**Risk Assessment for Swimtime Swimming Lessons**

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| **Franchise:** |  | **Describe Activity:** | **The teaching of swimming lessons within the swimming pool area,** |
| **Franchisee Name:** |  | **Number of people:** |  |
| **Venue/Facility Name:**  **Location:** |  | **People at Risk:** | **Parent & Babies up to 3yrs.**  **Children from 3yrs plus**  **Adults**  **SEND Children, Young people & Adults**  **Teachers** |
| **Safety Officer:**  **Name:** |  | **Is this an acceptable Risk?** | **YES** |
| **Assessment Date:** |  | **Location of Activity:** | **Swimming Pool** |
| **Review Date:**  **\*12 Months for Issue Date.** |  |  |  |
| **Franchisee Signature:**  **Date:** |  | | |

\*(Subject to monitoring and legislative changes)

| ASSESSMENT DETAILS: | | | | | | | |
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| **HAZARD**  **CATEGORY** | **HAZARD DESCRIPTION** | **PERSONS AT RISK** | **RISK EVALUATION** | **HOW IS PERSON AT RISK** | **CONTROL MEASURES**  **(ALL CURRENT CONTROL/PREVENTATIVE MEASURES)** | **FINAL RISK EVALUATION** | **ADDITIONAL ACTION DETAILS**  **(IF APPLICABLE)** |
| **PEOPLE** | Collision of bathers in the session. | All participants in Swimming lessons. | L | Injury to the child. | The swimming teacher responsible for the session must ensure they do not exceed the maximum number of participants in line with venue NOP. | L |  |
| Child needing to go to the toilet. | All participants in Swimming lessons. | L | Possible injury to child whilst unattended. Possible missing child. | All parents are advised to take their children to the toilet prior to their lesson. A child may be released to go to the toilet during their lesson if necessary. Should a child not return within a reasonable length of time the Swimtime Missing Child Policy would be invoked. | L |  |
| Parent leaving the child and vacating the building during their swimming lesson. | All participants in Swimming lessons. | L | Child being distressed. | Swimtime Terms & Conditions and registration documents state that the parent must remain on site for the duration of the swimming lesson and must comply with the handover arrangements documented. | L |  |
| Children arriving prior to the swimming teacher for lessons. | All participants in Swimming lessons. | L | Child being distressed. | All parents should wait with their child and hand over to the swimming teacher in accordance with the Swimtime Terms & Conditions and registration documents. | L |  |
| **PEOPLE CONT:**    **PEOPLE CONT:** | A participant remaining in the pool after the swimming lesson has finished. | All participants in Swimming lessons. | L | Possible drowning. | It is the swimming teacher’s responsibility to make sure that all participants have exited the pool and that all children have been handed over to their parents. Pool rules are clearly displayed and are to be adhered to at all times. | L |  |
| Children not participating in lessons and on poolside area. | All participants in Swimming lessons and public. | L | Possible injury, near miss, drowning. | All parent/guardian are informed of the venues policy and allocated areas for spectators. Parents and Guardians responsible for the supervision of all children in their care not in the swimming lesson. Venue staff informed. | L |  |
| People under the influence of alcohol/drugs. | All participants in Swimming lessons. | L | Possible harm, injury, near miss or drowning to the person concerned or anyone in close contact. | Swimming teachers will notify venue staff as soon as possible of anyone who appears to be under the influence of drugs or alcohol. | L |  |
| Parents interfering with the teaching of the lesson. | All participants in Swimming lessons. | L | Children in lessons may be distracted and not pay attention to the swimming teacher. Possible drowning. | Parents are given clear guidelines upon registration as to pool rules and etiquette. They are encouraged to leave the poolside during the lesson in order to minimise possible distractions. | L |  |
| Weak adult swimmers in the swimming pool entering the teacher area. | All participants in Swimming lessons. | L | Possible injury, near miss or drowning. | The teaching area may have a lane rope.  Swimmers due to have lessons at other times are not permitted to enter the lane whilst another lesson is in progress. | L |  |
| Pupil behaving in an unruly manner. | All participants in Swimming lessons. | L | Injury, near miss or drowning. | At the first sign of a pupil not following safety instructions the teacher will follow all best practice guidelines to prevent an incident and a parent will be summoned to remove the child if necessary. | L |  |
| Unaccompanied non-swimmers in arm bands may drift into the teaching lane. | Pupils in lessons. Any unaccompanied child swimmer. | L | Possible injury, near miss or drowning. | The teaching area is divided from the rest of the pool by a lane rope. Swimming teachers will report any lone child swimmers to venue staff as soon as possible. | L |  |
| Boisterous people creating unreasonable amounts of splashing and waves. | Nervous pupils, other pool users who may be nervous, elderly or very young. | L | Possible anxiety or panic caused to other swimmers. | Swimming teachers will report any boisterous individuals to venue staff as soon as possible. | L |  |
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| **GENERAL & PUBLIC HEALTH**  **GENERAL & PUBLIC HEALTH CONT.**  **GENERAL & PUBLIC HEALTH CONT.** | Virus contamination | All pool users | **L** | Contamination through poor hygiene | Encourage good hygiene protocols, no entry to any participants that are unwell, sanitise equipment, care of self and others. | **L** |  |
