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| **Schools: On-site hire of an outdoor Swimming Pool for Swimming Lessons**  **General Risk Assessment**  **Note: The significant points and control measures of the completed risk assessment should be known and understood by all involved, including school staff, provider staff, the children/young people and where appropriate, parents and carers** |  |

A risk assessment must be carried out to identify school responsibilities, hazards, risks and control measures for the hire of an on-site, external swimming pool. It is acknowledged that for this type of activity there will be responsibilities falling to the provider of the swimming pool and marquee in which it is housed and also the school. These responsibilities must be clearly defined at the time of entering into the hire agreement.

In addition to completing this site-specific risk assessment, the county council's [on-site hire of external swimming pool technical checklist](https://schoolsportal.lancsngfl.ac.uk/modules/clicksuite/clickweb/media/doc.asp?id=146364) for this activity must also be completed and a copy of the provider's own site-specific risk assessment must be obtained so that it can be considered when conducting your own risk assessment.

The content of the completed risk assessment must be agreed by the senior leaders in school and shared with all interested parties including the provider.

The risk assessment must consider all known hazards, risks and the control measures in place to mitigate them and must be flexible enough to accommodate any on-going or dynamic changes that may be required during the course of any hire agreement. The planning process for the activity must include consultation with the pool provider and swimming teaching staff.

In addition to following the school's general risk assessment for the activity, school staff directly involved are expected to undertake a dynamic risk assessment in situ each time the pool is used, however this does not need to be documented unless it identifies changes that are required to the general risk assessment. Staff should ensure action is taken to control any identified changes such as:

* the integrity of the pool enclosure
* the age, range of ability, and number of pupils in each class
* the activities being undertaken
* the qualifications of the people leading and supporting the session
* known additional needs/medical conditions of those participating
* weather conditions
* water quality and temperature
* availability and condition of any rescue/emergency equipment

If there is any doubt about the safety of any session, don’t proceed.  Ensure concerns are addressed and resolved with the provider prior to pupils being allowed to swim.

The general risk assessment template has been split into the following sections:

* People
* Context
* Venue/Environment
* Organisation

Under each section there is a range of potential risks and control measures to consider. Schools who use this general risk assessment **must** tailor its contents to reflect their own, specific, local arrangements including removing non-applicable or adding any additional, control measures. Please ensure you remove or amend the red text throughout the risk assessment template as appropriate failure to do so could render your risk assessment not suitable and sufficient.

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| **PART A. ASSESSMENT DETAILS:** | | | |
| **Area/task/activity**: On-site hire of an outdoor Swimming Pool for Swimming Lessons  **Location of the marquee and pool**: (explain where the pool and marquee are situated within the school grounds) | | | |
| **School name, address and contact details:** |  | **Name of Person(s) undertaking Assessment:** |  |
| **Signature(s):** |  |
| **Headteacher (Name):** |  | **Date of Assessment:** |  |
| **Signature:** |  | **Planned Review Date:** |  |
| **Pool provider:** |  | **Date risk assessment communicated to staff:** |  |
| **Provider key contact details:** |  | **Method of communication:** |  |
| **Period of the hire agreement:** |  |  | |

