

Active Leeds Primary School Swimming – Risk Assessment

Assessment Title: SCHOOL SWIMMING VENUE RISK ASSESSMENT 2024/25 Academic Year v01	Evolve Ref. Number
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School Name:	Meanwood C of E
And DETAILS, tel -	

Date Assessment Undertaken (date of completion of this document):  05.09.24	Name of Assessor (print):  Amanda Johnson	Assessor Signature:  A Johnson	Assessment Review Date:  05.09.2025
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Name of Head Teacher / Centre Manager (print): Jamie Chapman	Head Teacher / Centre Manager Signature:  J Chapman	Name of Chair of Governors (print):  Verity Stewart	Chair of Governors Signature:  V Stewart
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Main Legislation and/or Information Source:	Health & Safety at Work Act 1974.  Management of H & S at Work Regulations 1999.
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Guidance:

This is a SAMPLE risk assessment and will remain so unless the following criteria are satisfied:

The boxes highlighted in grey above must be completed with the required details.

LCC no longer requires a Chair of Governors signature. Your own Educational Visits Policy might – therefore check.

The Ref number can be the EVOLVE visit number if this is for Educational Visits.

The signature boxes may be typed when uploading to EVOLVE.

The control measures identified below MUST be either complied with or AMENDED to reflect the establishment's control measures.

The Visit Leader is responsible for completing the 'Action' and 'Complete Y/N (Date)' columns.

Once criteria 1-5 have been satisfied, you should remove the 'Sample' watermark. FORMAT-BACKGROUND-PRINTED WATERMARK and choose the option that says 'No Watermark' or 'Page Layout' – Watermark' – 'Remove Watermark' or 'DESIGN' - Watermark – Remove Watermark.

What are the hazards?	Who might be harmed?	Control Measures. What are you already doing?	What further action is necessary?	Action By Whom	Action By When?	Complete Y/N (Date)
Failure to follow up to guidance	Staff.  Pupils. Other adult helpers.	All staff members (teacher; TAs & volunteers) who attend swimming have been given and have read relevant documentation including risk assessments, venue specific documents and guidance from Active Leeds.  All members of staff attending; teachers; TAs; and Volunteers, will have watched the 'walkthrough/induction' video.  All members of staff attending; teachers; TAs; and Volunteers, will have completed the swim safety checklist		CB COD	6.9.2024	Y

Financial Loss	Staff.  Pupils. Other adult helpers.	<p>A notice period of 30 days should be provided should you wish to cancel your pool session. Cancellations made outside this period will be charged as normal.</p> <p><i>Should there be further impact from Covid-19 or a pandemic then Active Leeds will follow Government Guidance on the charges to be made should a facility be closed.</i></p>				
Transport	Staff.  Pupils. Other adult helpers.	<p>Schools must not arrive at the pool more than 5 minutes before the start of the designated lesson time.</p> <p>A period of 10 minutes following the lesson is allocated to get changed and exit the changing area.</p> <p>Coach/bus transport – obtain provider’s risk assessment</p> <p>Ensure orderly boarding and disembarking.</p> <p>No food or drink to be consumed.</p> <p>Consider action to take if transport is late for pick to return to school – A site specific holding area will be allocated should transport be late to pick a school up at the end of the session. Speak to centre manager/duty officer if this situation arises.</p> <p>Schools that walk to site will be able to enter the building 5 minutes prior to the start of their allocated time</p>		CB HT	6.9.2024	Y
Use of public/venue toilets	Staff.  Pupils. Other adult helpers.	Encourage all children to wash their hands thoroughly, with soap and running water for 20 seconds, after using toilet facilities.		CB RJ	6.9.2024	Y
<p>Venue</p> <p>Entering, movement around and exiting</p> <p>Potential contact with others</p>	Staff.  Pupils. Other adult helpers.	<p>Staff to follow signing in procedure as set by the Venue - informing the site of numbers of pupils and staff on each visit.</p> <p>A member of centre staff will sign the school into the building</p> <p>Pupils where possible to arrive beach ready, changing rooms provided before and after session.</p>		CB RJ	6.9.2024	Y

		<p>School will only use specific allocated areas and changing area.</p> <p>School staff are responsible for the safe supervision of pupils at all times during use of the changing areas. Sanctions may be applied for those who fail to comply.</p>				
Use of equipment		<p>Equipment will be provided by the leisure centre, this may include:</p> <p>Woggles, Hoops, Sinking hoops, Egg flips, Watering cans &amp; Dive sticks</p> <p>All children will be assessed for their ability and needs for additional aids during the first swimming lesson – completing the lesson questionnaire will speed up this process (please share the results prior to your visit or have available on the first lesson). New pupils need to be identified to the swim teachers so they can be assessed accordingly.</p> <p>All children will be assessed throughout the term to determine any moves within the lesson</p> <p>Any child who has been identified as requiring armbands will be provided swim discs by the centre.</p> <p>All equipment used will be cleaned as required by the centre team.</p>		Pool staff	9.9.2024	Y
Pool side - Lessons - end of lessons – Attendance/Attainment paperwork	School staff & children	<p>All school staff must remain on poolside with the children. School staff are actively encouraged to deliver teaching points alongside the centre team.</p> <p>Children’s footwear must be removed before entering poolside, adults must wear overshoes or remove their footwear</p> <p>Upon completion of lesson, children will need to collect belongings and make their way to allocated changing room a period of 10 minutes is allocated as normal to get changed and exit the changing area.</p> <p>School staff will need to complete any paperwork relating to attendance and attainment, this must not be passed to centre staff and needs to be brought to the centre for the next lesson</p>		CB RJ	6.9.2024	Y

