

Venue: Active Luton Swimming Pools	Date: Sept 2020	Review Date: Sept 2021
Risk Assessment: School Swimming		

List significant hazards	List groups of people who are at risk from the significant hazards identified	List existing control measures or note where the information may be found List risks which are not adequately controlled on the risk reduction plan
Risk: People (Pupils/ Performers; Staff)		
Unauthorised or unsupervised access to pool	Staff Pupils	<ul style="list-style-type: none"> ▪ All Swimming Teachers and lifeguards must arrive on poolside with sufficient time to prepare for the lesson and collect group from designated meeting point ▪ School Staff must supervise children in the changing areas and wait at the designated meeting point for children to be collected and returned by the swimming teacher ▪ Safety instructions issued to schools in advance of lessons detailing procedure for entry to poolside ▪ School Staff to inform children that they are not to enter poolside until instructed to do so by a member of staff ▪ Non-participating children must be supervised by school staff
Children who have additional Medical / Health Conditions	Staff Pupils	<ul style="list-style-type: none"> ▪ Schools swimming times and information sheet for each school completed in advance of swimming lessons which provides space for schools to record any relevant information. ▪ School Staff must notify the swimming teachers of any relevant medical conditions at the beginning of a block of lessons ▪ Swimming teachers to record any relevant first aid information onto the register ▪ Swimming teachers to notify the lifeguard on duty of any children requiring special attention

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Children who have additional needs	Staff Pupils	<ul style="list-style-type: none"> ▪ School Staff must notify the swimming teachers of any relevant disabilities and special requirements at the beginning of each block/lesson ▪ Swimming teachers to notify the lifeguard on duty of any children requiring special attention ▪ All swimming Teachers attend CPD training covering integrating pupils with disabilities and learning difficulties into mainstream lessons ▪ Individual risk assessments undertaken for any child with a severe disability ▪ 1:1 support to be provided from carer/TA if deemed necessary
Pupil getting into difficulty/near drowning incidents	Staff Pupils	<ul style="list-style-type: none"> ▪ Maximum pupil to teacher ratios observed as set out in ASA, ISTC, ISRM, RLSS joint publication 'Safe Supervision' <ul style="list-style-type: none"> ○ Non-swimmers and beginners 12:1 (with extra adult supervision this can be more) ○ Improving swimmers 20:1 ○ Mixed ability groups 20:1 ○ Swimmers with disabilities 8:1 (with appropriate number of helpers this can be more) ▪ All swimming teachers appropriately qualified and attend regular CPD training ▪ Only recognised teaching practices that are age and ability appropriate are used when teaching the lessons ▪ Range of rescue aids available on poolside ▪ Qualified lifeguards on duty dedicated to the school swimming sessions or in certain instances the teacher may provide the lifeguard cover ▪ All staff trained in emergency procedures, and school staff briefed on what to do should an alarm go off. ▪ Children made aware of the depth of pool and where applicable the depth adjusted and set to the ability of the group. ▪ Where it is deemed necessary areas of deep water may be roped off ▪ Only structured activity takes place within the lesson, pupils are not allowed 'free play' within the pool. ▪ Schools and staff are made aware of following the Pool Safe Operating Procedures for the individual pool

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Risk: Context (Facility; Procedures/routines; Equipment; Transport)		
Damaged or faulty equipment	Staff Pupils	<ul style="list-style-type: none"> ▪ All equipment is checked before use by swimming teachers ▪ Swimming teachers to check that flotation aids are the correct size for the user ▪ Any faulty equipment is disposed of or isolated in the quarantine store and recorded as per the Active Luton procedure ▪ Teaching equipment is only used for lessons ▪ Equipment is only to be used for the purpose for which it is intended
First Aid Incidents	Staff Pupils	<ul style="list-style-type: none"> ▪ All swimming teachers and lifeguards are first aid qualified and attend competency training as per Active Luton’s training policy ▪ School Staff must notify the swimming teacher/Duty Manager of any accidents or incidents that occur whilst in the Centre changing/communal areas ▪ Active Luton staff to complete an Accident Reporting form in line with the Active Luton procedure for reporting accidents ▪ School Staff to complete Accident Recording form for Schools if they wish to retain their own record of the accident ▪ Any accidents reportable under RIDDOR must be reported by the Centre

