

RISK ASSESSMENT FORM – SWIMMING 2021 - 2022

1. School Details

School	Shottermill Junior School
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2 Details

Outdoor swimming pool, 10 metres in length / depth of maximum 95 – 99cm
Stairs access at end near the foot bath
Paving slabs around edge of pool
Changing rooms in separate area nearby - down slope and steps to pool from changing area (handrail provided)
Rubber matting between changing rooms and pool entrance

All other staff who will be teaching swimming lessons will have:

1. Completed full first aid training, including resuscitation
2. Completed the ASA Level 1 Aquatics Training or equivalent and be a qualified teacher
3. Read the risk assessment (signed to say they have completed this)
4. Undertaken an annual on-site briefing of the emergency plan procedures together with the HT and Caretaker - including awareness of how to switch of the pool pump in an emergency
5. An understanding of the National Curriculum for Swimming and planning documentation for teaching swimming lessons, including how to deliver age appropriate lessons on water safety with children.
6. Be aware of the end of Key Stage 2 assessment that will be undertaken for Year 6 pupils.
7. Receive further training and guidance from external agencies regarding use of the pool hoist (there may be a separate risk assessment for disabled pupils as required)

3 Dates

Start Date	Time Interval	End Date	Departure Time	Return Time
Pool used in summer term only from May to end of July. (It is expected that the caretaker will access the pool at other times in the year to check on the condition of the facilities, chemicals storage and to prepare the pool for the summer term)				

4 Insurance details

Insurance arrangements	Surrey Public Liability
Medical Cover	0800 335 500
Insurance Cover	All Surrey Maintained school activities
Policy Number	QLA-17A003-0223
Insurance Company	Zurich Municipal

5 Adults (Staff and helpers)

No.	Name	Staff	Gender	Qualifying Status	Responsibility
1	Mrs Kate Barnes	✓	F	ASA Level 1 Aquatics 2015	Qualified Primary Teacher
2	Mr Francis Fosberry	✓	M	Pool maintenance / storage and handling of chemicals training undertaken	School Caretaker

6 Risk Assessment

No.	Hazards	Who is at risk?	Control Measures	Reviews
1	Level of skill, qualification to use the pool	All	<p>Qualified primary teachers will teach swimming lessons only and have complete the relevant AQA or Swim England Teacher of School Swimming training and qualification.</p> <p>Thorough knowledge of code of practice for safe operation and supervision of swimming pools. (Risk assessment and Emergency Plan)</p> <p>Annual in-service refresher training provided where the Risk Assessment should be shared with all staff as well as reviewed before each swimming session begins. Any incidents which may occur must be immediately reported to the most senior member of staff available who may close the pool until necessary steps can be taken to ensure the activity can resume safely.</p> <p>COSHH training and risk assessment undertaken by school Caretaker. Swimming pool maintenance undertaken daily by school Caretaker to ensure water quality is fit for use in the pool.</p>	
2	Site checks / pool water quality and chemical composition	All	<p>Caretaker to inspect the pool area and changing rooms at the start of the day to ensure these are safe before children enter. Check of all floor surfaces in pool area / changing rooms, removal of any debris that could damage feet or be ingested in the pool water.</p> <p>Pool chemicals regularly checked by school Caretaker at intervals during the day in line with swimming pool water checks and recorded in line with risk assessment. (Water samples to be sent for external analysis)</p> <p>Key messages 'no swimming today' are communicated to staff using the WhatsApp group but also on the whiteboard on the gate area to the pool. Should the pool be required to be closed, a further padlock will be used (which only caretaker has the key for) to prevent accidental entry.</p> <p>All storage and handling of hazardous chemicals to be maintained under strict COSHH regulations. The Caretaker must undertake the relevant training / updates on an annual basis.</p> <p>An specialist eye wash kit is available as part of the first aid provision in the pool area.</p>	
3	Security of pool area	All	<p>Pool area protected by fence that prevents children from gaining unauthorised access – inspected regularly by the Caretaker for damage.</p> <p>Signs on entrance to pool area indicate that children must not enter the pool area until instructed to do so by an adult. Children must be taught to line up sensibly just outside the pool entrance gate.</p> <p>Padlock used to secure the pool area at all times and teachers are all responsible for opening and locking the pool before and after each swimming session.</p> <p>Pool area must not be left unattended by any adult. Separate LSA will supervise the changing rooms and ensure children walk carefully up and down to the pool.</p> <p>Pool is covered daily to protect and retain the heat. This cover must only be used by fully trained teachers or the school Caretaker. Care must be taken to ensure all swimmers have exited the pool before this is used.</p>	