		<p>It is recommended not to teach in the water. Schools should produce a risk assessment if their teachers are to enter the water and only if the child has special needs or requires additional support during the first weeks of the lessons will this be approved. Active Leeds staff will not teach from the water.</p> <p>Prior to any pupil entering the water at the first session, an assessment of their swimming ability must be undertaken to determine which level/area of the pool their lesson will be.</p>				
Insufficient handwashing facilities or sanitiser/ Personal hygiene and the spread of viruses	Staff.  Pupils. Other adult helpers.	<p>Staff use hand sanitiser where required</p> <p>Regular briefing of pupils about the importance of washing hands regularly with soap and running water for at least 20 seconds (use paper towels to dry hands if available) or using hand sanitisers.</p> <p>Wash your hands after going to the toilet or changing a nappy.</p> <p>Don't swim for 48 hours after having diarrhoea.</p> <p>Don't swim for 7 days after having a gastroenteritis illness, or 14 days after having cryptosporidiosis.</p> <p>Don't swim if you feel or have been sick. Don't swim if you have a contagious infection or open wounds (ears, eyes, nose, throat, skin etc)</p> <p>Children using nappies and incontinent adults should wear an appropriate swimming nappy and tight fitted swimming trunks or costume</p> <p>Cover verrucae with a waterproof plaster or protective sock.</p>		CB COD	6.9.2024	Y
First Aid Provision	Staff  Pupils. Other adult helpers	LCC staff are responsible for First Aid provision within the leisure centre. All relevant LCC staff have undertaken ongoing refresher training to ensure they have the most up to date knowledge.				
What are the hazards?	Who might be harmed?	Control Measures. What are you already doing?	What further action is necessary?	Action By Whom	Action By When?	Complete Y/N (Date)



(Striking the bottom of the pool head first causing spinal injuries. Striking the bottom of the pool feet first causing ankle and knee injuries)	Pupils. Other adult helpers.	All lifeguards trained on the "Standard Operating Procedures" including the policy on diving.  Signage in pool hall showing areas where diving is not permitted and pool depths.  Schools safety checklist.(Leeds schools swimming guidelines)				
WET/SLIPPERY SURFACES  (Loosing footing causing slips and falls)	Staff.  Pupils. Other adult helpers.	Staff to be vigilant at all times.  Lifeguards trained on the "Standard Operating Procedures".  Signage in pool hall.  Schools safety checklist (Leeds schools swimming guidelines)  Regular cleaning schedule in place and undertaken.	All staff to supervise entering the pool area and changing rooms	CB RJ	6.9.2024	Y
DIVING  (Striking the bottom of the pool causing spinal injuries. Striking other pool users causing various injuries.)	Staff.  Pupils. Other adult helpers.	Lifeguards trained on the "Standard Operating Procedures".  No diving in pools with a freeboard more than 0.38m.  No diving in pools that has less than 7.6m forward clearance.  Teaching diving should only take place in a minimum depth of 1.8m.  Appropriate signage should be in place.  Divers should be segregated from swimmers  Leeds schools swimming guidelines				
TRIPS  (Loosing footing)	Staff  Pupils. Other adult helpers.	Teachers to keep swim equipment stored tidily when not in use.  Keep pool surround free of equipment to allow access to other users				
DIVING BOARDS  (Unsupervised leading to incorrect use,	Staff.	Specific supervision by qualified Swim England Level 2 / STA Certificate teachers				

insufficient segregation leading to collision with swimmers causing various injuries. Lack of inspection and maintenance leading to damage/structural failure)	Pupils. Other adult helpers.	<p>Following industry standards for diving equipment.</p> <p>User training for boards higher than 3 metres.</p> <p>Access control to eliminate unauthorised users.</p> <p>Segregation of divers and swimmers.</p> <p>Maintenance checks should be undertaken on all diving equipment as required in the manufacturer's instructions.</p>				
Fire and other emergencies  (Death, serious injuries ,smoke inhalation & burns)	Staff.  Pupils. Other adult helpers.	<p>Emergency Action Plans developed and in place</p> <p>Lifeguards in emergency Action Plan SOP procedures</p> <p>All Leisure Centre staff trained on the Action Plan SOP procedures</p> <p>Leisure centre undertakes emergency evacuation drills.</p> <p>School staff aware of emergency procedures via Leeds schools swimming guidelines</p> <p>Schools safety checklist (Leeds schools swimming guidelines)</p> <p>First aid trained lifeguards and leisure centre staff.</p> <p>First aid boxes available.</p>				