| **PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:** | | | | | | |
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| **List of significant hazards**  (something with the potential to cause harm) | **Who might**  **be harmed**  Pupils (P)  School Staff (SS) Provider Staff (PS) | | **Type of harm** | | **Existing controls**  (actions already taken to control the risk -  include procedure for the task/activity where these are specified) | |
| **PEOPLE** | | | | | | |
| Unclear roles and responsibilities | P, SS, PS | | Injuries, near drowning, drowning, feeling distressed | | * All school staff, in particular those directly involved in supporting pupils with swimming lessons are clear about their role and what is happening on a daily basis; * Discussions take place on a daily basis as a minimum between the provider staff and the nominated school contacts(s) to ensure that roles and responsibilities are clearly defined and understood. | |
| Inadequate supervision levels | P, SS, PS | | Injuries, near drowning, drowning, feeling distressed, safeguarding incidents | | * School staff supporting swimming lessons ensure a register is available of all pupils involved in each swimming session; * School staff are responsible for supervising pupils at all times; * Pupils will not be left in the sole care of provider staff at any time; * Cover is provided for school staff when they need to take breaks; * Supervision levels take account of the special needs of any pupils; * Provider staff will ensure that adequate supervisions levels are maintained at all times within the pool area, this includes adequate numbers of swimming instructors in the pool and poolside lifeguards; * In the event that supervision levels fall below that agreed at any point, for example if a member of staff needs to temporarily remove themselves or if they need to accompany a pupil back to the school building, lessons will be halted and the pool will be secured until supervision levels return to the agreed levels; * Factors considered when determining supervision levels include: * the age of pupils; * the range of swimming ability; * the use of floatation aids; * the ability of pupils to comprehend instructions including their command of the language in which the session is delivered * any known medical or additional needs; * Pupils only enter poolside once the lifeguard(s) is in position. | |
| Use of unqualified swimming teachers | P | | Poor swimming technique, near drowning, drowning | | * School has carried out appropriate checks to assure themselves that lessons are only delivered by suitably qualified and competent staff, for example, NGB qualified, and trained to industry standards and local procedures for the site being used for swimming sessions. | |
| Pupils with known medical needs or behavioural conditions | P, SS, PS | | Injuries, near drowning, drowning, feeling distressed | | * School staff consider any pupil medical conditions and behavioural needs on an individual basis and any necessary safety measures are identified and put in place such as increased staff/student ratios. This information is shared and agreed with the provider in advance of the pupil(s) attending a session; * The school liaises with the swimming teacher to provide a register, up-to-date medical information, and any other relevant information for pupils using the pool; * Pupils are supervised at all times by a member of school staff. If required, additional staff are allocated to support supervision including transition periods; * Pupils with conditions such as epilepsy require careful observation. Shimmering water or flickering lights may trigger a seizure and require careful 1:1 observation. This information is shared with the provider and appropriate supervision is put in place. | |
| Pupils with religious or cultural needs | P | | Injuries, near drowning, drowning, feeling distressed | | * School and provider staff must ensure there is a reasonable balance between safety, cultural requirements and the need to be able to see the limb movements of students during swimming sessions; * The gender of the person(s) responsible for overseeing the activities is considered when organising activities. | |
| Pupils putting themselves at risk or not following pool rules | P, SS, PS | | Injuries, near drowning, drowning, feeling distressed | | * School staff ensure that all pupils understand the pool rules and have regular opportunities to demonstrate this understanding, for example, whistle/alarm drill reminders/tests are provided regularly; * Pupils are briefed regarding:- * pool safety rules; * required behaviour/agreed sanctions for example no running, jumping or diving (unless part of the session); * the dangers of pushing, dragging or ducking others; * Appropriate swimming aids are provided for those pupils assessed as requiring them. These are checked regularly by provider staff. | |
| Swimwear, clothing, footwear and personal swimming equipment for example goggles | P | | Minor injuries, feeling distressed | | * Pupils are required to attend school wearing their swimwear under their clothing so that they can get changed for their swimming lesson quickly and easily; * Pupils are required to bring a dressing gown or similar cover-up and slip on footwear for walking from the school building to the pool and back. These items are left poolside for the duration of the swimming session. Schools staff support children to locate and put on their items quickly upon exiting the pool in preparation for walking back to the school building to get changed; * School staff monitor that goggles are not worn unless there are exceptional circumstances and this is agreed before the session; * Any goggles used should be made of unbreakable plastic or rubber; * Pupils who are permitted to wear goggles are shown how to remove them safely by slipping them off their head, rather than stretching the retaining band; * School staff ensure that pupils' swimwear, clothing and footwear worn when walking to and from the pool is fit for purpose prior to allowing them entry to the pool area; * Children with long hair are required to wear swim caps to prevent their vision being impeded during the session. | |
| Poor hygiene, wearing of jewellery | P | | Injuries caused by wearing jewellery, pollution of water | | * Pupils are required to remove any jewellery and store it safely prior to making their way poolside; * Pupils are reminded to go to the toilet if needed prior to making their way poolside; * Pupils are required to step into the chlorine footbath attached to the foot of the access ladder before entering the water. | |
| **CONTEXT** | | | | | | |
| Class size and supervision ratios | P, SS, PS | | Injuries, near drowning, drowning, feeling distressed | | * School staff work with the provider to ensure all class sizes are in line with recommended ratios of Swim England. These take into account variable circumstances such as, age, special needs, challenging behaviour of pupils; * Poolside provider staff are aware of the permitted number in each group; * Regular scanning and accurate head counts are carried out during the session. | |
