. Staff toilets to be regularly cleaned and disinfected as directed by Centre manager.</p> <p>Appropriate PPE, including rescue pocket facemasks for CPR is identified and available. Training and guidance for safe use given.</p> <p>If an employee feels unwell, they should contact the Manager immediately. Where the illness is coronavirus related advice in accordance with Government/PHE/NHS guidelines should be followed and employees will be advised to seek the necessary test where appropriate and given guidance on how to go about this. Employees should also notify managers immediately if they have a need to self-isolate. Parents, pupils and schoolteachers should not travel to leisure centres if they are feeling unwell.</p> <p>Social distance to be maintained at all times where reasonably practicable. FFP2 masks are available at Leisure Centres for first aiders. There are IIR masks available at site also should visitors become unwell at site.</p>	<p>3</p>	<p>1</p>	<p>2</p>	<p>Competency tests and induction processes will be completed prior to lesson commencing with all colleagues</p>	<p>Claire Moores/Operational Managers on Site /Patricia Caine</p>	<p>Before service restart</p>
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	Onsite building controls for Swimming Teachers	Schools should be able to replicate their on-site response as closely as is possible. So their first aid kit should have provision for managing a symptomatic child as per: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-to-work-safely-in-specific-situations-including-where-ppe-may-be-required All site procedures a governed by Sport and Leisure and College Street risk assessments, please see previous approval documents for The College Street Centre and Leisure Centres buildings reopening covid19 safe regarding social distancing measures.							
School Swimming Lessons	All frontline disabled colleagues	All site procedures a governed by Sport and Leisure and College Street risk assessments, please see previous approval documents for The College Street Centre and Leisure Centres buildings reopening covid19 safe regarding accessibility, and social distancing.	2	1	2			Claire Moores/Patricia Caine	Before service restart
School Swimming Lessons	Additional support for colleagues who are Clinically Extremely Vulnerable Clinically Vulnerable higher risk groups	All colleagues who represent high-risk groups are represented in the School Swimming risk assessment and where required an individual risk assessment will be carried out High Risk colleagues are to raise any concerns for their health; safety and wellbeing, initially with a supervisor as soon as possible and can also seek support and advice from their trade union.	3	1	2			Claire Moores/Patricia Caine	Before service restart

Use the tab button to add extra rows (each new activity or area of assessment must be on a new row. This will make the assessment easier to view and understand

ASSESSOR (please print):	Claire Moores	SIGNED:	<i>C Moores</i>	DATE:	02.07.20
MANAGER (please print):	Mick Evans	SIGNED:	<i>M Evans</i>	DATE:	02.07.20
DATE ACTION TO BE COMPLETED BY:		DATE COMPLETED:			
LINE MANAGER'S COMMENTS / ACTIONS			IS THERE PROOF THIS ASSESSMENT HAS BEEN COMMUNICATED TO ALL AFFECTED COLLEAGUES		YES
Review by 01.10.20					NO
					X

Managers Note. Until this document is signed and dated by the 'Assessor' and 'Manager', it is not compliant with the policies identified within the Corporate Safety Manual

Risk Assessment

This assessment must be completed in line with the requirements identified within the Corporate Safety Manual, [Safety Policy & Arrangements – ‘Risk Assessment’](#)

The purpose of carrying out risk assessments is to identify those activities where action needs to be taken to improve existing control measures (or introduce new ones) in order to eliminate accidents at work (or as a result of work being carried out on behalf of the City Council) which result in personal injury or ill health. Please note that written assessment of significant risks in the workplace are required by law - ref. the Management of Health and Safety at Work Regulations 1999 (Regulation 3).

There is no need to repeat earlier risk assessments such as manual handling, COSHH, etc., but they should be referred to in this general risk assessment.

Standard Risk Assessment Definitions

- **Activity** - is identified as the type of work being carried out in the working environment. e.g. using a piece of electrical equipment.
- **Hazard** - is the *potential* to cause harm. e.g. an electric shock from using electrical equipment.
- **Control Measures** - are the actions taken to prevent harm (e.g. an electric shock) as a result of using electrical equipment - such as regular visual inspections to ensure there is no damage to the cable or the plug, making sure the cable is gripped correctly, making sure the right fuse is fitted, making sure sockets are not overloaded, arranging for an annual check by a ‘competent’ person (i.e. a qualified electrician) etc. Control Measures include such areas as training supervision, instruction, information, safe systems of work, proper maintenance procedures, as well as physical measures such as guard rails (to prevent falls), barriers (to prevent access to hazardous areas), guarding of machinery, etc.
- **Risk** - is the likelihood that harm will occur, after the control measures have been carried out.
- **Severity (S)** - rated as follows:
 - **MAJOR** i.e. fatality or specified injury as defined by RIDDOR 2013 (e.g. a fracture). = **FACTOR 3**
 - **MODERATE** i.e. ‘over 7 day’ injury - ref. RIDDOR 2013. = **FACTOR 2**
 - **SLIGHT** i.e. injuries where persons may be off work for less than 7 days (or not at all). = **FACTOR 1**
- **Likelihood (L)** - rated as follows:
 - **LIKELY** i.e. could happen anytime. = **FACTOR 3**
 - **POSSIBLE** i.e. might happen sometimes. = **FACTOR 2**
 - **UNLIKELY** i.e. where harm is unlikely to occur. = **FACTOR 1**
- **Risk Rating (RR)** - is a means of ‘measuring’ the risk by multiplying the *severity* by the *likelihood* e.g. a *severity* factor ‘MODERATE’ with a *likelihood* factor ‘POSSIBLE’ would give a risk rating of 2 x 2 which, of course, gives a ‘score’ of 4.
- **Additional Control Measures** – is what further action could be implemented to further mitigate the risk. If an action is identified, who will do this action and the time frame for implementation will also need to be identified.
- **Risk Rating**
 - from 6 - 9 requires **IMMEDIATE** action to achieve a reduction in risk.
 - from 3 - 4 requires action **AS SOON AS POSSIBLE**.
 - from 1 - 2 may be considered acceptable (although action may be possible to reduce the risk even further can be considered).

Simple Risk Matrix			
	Consequences		
Likelihood	Minor	Moderate	Major
Likely	Yellow	Red	Red
Possible	Green	Yellow	Red
Unlikely	Green	Green	Yellow

Risk Treatment Key	
Intolerable Risk Level. Immediate action required	
Tolerable Risk Level. Risks must be reduced so far as is practicable.	
Broadly Acceptable Risk Level. Monitor and further reduce where practicable.	

Advice on carrying out risk assessments is available from Corporate Safety Advice