Swimming – IPRA for a child needing support in the water from an adult



What are the hazards?	Who might be harmed?	Control Measures. What are you already doing?	What further action is necessary?	Action By Whom?	Action By When?	Complete Y/N (Date)
Dealing with persons with special needs	Child Adult	<p>Swimming is identified on an EHCP, IPRA or similar as an activity that requires the support of an adult in the water.</p> <p>If persons with special needs, or mobility difficulties, use the pool suitable hoisting equipment is available and leisure centre staff will operate as per centre procedure.</p> <p>Where manual support is provided in the water by additional adults, care needs to be taken to:</p> <ul style="list-style-type: none"> <li>- Avoid embarrassment to student or adult</li> <li>- Ensure support is provided in an appropriate form.</li> </ul>	NA			
Manual handling and lifting of persons	Child Adult Pool Staff	<p>Severely disabled pupils must never be manually lifted in and out of pools by staff and should only enter the pool where appropriate hoists have been provided with suitably trained operators available</p> <p>All Leisure Centre staff involved in operating the pool hoists receive training and refresher training in the safe use of the hoist, slings and other lifting equipment.</p> <p>All hoists and slings are examined and inspected by a competent person every six months and records of these inspections are kept</p> <p>All Pool hoist ancillary equipment is stored safely prior to next use.</p>	NA			
Relevant Medical Conditions	Child	Group leaders need to ensure that they are fully briefed about any potentially life-threatening medical conditions affecting their pupils including what signs they should be looking for and what action they need to take, such as whether there needs to be one-to-one supervision in the pool. This should not compromise the numbers of qualified members of staff on poolside; the additional adult (DBS checked, confident in water and able to swim) does not need to be qualified but is aware of the Pool's Operating Procedure and Swim England Guidance 'Teaching in the Water and the handling of	Class teacher to brief on specific children	CB	6.9.2024	Y

		<p>children' which gives advice on supporting pupils in the water - Safeguarding).</p> <p>SEE SAFEGUARDING from full text BELOW PAGE 6</p> <p>The emergency evacuation of this group has been considered and recorded in the Emergency Action Plan (procedures will be communicated during site induction)</p> <ul style="list-style-type: none"> <li>- All Leisure Centre staff on poolside must be made aware of all known medical conditions prior to the commencement of the lesson</li> <li>- Written permission must be obtained before pupils can take part</li> <li>- Pupils must be supervised carefully and by a responsible adult. This may require additional staff to aid in supervision</li> <li>- Pupils with epilepsy require careful 1:1 observation, as shimmering water or flickering lights may trigger a seizure –asthma inhalers labelled and brought onto poolside by swimmer</li> <li>- Diabetes medication labelled and brought onto poolside by swimmer</li> <li>- Allergy and other required medication labelled and brought onto poolside by swimmer</li> </ul>				
Epilepsy	Child	<p>If the pool is used by persons with Epilepsy, there is a documented policy in the Normal Operating Procedure, and the evacuation of this group has been documented in the Emergency Action Plan (procedures will be communicated during site induction)</p> <p>Provide any relevant pupil specific details i.e. triggers of child's epilepsy here...</p>	NA			
Safeguarding	Child Adult	<p>Ensure there is a system included within the school procedures whereby the parent or guardian of the pupil gives permission for the swimming keyworker to handle the children for the purposes of supporting them in the water or manipulating limbs to convey correct stroke techniques.</p> <ul style="list-style-type: none"> <li>• The swimming keyworker should always wear a distinctive top so that they are easily identified in the water,</li> <li>• Ensure that any handling of pupils is done within clear sight of others</li> </ul>	NA			

		<ul style="list-style-type: none"> <li>• Always explain to the pupil that you are now going to hold him/her and why,</li> <li>• Swimming keyworker must never support pupils in such a way that their hands cannot be seen by others (i.e. beneath the water),</li> <li>• Never support a pupil by handling the swimmer's torso,</li> <li>• Only support swimmers by holding their hands, head or feet.</li> </ul> <p>Further information detailed below</p>				
Close physical contact changing rooms/poolside. Possibility of spreading viruses	Staff.  Pupils. Other adult helpers.	<p>If there is a 'in school keyworker' where possible this person to be the swimming support, to ensure familiarity. Where the 'in school keyworker' cannot attend then a 'swimming keyworker' will be allocated.</p> <p>Operation of pool hoist (if applicable) – if assistance is required for the pupil to be seated this must be completed by the keyworker. Once safely positioned, centre staff will take over operation of hoist.</p> <p>A separate cubicle to be used for swimming keyworker.</p>				

ALTERNATIVE ACTIVITIES, PLAN B – What are your arrangements if your planned activities or visit cannot proceed as anticipated due to a change in circumstances such as severe weather, illness or other significant environmental or other factor(s).

ON-GOING / DYNAMIC RISK ASSESSMENT – Remember to assess the risks on the day and during the activity, many factors can change. Have an alternative activity (plan B) available and risk assessed in case it is needed (see above). Do not hesitate to alter or abandon the activity if the risks on the day become unacceptable.

EMERGENCY PLANNING – What is your plan for dealing with an accident or serious incident?