4	Pool Water Safety rules	All	<p>Teachers must take to the pool a whistle and all adults will take a mobile phone (school mobile is available if required).</p> <p>Awareness of key rules made clear before each session: No diving No running No entering the water without adult permission 1 blast on whistle is used to start a group or gain attention 2 blasts on whistle indicate that children must freeze and listen for instructions 3 blasts on the whistle is the signal to exit the water immediately</p> <p>Water safety code will be explored and explained with classes regularly in line with the teaching scheme of work.</p>	
5	Safety equipment provided to effect a rescue from the water	All	<p>Equipment that must always be present and in good working order:</p> <ul style="list-style-type: none"> -Flotation devices (noodles / floats) -Life saving aids, long pole -School mobile phone taken to the pool to raise the alarm to staff in office of an emergency -Emergency card system to alert office / other staff of assistance required (Green card – need help but no ambulance, Red card – need help and ambulance, Yellow – need an epipen) -First aid bag on site at all times (this is stored within the equipment box and HJ will ensure contains all necessary items for treating injuries typical for this activity) <p>A defibrillator is accessible from the main entrance. All staff have been provided with basic training in the use of this. Teachers should send a child to the office with a red card. Staff from the Office will <u>always</u> bring the defibrillator to the pool if a medical emergency has occurred. (Defibrillator last serviced Dec 2020)</p> <p>If required, a teacher will blow the whistle 2 and then 3 times to indicate that all children should freeze then exit the water.</p> <p>If required, a teacher will enter the water to assist a child in difficulties but must call for help if a rescue is required.</p>	
6	All other pool equipment	All	<p>Any other equipment such as balls, nets, toys should be suitable for use in a swimming pool environment and correctly stored between uses. Any broken or damaged equipment must be disregarded by the supervising teacher and not used.</p> <p>No equipment should be left out after the session but tidied away safely in the storage box.</p>	
7	Cuts	All	<p>Flooring and liner to the pool to be inspected daily by the Caretaker to ensure children can enter and exit site and pool safely.</p> <p>If necessary, the pool must be closed until hazards are dealt with and the area is safe to use.</p>	
8	Hair entanglement and filter / pump areas in the pool	Children	<p>All children to wear swimming hats. Goggles are optional.</p> <p>Visual inspection of water outlets by caretaker to ensure these are not clogged. Children reminded to not put their arms into the water outlet areas for risk of injury.</p> <p>If a piece of equipment is lodged in the water outlet area, the teacher must evacuate all children and close the pool area until assistance from the Caretaker can be obtained to ensure the pool is safe to use.</p> <p>Staff will be shown how to switch off the pump if a child's limb / long hair is entangled in this.</p>	