| Blood in the pool. | All pool users. | L | Possible illness through contamination in the pool. | Please refer to the guidelines documented in PAS 81:2011 REF:7.1.6 or  PWTAG Guidance. | L |  |
| People with un-known medical conditions in the lessons. | All participants in Swimming lessons. | L | Possible near miss or drowning. First aid requirement. | All swimmers will have completed a pre-exercise medical questionnaire prior to commencing lessons. Copies will be held securely on Swimcloud (Franscape) software.  Known medical conditions will be highlighted to venue staff (if applicable) and will be recorded on the Swimcloud (Franscape) software and the class register. There also needs to be verbal communication between parents and the swimming teacher to advise them of any recent changes in their child’s health, in accordance with the Medical Form. | L |  |
| Child vomits in the pool. | All pool users. | L | Possible contamination in the pool. | Please refer to the guidelines documented in PAS 81:2011 REF:7.1.6 or  PWTAG data sheet. | L |  |
| People with unknown allergies in the lessons. | All participants in Swimming lessons. | L | Possible illness or reaction. | All pupils will have completed a pre-exercise medical questionnaire which includes disclosure of allergies. Copies will be held securely on Swimcloud (Franscape) software.  Known allergies will be highlighted to venue staff (if applicable) and will be recorded on the poolside register. There also needs to be verbal communication between parents and the swimming teacher to advise them of any recent changes in their child’s health. | L |  |
| Pupil feeing unwell during a lesson. | Unwell pupil. | L | Possible injury to pupil near miss or drowning. | If a pupil makes it known to the teacher that they feel unwell the teacher will remove the pupil from the water immediately and call for parent to attend to their child. If the teacher suspects that a pupil is unwell, they will follow the same action.  If an incident has occurred i.e., vomiting – the EAP will be activated. As per guidance. | L |  |
| Swimming Teacher feeling unwell during a lesson. | All participants in Swimming lessons and teacher. | L | Injury or near miss to  swimming teacher and pupils | Teacher will cancel lesson and ensure children are collected by parents before leaving poolside. The teacher will then inform the respective Swimtime office, and they will arrange to cancel the rest of the session by contacting pupils in subsequent classes. The teacher will advise the venue reception that the remaining lessons have been cancelled. | L |  |
| Swimming Instructor feeling drowsy from being in the pool environment for long periods. | All participants in Swimming lessons and teacher. | L | Teacher could collapse from dehydration. | Teachers know of the risks of dehydration when on poolside and make sure that they are hydrated whilst teaching. Teacher may need to take a short break between lessons ensuring all pupils are in the care of their parents whilst doing so. | L |  |
| Loss of concentration by swimming teacher due to fatigue. | All participants in Swimming lessons and teacher. | L | Injury, near miss or drowning. | Teachers know of the risks of fatigue when on poolside and make sure that they are hydrated and alert whilst teaching. Teacher may need to take a short break between lessons ensuring all pupils are in the care of their parents whilst doing so. | L |  |
| Pool users in poor health. | All pool users. | L | Possible injury or drowning to the person in poor health or other pool users if they try to assist. | Swimming teachers will notify venue staff as soon as possible of any bather who appears to be in poor health. | L |  |
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| **ACTIVITY / EQUIPMENT** | Babies, Tots, Parents, Adults, and all swimmers in the SEND category. | All participants in Swimming lessons, teacher, and assistants. | **L** | Injury through omission or commission due to lack of knowledge from unqualified persons. | Swimtime will ensure that any swimming teacher has the appropriate qualifications before teaching anyone that falls into specialised categories. Swimtime will also ensure that the swimming teacher has been given specific individual information in relation to any swimmer within their class prior to any lesson taking place. Parents/assistants within the water will be assessed and taught in relation to specialised session being delivered. | **L** |  |
| Pupil suffering an allergic reaction to swimming equipment. | All participants in Swimming lessons. | **L** | Possible injury or ill-effect caused to pupil. | All pupils will have completed a pre-exercise medical questionnaire which includes disclosure of allergies. Information is held securely and accessible in an emergency on the Swimcloud (Franscape) Software.  There also needs to be verbal communication between parents and the swimming teacher to advise them of any recent changes in their child’s health.  All swimming equipment in use, whether owned by the venue or Swimtime conforms to British Standards BS EN 13138-1/ BS EN 13138-2/ BS EN 13138-3. | **L** |  |
| Injury caused by swimming equipment. | All participants in Swimming lessons, teacher, and assistants. | **L** | Possible injury to pupil and/or swimming teacher. | Swimtime swim school provides British standard approved swimming aids and equipment. Swimming teachers check that any equipment required for the swimming lessons they are teaching is fit for purpose before each lesson takes place. This is in line with the NOP.  The standards for equipment are BS EN 13138-1/ BS EN 13138-2/ BS EN 13138-3  Swimming goggles may be provided by pupils themselves conforming to BS588:1996. | **L** |  |
