

Reference	Form:	Risk Assessor	Updated:
RA2.23	Risk Assessment – School Swimming Lessons	Dan Scott	August 2022

Hazard	Who Might be Harmed	Risk Control Measures			
		Who	What	When	Where

School teachers/children unfamiliar with Swimming Pool	School Teachers School Children	Swimming Lesson Manager	Obtains a Copy of Schools Risk Assessments and swimming teaching plan from local council/ education authority	Prior to first booking	Recorded in H & S Central files
		Swimming Lesson Manager	Sends lead contact from school booking confirmation containing details of key control measures for their activity	Prior to first booking	Available on sites L:Drive
		Swimming Lesson Manager	Sends lead contact from school sites Emergency Action Plan	Prior to first booking	Available on sites L:Drive
		Swimming Lesson Manager	Lead booker offered the opportunity for a familiarisation visit prior to lesson scheme beginning	Prior to first booking	At site
Teaching unfamiliar with group. Students being put in classes beyond their ability level.	Customers School Children	Swimming Lesson Manager	Schools asked to notify site of any child with an existing medical condition or special learning requirements prior to lessons commencing. Pupils medication must be brought to poolside ie. inhalers, where required.	Prior to first lesson	Notes added to class management system
		Swimming Lesson Manager	All children will be assessed on the first day of lessons to ensure they are allocated into the correct class. Class levels are based on the National Curriculum School Swimming scheme.	At start of first lesson	In Situ
		Swimming Lesson Manager	Starting points for all pupils are recorded on class management system and progress is recorded throughout the lesson programme.	Prepared prior to first lesson and updated throughout	Class management system
		Swimming Lesson Manager	Registers and progress is recorded daily using class management system so that the ability of children can be checked by a cover teacher if necessary.	At the start of each lesson and updated as progress is made	Class management system
		Swimming Lesson Manager	Schools asked to notify site if any new children join the swimming lesson programme throughout the scheme including informing site of any medical conditions or special learning requirements.	Prior to first lesson	Booking confirmation
Overcrowding, Lack of Control or Supervision / Fatigue / Drowning	Customers School Children	Site Safety Coordinator	Risk Assessment in place for managing the Pool Environment with all control measures being followed.	At all times and reviewed regularly	Risk Assessment File
		Site Safety Coordinator	Risk Assessment in place for managing Programmed Swimming Activities with all control measures being followed	At all times and reviewed regularly	Risk Assessment File

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		Duty Manager	Ensures all swimming lessons are lifeguarded as per the Centre Safety Operating Procedures and that Lifeguards are on poolside before swimmers arrive and until they have left the pool area	At all times	Centre Safety Operating Procedures
		Swimming Lesson Manager	A Suitable space for the level and number of pupils is allocated for each lesson.	For each session	As Detailed in terms and conditions of hire
		Swimming Lesson Manager	Ensures adherence to pool ratios of teachers to pupils is as per the guidance document Safe Supervision of Programmed Swimming Lessons and Training Sessions 1:12 for non swimmers and beginners 1:20 Improving Swimmers , Mixed ability groups and competent swimmers and 1:30 for Competitive Swimmers	For each session	In accordance with terms and conditions of hire
		Swimming Lesson Manager	These ratios can be supported by additional school auxiliary teacher(s) but should never exceed the maximum number of pupils to teachers detailed above.	For each session	Detailed in terms and conditions of hire
		Swimming Lesson Manager	All swimming teachers' minimum ASA Level 2 Swim Teachers Qualification and also hold a valid National Pool Lifeguard Qualification.	At all times.	As Detailed in terms and conditions of hire
		Swimming Lesson Manager	Swimming teachers trained and competent on the Centre's Safety Operating Procedures	During induction	Personnel file
Injury through Diving during lessons	Colleagues Customers School Teachers School Children	Swimming Teacher	Must not teach diving if not sufficiently qualified or not competent to do so	During any session	Qualifications and training records found in personnel file
		Swimming Teacher	Diving must only be taught when the pool rules allow it and where the depth is sufficient to dive safely	At all times	Pool rules and signage

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Safeguarding Issues	Colleagues Customers School Teachers School Children	Swimming Lesson Manager	Designated school changing areas supplied.	For each session	Pool Balcony and Board Room for schools starting their class. Wet changing village used by schools after the lesson
		Swimming Lesson Manager	School Teachers to remain present on the poolside and supervise the children at all times.	For each session	In accordance with terms and conditions of hire
		Swimming Lesson Manager	Everyone Active Swimming Teachers are in uniform and clearly identifiable.	For each session	On poolside
		Swimming Lesson Manager	Ensures that all swimming teachers will teach from the poolside at all times.	For each session	Detailed in terms and conditions of hire
		Swimming Lesson Manager	All Everyone Active Swimming Teachers must be DBS checked as part of the recruitment process/ on boarding process.	Prior to employment	Recorded in individual training file
		Swimming Lesson Manager	All Everyone Active Swimming Teachers to have completed Safeguarding training during their induction	During induction to company	Absorb online training
		Swimming Lesson Manager	All Everyone Active Swimming Teachers to have completed external safeguarding training within their first 6 months of employment.	Within first 6 months of employment	Personnel files
Slip, Trips and Falls	Colleagues Customers School Teachers School Children	Swimming Teacher	Ensures Equipment stored correctly throughout the swimming lesson.	For each session	On poolside
		Swimming Teacher	Equipment brought out at the beginning of classes by swimming teacher and put away according to the standard required.	For each session	According to store plan

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Swimming lesson participants injury due to unsafe lesson equipment	Colleagues Customers School Teachers School Children	Swimming Lesson Manager	Centre staff regularly check equipment to ensure fit for use	Before issuing equipment	In situ
Transmission and cross contamination of Covid-19 leading to health Issues from School Swimming	Colleagues Customers School Teachers School Children	General Manager	Maximum occupancy for the pool (and swimming lessons) reduced and set based on Swim England's guidance for Swimming Lessons with mixed ability swimmers. This is currently set at 6m2 per bather.	MRM	MRM
		General Manager	Maximum occupancy of the pool hall reduced and set based on the government guidance for ventilation which an area of 100ft2 per person (To include all personnel in these areas)	MRM	MRM
		General Manager	Capacity for School Swimming lessons to be set to the lowest of the above 2 control measures.	Before lessons	Class management system
		Swimming Lesson Manager	School to be asked not to arrive more than 20 minutes prior to their lesson beginning to avoid overcrowding at site.	Prior to arrival	Booking confirmation
		General Manager	Signage display to encourage regular hand washing and good hand washing technique	At all times	Throughout centre and toilets areas
		General Manager	Hand sanitiser stations to be placed at the entrance and exit to the centre and children able to use these before entering and exiting.	In place already (or if specific to lessons before lesson programme commences)	Entrances and Exits to the centre
		General Manager	Poolside cleaning schedule updated to include areas where school children/teachers may come onto poolside with footwear on. An entrance mat should be placed at the entry point to eliminate debris from outside	Between sessions	Cleaning schedule
		Swimming Lesson Manager	Swimming Teachers to be re inducted in Everyone Active guidance prior to delivering lessons	During lessons	In situ



The Everyone Active Management System (TEAMS)

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