9	Hygiene of pool environment	All	<p>Children must use the footbath to wash their feet before entering the pool. Children will wear flip flops as an additional Covid-19 infection control measure this year.</p> <p>Children are not allowed to use the pool if they have an open wound, infection that could be passed through the water to other users (e.g. conjunctivitis / open wound) or condition that prevents them from swimming safely.</p> <p>Staff must wear appropriate PE kit and footwear (such as flip flops or trainers) that are clean.</p>	
10	Existing medical needs	All	<p>Individual pupil medical plans must be reviewed for children with existing conditions to help plan for safe and effective use of the pool. (e.g. diabetes or pupils requiring EpiPens)</p> <p>Teachers must ensure that their class' medication must be accessible at the pool side (inhalers / EpiPens, etc.)</p> <p>Pupils with limited mobility will be provided with adult assistance to help them enter and exit the pool and for the case of WR may need to enter the water to support teaching. Access to the changing room may be limited so the disabled toilet in the library can be used for changing.</p> <p>A defibrillator is accessible from the main entrance. All staff have been provided with basic training in the use of this. Teachers should send a child to the office with a red card. Staff from the Office will <u>always</u> bring the defibrillator to the pool if a medical emergency has occurred.</p>	
11	<p>Non-swimmers access to the pool</p> <p>Operation of the hoist safely</p>	Children	<p>All swimmers will be assessed by an experienced teacher on a 1:1 basis in the pool to group them appropriately before formal lessons commence.</p> <p>Non-swimmers will have carefully planned lesson plans that ensure the safety of individuals. These groups will be smaller to accommodate the increased risks of drowning.</p> <p>If a child is in difficulties and needs assistance, the emergency procedure will be followed and an adult may be required to enter the pool to assist a child. Care must be taken to not put other lives at risk when entering the pool. The second adult / LSA must take over supervision of remaining pupils if necessary.</p> <p>Children with specific educational or health needs may receive 1:1 training sessions with an adult in the pool, although an additional adult must always be present. A separate risk assessment will be written to accommodate these needs and training by external agencies will be provided for safe operation of the hoist.</p>	
12	<p>Child Protection</p> <p>Use of mobile phones</p>	Children	<p>Volunteers in school are not permitted to help with swimming lessons or supervising changing areas. Only employed members of staff with full DBS checks may undertake supervision of this activity.</p> <p>School staff will ensure children change in the designated areas and not in view of the public. Children will use their towels to cover their bodies as they walk between the changing rooms and the pool area where these should be hung up on the designated pegs.</p> <p>Staff should be aware that whilst changing or wearing swimwear – any cause for concern (e.g. unusual bruise or mark observed on the child or deliberately leaving the kit at home) must be reported</p>	

			<p>to the DSL through the school's safeguarding procedures / policy in place.</p> <p>Staff must respect children's privacy when they get changed and must supervise at an appropriate distance. However the doors to the changing room should remain open, to ensure that supervision of behaviour is maintained.</p> <p>The use of a camera in the pool area must be discussed with the Headteacher in advance. Note: - A CCTV camera (fake and non-recording) has been installed as a deterrent to prevent trespassers entering the pool.</p> <p>Staff may take their mobile phone to the swimming pool area for emergencies but these must be kept safely away. Staff are not permitted to use their phone for other purposes during their time at the pool as this could cause a distraction. Staff must be aware that they must not take photographs of the pool or pupils during swimming lessons on their personal mobile phone.</p> <p>Please refer to the school's code of conduct and staff handbook for expectations of professional conduct of all staff when working with children.</p>	
13	Drowning / injury	All	<p>An emergency action plan is in place and all staff must be instructed in the provision of the plan and where to get emergency facilities. 2 adults must always be in the pool area/changing rooms at all times with at least 1 first aid trained. When dealing with an emergency, care should be taken to ensure the safety of the rest of the group. (Pupils' towels on poolside can be used to keep children warm)</p> <p>If an ambulance is required – staff at the pool should call an ambulance and report that they have done so to the School Office. An ambulance can always be cancelled. It is better paramedics are on route as soon as possible.</p> <p>Office Staff to monitor the school car park to ensure emergency services can always access the school.</p> <p>Activities carefully supervised by teachers only. No more than 12 children to be taught at a time and no more than 16 pupils will be allowed in the pool at any one time. All sessions must be planned in accordance with Teacher of School Swimming training undertaken. (PE Leaders to take responsibility for overseeing the quality of lessons taught and monitoring pupil outcomes)</p> <p>All pupils made aware of dangers and instructed in safe use of pool with not taking unsafe risks. No diving, bombing, dunking of children under the water.</p> <p>Children must not be encouraged to hold their breaths for long periods of time – particularly as a competition as this can result in drowning.</p> <p>Pupils must never be left unsupervised in the pool or in changing areas.</p> <p>For non-swimmers appropriate flotation devices must be obtained and use of the handrail to ensure their safety at all times.</p> <p>All minor injuries must be treated by a trained LSA / teacher. More serious injuries, including accidental bang to the head to be dealt with by the school office.</p>	