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Wearing of jewellery causing personal injury or equipment damage	Staff Pupils	<ul style="list-style-type: none"> ▪ Swimming teachers to remove all jewellery apart from wedding rings and stud earrings ▪ School staff to ensure pupils are told of the policy regarding the wearing of jewellery for swimming before their lessons begin ▪ Pupils to remove or make safe all jewellery in line with school's policy before they enter the water. ▪ School staff and swimming teachers to enforce this at all times.
Use of Goggles	Pupils	<ul style="list-style-type: none"> ▪ Where there is a need for pupils to wear goggles, they will be taught to remove goggles by slipping them off the head and not by stretching the retaining band as wet plastic is slippery and may cause injury to the eye area. ▪ The teacher responsible for the group should have the prerogative to require any student to remove their goggles for reasons of safety if they are constantly adjusting, removing and replacing them. The teacher is not responsible for fitting or adjusting a student's goggles. Where a student does wear goggles, they need to be able to carry out the task of fitting them independently.
Child protection/safeguarding issues	Staff Pupils	<ul style="list-style-type: none"> ▪ All school staff/swimming teachers have DBS clearance ▪ All swimming teachers have attended child protection and safeguarding training ▪ All swimming teachers are aware of Active Luton's Safeguarding policy and who the welfare officers are ▪ School are notified in advance of where public have access to the facilities ▪ Changing arrangements ensure pupils are not changing with the public

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Risk: Organisation (Class organisation, Teaching Style; Preparation; Progression; Emergency Action)		
Pupils in mixed ability groups	Staff Pupils	<ul style="list-style-type: none"> ▪ Children are assessed during the first lesson to ensure they are placed in the most appropriate teaching group based on ability ▪ Registers kept detailing which child is in which group and with which teacher ▪ Continuous monitoring by the swimming teacher during lessons to ensure pupils are in the correct group and pupils moved accordingly or activities are differentiated if required ▪ Assessments are conducted at the end of each block of swimming to monitor progress, inform future planning and move pupils into a different group if appropriate.
Disorderly or boisterous pupil behaviour causing personal injury and/or drowning	Staff Pupils	<ul style="list-style-type: none"> ▪ All swimming teachers trained in class management as part of their ASA Full teachers qualification ▪ School Staff to support the swimming teacher to ensure the safe, appropriate and responsible behaviour of pupils at all times during their swimming lessons ▪ If a swimming teacher/member of school staff deems the behaviour of an individual child is endangering the safety of others, as a last resort, the child concerned will be asked to leave the pool

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Teaching of jumping – risk of impact with pool bottom or sides	Staff Pupils	<ul style="list-style-type: none"> ▪ Jumping may only be taught by someone with an appropriate qualification and experience ▪ Initially jumping entries should be taught from a crouching position and pupils should be taught how to land correctly with the importance of bending the knees on impact being stressed and using the arms to lessen the impact and for retaining balance ▪ Appropriate depth of water (these apply to simple feet first entries and not for jumps which require the person to gain addition height from the pool surround): <ul style="list-style-type: none"> ○ Those in the early stages of learning to swim and normally aged between 4-8 years should only be taught to jump in a minimum depth of 1m ○ Those who are confident in deeper water (1-1.5m) and normally aged between 8-12 years or adults learning to swim should be taught to jump in water of at least chest depth ○ Those who are confident in water out of their depth and those above the age of 12 should be taught to jump in a minimum depth of 1.5m ▪ Jumping should not be taught from a freeboard with a height exceeding 0.38m
Incorrect or poor teaching techniques	Staff Pupils	<ul style="list-style-type: none"> ▪ Only appropriately qualified staff (swimming teachers and school staff) to teach swimming ▪ All swimming teachers hold the ASA Full Teacher qualification (or equivalent) and attend continuing professional development (CPD) training ▪ All school staff to have completed ASA National Curriculum training Programme Module 1 for teachers (or equivalent)

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Risk: Spread of Covid 19		
Spread through person to person proximity		<ul style="list-style-type: none"> • All teachers to have completed NRASTC Covid 19 Update training • Schools to provide hand sanitiser on exit from their transport and before entering the facility. • Signed one way systems to, from and around the pool will be directed by centre staff • Schools to minimised queuing in entrance ways by filtering directly through to appropriate changing area. (if signing in is required, one member of school staff should do this whilst the children continue to the changing area) • Schools will be treated as a bubble and teachers will need to actively facilitate social distancing of the school bubble from other centre users (public access is currently minimised) • Changing rooms have air handling fresh air intake and meet HSE Covid ventilation guidelines • Public have very minimal access in the day to areas that schools are using • Schools will only enter pool side when directed to do so by centre staff • Teachers to stay in one pool teaching area whenever possible to avoid possible cross contamination from one lane to another • Teachers to maintain social distancing from teaching group • Luton Borough Council have inspected our Covid modifications and controls and certified us to reopen
Spread through equipment/surfaces contact		<ul style="list-style-type: none"> • Changing area touch points will be cleaned between schools usage • Equipment will be either dipped into chlorinated water or drenched in pool water whilst on the pool side after each class • Swimmers advised to arrive pool ready (Lea Manor pool only) • Children to adjust goggles, hats, arm bands themselves no hands on from swimming teachers or assistants • Use of poolside for entry and exit into water rather than steps