

APPENDIX 4 - EXEMPLAR PRIMARY SCHOOL SWIMMING RISK ASSESSMENT

VAGRA Venue / Activity / Group specific Risk Assessment

Visit details:

Carried out by:

Date:

ISSUE List significant hazards which may result in serious harm or affect several people, who affected, likelihood.	HOW TO MANAGE IT What procedures will we have (control measures)				
			Parents	Staff	Pupils
* School Car Park	N/A			x	x
* Bus Positioning	Children only to board if the bus is correctly positioned on the correct side of the road.			x	x
* Boarding Bus / Vehicle	Line up. Count on. Supervise to make sure children safely board the bus / vehicle – steps etc., Staff to allocate children / staff seating – emergency exits.			x	
Vehicle Safety	Make sure children are aware of the emergency exits. Seat belts to be worn if fitted. Appropriate behaviour. Children sit and don't move around until the vehicle has stopped. Vehicle breakdown – children must stand on the pavement			x	x
Getting on / off	Member of staff leave vehicle – lead children. Member of staff supervises children off the bus. All children to remain in place until group ready to progress. Count on and off.			x	
Medical information <i>Please include relevant details of any medical issues a child may have that may affect their participation on the trip. As well as medication needed, list any other factors that may affect children outside of school.</i>	<u>Allergies</u>	<u>Asthma / other</u>		x	

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<i>The activity should only take place if the 'Residual Risk' following implementation of control measures is deemed to be acceptable.</i>				
Appropriate dress	<p>Staff need to wear clothing that is suitable for pool rescue if necessary.</p> <p>Staff required to enter the pool must wear a swimming costume/shorts and have a tshirt on over the top of these items</p> <p>Children need suitable swim wear (trunks, one piece costume)</p> <p>Jewellery must be removed before children swim</p> <p>Hair tied back including fringes</p>		x	x
Hygiene	<p>Staff must take a change of footwear to the pool or need to wear blue overshoes</p> <p>Children with open cuts are advised not to swim and with chest infections</p> <p>Children should be clear of sickness and diarrhoea for at least 7 days</p> <p>Teachers to ensure all children shower before entering and exiting the pool (especially face, hands and feet)</p>		x	x
Members of the general public	<p>Departing the bus - children stay in a single line and are made aware of stranger danger in class and are told to report to a teacher. One member of staff at the front and one member of staff at the back. Teachers will intervene if a child is approached by a stranger.</p> <p>Swimming baths- general use starts at 12 o'clock, children will be changed and out of the changing areas beforehand.</p>		x	x
Lost Child	Children to follow instructions		x	x

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	Itinerary discussed with staff and children Briefing given to staff and children if separated from the group Head counts by the teacher on arrival and departure			
Evacuation /incident arise	On arrival the number of boys and girls /staff are given to the centre		x	x
Changing areas	Single sex changing areas – male and female staff to supervise the same gender Cubicles used to support SEND children Children have 5 mins to change on entrance (stop watch available) Children have 10 mins to change on exit of the pool (stop watch available) After changing children are to put their clothing on the benches according to their year group signs on the wall. No items to be left lying on the floor (staff need to check)		x	x
Slips, trips and falls in the swimming baths	Children briefed not to run wet/dry areas. Children walk on the slip resistant surfaces where possible.		x	x
Staffing	Four staff must travel on the bus as a minimum requirement to and from the pool Teaching Assistants to support School Staff (1 per staff member) See Operating procedures for key areas that require staff. Helpers or parents at no point should be left in charge of the class whilst children are in the water. Helpers (DBS checked) if required may enter the water to support children.		x	x

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	The swimming instructor/teacher must stay on the pool side at all times in view and take control of their class. If a teacher needs to go in to the pool a teacher needs to be present or if they need to leave the poolside a teacher with QTS needs to take charge of the class (if ratio is to high then the class need to exit the pool and sit on the side).			
Swimming teaching children ratios	1:20 Poolside Swimming Instructor (Level 2) 1:12 Teacher with QTS 1:12 Level 2 Swimming in Primary School		x	x
Behaviour in /out of the pool	Parent helpers to support with the smooth transition of school children entering and exiting the bus and again at the baths. They must not enter the changing areas, toilets at any time. Follow whole school behaviour policy as normal in the pool. Avoid taking children out the pool as much as possible unless they are violent towards other children and are a risk to themselves		x	x
Toileting/ Gender issues	Female staff to take the girls Male staff to take the boys Staff must wait outside the toilets and never let the child go alone		x	x
Drowning/Injuries	Children to understand the meaning of whistle blasts: 3 blasts – Emergency situation 2 blasts- communication between staff/instructors 1 long whistle blast – clear the pool		x	x

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<p>Friction injuries caused by shoot/slide</p> <p>Injuries or illness caused by the pool chemicals</p> <p>Lacerations caused by defective flooring or other objects on floors /within the pool</p> <p>Injuries caused by failure of equipment</p>	<p>Teacher requires a rescue – raise arm, give two whistle blasts and make eye contact with the lifeguard. Pupils then need to be removed from the water quickly and safely</p> <p>Qualified Lifeguards present and first aid trained. First Aid kit available and lifesaving kit.</p> <p>Who rescues- Lifeguard Who supervises the group – the teacher leading the lesson is responsible for their own small group. If the pool instructor is rescuing then the teaching assistant needs to supervise. Who initiates further support – School business manager/staff</p> <p>Briefings issued to all participants about Health and Safety rules/signs and expectations</p> <p>Site risk assessment carried out on a regular basis</p> <p>Pool equipment checks carried out on a regular basis</p> <p>All incidents/accidents reported to pool staff members and then recorded in the accident book</p>			
<p>Smoking</p>	<p>Outside the swimming baths an around the corner ONLY and not within site of school children. This should only be necessary if you are teaching on poolside all morning.</p>		x	x
<p>Equipment</p>	<p>Check with lifeguard as to the suitability of equipment</p>		x	x

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Large floats	Do not let children stand on them, swim underneath, dive of , stack floats, jump on to the floats from poolside			
Fire	<p>Alarm will be raised.</p> <p>Children to be removed from the water safely and quickly. Sit children on the poolside until the situation has been further investigated and wait for instructions.</p> <p>Life guard will issue thermal blankets and escort children to the designated assembly point which is in the car park.</p> <p>A head count must then be performed.</p> <p>Nobody can enter the building until the duty manager says its ok to do so.</p> <p>If it's a false alarm the message will be announced by a School staff member</p>		x	x