14	Slips, trips, falls	Children	Pupils must be told not to run around the edge of the pool or down the slope or steps. Steps from changing rooms and into pools have protective matting to prevent slips and falls.	
15	Lightning strike / high winds	All	The pool will remain closed in the event of a thunderstorm or high winds. The pool may reopen 30mins after the last episode of lightning has been observed <u>and</u> the weather/forecast is improved. The Headteacher or Deputy Headteacher will give the green light for the pool to reopen following a storm.	
16	Sunburn to pool users	All	All users of the pool to have sun lotion available to them to protect the skin from harmful UV rays. Parents are encouraged to apply lotion in the morning to children. Teachers will monitor whether children should stay out of the sun and may decide to use shaded areas of the pool to help limited sun exposure. Suncream is available in the first aid kit for the pool area and children will be asked to apply cream as directed by their teacher.	
17	Dehydration	All	Children to have access their water bottles before and after the swimming session to avoid dehydration. Teachers are also encouraged to take a water bottle to the poolside and hat as required to protect themselves from sunstroke.	
18	Enter / exit the pool	Children	Children to be instructed in the safe entering of the pool using either the steps or the 'sit and swivel' movement into the pool. Care should be taken to avoid children standing on the handrails. See separate risk assessments for pupils with additional needs who may require entry to the pool via the hoist.	
19	Behaviour	Children	Pupils to be given clear expectations about pool safety rules and should be able to stop and listen. The teacher will use a clenched hand to remind children to stop, listen and that they must hold the handrail. Children who misbehave or act unsafely will be asked to exit the pool immediately . A senior member of staff can be called to assist if required using the card system.	
20	Covid-19 infection control measures	All	Please refer also to the Covid-19 school risk assessment (last updated March 8th 2021) for the additional measures required around symptomatic pupils and self-isolation. School swimming is permitted in line with Government requirements, as it is an approved educational activity. The expectation is that no pupil or adult visits the pool or changing room area if they are symptomatic but follows the school covid-19 protocols for dealing with suspected / positive cases. Staff are undertaking regular LFT testing to reduce the risk of transmission. Should a confirmed case occur and it is possible that they may have entered the pool area / changing rooms, a thorough deep clean will take place by the caretaker (chlorine is a disinfectant) before the pool reopens to other users. Parents will be notified if they have been in close contact with the pupil or adult if there is a confirmed case, in line with PHE / SCC procedures. Only one year group will be accessing the pool and changing rooms at any one time to reduce transmission of the virus. A new wall mounted hand sanitizer unit will facilitate hand sanitizing before and after swimming lessons. Teachers should remind children to clean their hands before entering the pool and after they have got changed.	

		<p>The pool is outdoors and well ventilated – reducing the risk of the virus being transmitted.</p> <p>All non-essential items (chairs, etc.) have been removed from the changing rooms to allow for extra space between children and more effective cleaning in between year group bubbles.</p> <p>Shared teaching flotation equipment, such as woggles, will be dipped in the pool (which contains chlorine) to sanitise before use.</p> <p>A separate mop and bucket will be available for cleaning the changing rooms after year groups and teachers / LSAs will take shared responsibility for this at the end of their session before the next group arrive.</p> <p>Separate colour and well-spaced peg areas have been established in the changing rooms for different groups to access in turn and use in order to prevent mixing of clothing. Parents must ensure their children have a large drawstring bag to hold all of their kit. Children will wear their PE kit to school on the days when they have swimming, which will reduce the bulkiness of what needs to go in their drawstring bag.</p> <p>Children will wear their own flip flops / pool shoes, which will help limit contact with the floor, etc. Care must be taken to walk in these at all time and teachers/LSAs must give reminders of this.</p> <p>Adults will socially distance from other children and adults where possible, as long as this does not affect swimming safety (e.g. in the case of safe rescue from the pool). Teachers involved in the direct teaching of lessons should not wear a mask as this affects communication and may be a hazard to safety. If adults have to enter the changing rooms when pupils are in attendance, they should wear a mask.</p> <p>Pupils will be reminded not to chew flotation equipment as this could cause transmission of the virus.</p> <p>Staff to be made aware of exceptions to social distancing to:</p> <ul style="list-style-type: none"> • <i>Rescue a distressed swimmer, perform cardiopulmonary resuscitation (CPR), or provide first aid; or</i> • <i>Evacuate the water or pool due to an emergency.</i> 	
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7. Sign off

Leader	Mrs Kate Barnes / Mrs Jayne Davies
Received all consent forms	Yes
Details Completed by	Mrs Kate Barnes
Date Completed	28.04.2021