| Safeguarding | P | | Injuries, physical abuse, loss of a pupil, near drowning, drowning, feeling distressed | | * All school and provider staff are DBS checked; * A register and headcount is recorded prior to, during and after the swimming session to ensure all children are accounted for. Depending on the group, a buddy system may be considered so that each child has a buddy, this includes when walking to and from the school building; * Pupils are supervised by school staff during movement from the school to the pool, in the pool, to and from the school building; * School has identified suitable changing areas that take account of the needs of each pupil group; * School staff provide adequate supervision of changing rooms at all times whilst in use taking account of the needs and gender of each group; * Where necessary, children are given assistance to get changed by school staff. | |
| Lack of emergency procedures | P, SS, PS | | Injuries, near drowning, drowning, feeling distressed | | * Formal checks are made of the provider's policies/arrangements including: * Responsibility for first aid support * Adequate levels of trained first aiders on site * Arrangements for clear communication between provider and school staff * NOP and EAP in operation and understood by the school staff * Responsibility for lifeguard provision * Appropriate number of qualified lifeguards available to provide constant supervision; * The lifeguard(s) position themselves at a point (poolside) where they are able to observe the whole group; * Lifeguards remain alert to danger, and be ready and prepared, if necessary, to enter the water to conduct a rescue; * In addition to qualified lifeguards, a sufficient number of other leaders will act as observers/supervisors, where appropriate staff will be positioned in the water; * Lifeguards have access to, and be competent in, the use of suitable rescue equipment. * The emergency evacuation of all groups has been considered and recorded in the EAP; (If you have a separate emergency action plan, please signpost to it from here or append a copy to this risk assessment) * Consideration is given to the emergency evacuation arrangements, for example, in the event of fire or accidental chemical release; * Please detail your specific emergency control measures here. | |
| Lack of emergency equipment | P, SS, PS | | Injuries, near drowning, drowning, feeling distressed | | * Where provided, safety equipment, such as poles, throwing ropes or throw bags, first aid provision and emergency alarms, are provided by the provider and are: * fit for purpose; * sufficient in quality and quantity; * regularly checked for defects; * positioned to be readily available without creating additional hazards for pool users; * Teachers with responsibility for water safety have easy access to a rescue pole or other rescue equipment. | |
| Pool equipment, including teaching aids | P, SS, PS | | Injuries, near drowning, drowning, feeling distressed | | * The provider ensures that any equipment provided by them for example goggles, floats and other teaching and rescue aids are in a good condition and: * conform to a BS EN standard, where available; * are checked before the session to ensure they are safe to use; * are close at hand for easy access and use during lessons; * are positioned poolside to minimise tripping or other safety hazards; * are used appropriately to avoid over-reliance; * are appropriate and safe for the needs of the pupils; * are correctly fitted or held according to the design or purpose of the aid; * The provider ensures that equipment used for the sessions is safely stored; * Any children misusing equipment may be removed from the pool area and disciplined accordingly by school staff. | |
| **VENUE/ENVIRONMENT** | | | | | | |
| Water quality and temperature | P, SS, PS | | Skin itching or feeling dry, sore eyes, feeling too cold, shivering, or feeling too hot | | * The county council's technical checklist for hire of external swimming pools has been completed with the provider; * The provider is responsible for: * the temperature of the pool water (and the air as far is reasonable) in respect of comfort, bearing in mind pupils’ size, age, and physical ability; * clarity and cleanliness of the pool water; * regular water monitoring, testing, re-filling and dosing. | |
| Weather conditions | P, SS, PS | | Slips, trips, falls, effects of extreme weather; cold or sun | | * School staff ensure that pupils have appropriate clothing and footwear for walking from the school building to the pool area and back; * The outdoor walkway is checked regularly by school staff for hazards and where identified, these are removed; * Outdoor walkways are salted/gritted as necessary to ensure the safety of staff and pupils. | |
| **ORGANISATION** | | | | | | |
| Safety and security of the marquee and pool | | P, SS, PS and trespassers | | General damage to facilities and equipment, injury from collapse of the facility, (near) drowning | | * The provider is responsible for overall pool safety and security; * The pool is covered by provider staff at the end of the daily sessions; * The marquee is secured with metal bars, water barrels and padlocks at the end of each day; * The provider carries out regular evening/weekend checks of the marquee and pool. |
| Assembling the pool and marquee | | P, SS, PS | | Injury from collapse of the facility | | * The provider is responsible for the safe assembly of the marquee and pool following their own risk assessment and safe operating procedure. * The provider is responsible for ensuring that their staff involved in assembly of the marquee and pool are suitable trained for the task, including manual handling. * The provider ensures regular safety checks are carried out of the marquee and pool. |
| Filling and heating the pool | | P, SS, PS | | General injuries sustained in the pool, pupils feeling too cold, shivering, or feeling too hot | | * The provider is responsible for ensuring the pool is safely filled to the required level and heated to the required temperature and that these are maintained for the duration of the hire agreement; * The provider is responsible for ensuring there is no backfill of the pool. |
| Storage of chemicals | | P, SS, PS | | Inhalation, ingestion or burns/skin irritation from chemicals used for treating pool water | | * The provider is responsible for ensuring the appropriate storage of chemicals used for water treatment; * Water treatment chemicals are stored in a locked container away from poolside with a copy of the safety data sheet in case of emergencies. |
| Emptying the pool and dismantling equipment | | P, SS, PS | | Injury from collapse of the facility, accidental release of excessive amounts of treated water into the general water system | | * The provider is responsible for ensuring that pool water is disposed of in accordance with the requirements of United Utilities and the Environment Agency; * Where there is any doubt, school will seek advice from their building services engineer. |
| First aid administration, accident/incident reporting and investigation | | P, SS, PS and trespassers | | Any general injuries, cuts, bruising, sprains, breaks | | * Any accidents/injuries will be reported and an accident/incident reports for completed; * A thorough investigation will be conducted, if necessary this will be a joint exercise between the school and pool provider; * Where appropriate accidents/incidents will be reported under RIDDOR; * Information relating to any accidents associated with the pool or marquee will be shared with school and provider staff. |

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| **PART C: ACTION PLAN Further action / controls required** | | | | | | |
| **Hazard** | Action required | Person(s) to undertake action? | **Priority** | **Projected**  **time scale** | **Notes / comments** | **Date** completed |
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