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| **TEACHER /SWIMMER** | Teacher not having appropriate qualifications to teach relevant levels. | All participants in Swimming lessons, teacher, assistant. | **L** | Injury through omission or commission due to lack of knowledge from unqualified person/s. | Swimtime will ensure that any swimming teacher has the appropriate qualifications and compliance documents before commencing teaching.  L2 teaching Qualification, Lifesaving, Insurance, DBS & safeguarding Qualification. | **L** |  |
| Swimming teacher being distracted by bystanders/administrative duties/stowage of equipment. | All participants in Swimming lessons, teacher, assistants. | **L** | Injury, near miss or drowning. | Teachers follow all safe systems of work for swimming lessons in accordance with Swimtime & the venue specific NOP. Ongoing Best Practice followed at all times. | **L** |  |
| Child not on register takes part in lesson. | All participants in Swimming lessons. | **L** | Possible near miss, drowning or overcrowding in lesson. | The swimming teacher must take the register ensuring that only children on the class list take part in the lesson. Swimtime will always highlight any additions or changes to the register to the swimming teacher and the venue. Any changes will also be shown on the Swimcloud (Franscape) software which is accessible to the swimming teacher and the venue staff (where applicable). | **L** |  |
| **TEACHER / SWIMMER CONT.** | Swimming Teachers being under the impression that the pool is lifeguarded. | All participants in swimming lessons. | **L** | Injury, near miss or drowning. | The pool area is clearly signed that there is no lifeguard.  All swimming teachers will be advised at teacher induction that this pool does not have a lifeguard; they are responsible for the children in their lesson and no other bathers in the pool.  Retaining a lifesaving qualification for Swimming teachers. | **L** |  |
|  | Pupils unfamiliar with surroundings if fire alarm is triggered. | All participants in swimming lessons. | **L** | Possible panic and disorientation. Failure to exit building safely and meet at designated assembly point. | All swimming teachers are familiar with and trained to carry out EAP.  Teachers will include fire alarm procedures in safety instructions to their classes at the start of each course. Parents will be given site specific fire alarm and evacuation procedures in case of emergency. | **L** |  |
|  | Pupils/learners known swimming ability – pre-assessment. | All participants in Swimming lessons. | **L** | Potential harm, injury, near miss. | All new pupils/learners will be assessed and allocated the appropriate class level in relation to their present ability level. | **L** |  |

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| **FACILITY HAZARDS** | Delay in pressing pool alarm to summon support. | All participants in Swimming lessons. | **L** | Harm from poor response time, possible near miss, drowning or poorer chance of revival. | All swimming teachers to be made aware of the location of the alarm on poolside as part of teacher induction. As indicated on the pool layout plans. | **L** |  |
| On-duty lifeguard not hearing the pool alarm. | All participants in Swimming lessons. | **L** | Harm to pupil due to delayed treatment. | Venue specific NOP & EAP implemented as per their pool responder requirements. | **L** |  |
| Slips and trips. | All participants in Swimming lessons, teacher, assistants, parents. | **L** | Possible injury caused by tripping over swimming lesson equipment or slipping on wet poolside floor. | All swimming equipment is kept in storage containers before and after use and is kept in a secure room away from poolside when not in use. Swimming teachers ensure their pool space is tidy and have access to the equipment to squeegee the pool side where the lesson takes place.  All swimming teachers wear non-slip footwear.  Check appropriate signage is in place. | **L** |  |
| **FACILITY HAZARDS CONT.** | Pool Inlets/Outlets. | All participants in Swimming lessons. | **L** | Possibility of hair or fingers getting caught or scraped. | The swimming teacher to ensure that any games where toys could land in these areas or the use of dive sticks etc. should be positioned elsewhere in the pool. | **L** |  |
| Steps to access the pool. | All participants in Swimming lessons. | **L** | Participants could get caught between the steps and the pool wall resulting in injury or possible drowning. | Participants are taught the correct way to use the steps in order to prevent injury. All new teachers will be made aware of this hazard at their teacher induction. | **L** |  |
| Glass doors to the steam room and sauna open onto wet floor at the entrance to the changing rooms. | All participants in Swimming lessons, parents, assistants, and teacher. | **L** | Glass doors to the steam room and sauna open onto wet floor at the entrance to the changing rooms. | Ask for a sign to be put up inside the steam room and sauna asking users to take care when opening the door. | **L** |  |
| Light reflection from the windows on the surface of the water may prevent a clear view under the water. | All participants in Swimming lessons, assistants, and teacher. | **L** | Near Miss or Possible drowning due to swimmer not being easily seen by the swimming teacher. | Swimming teachers to change their position and consider different activities where necessary during the session so that pupils are visible to them at all times. All teachers will be made aware of this hazard at their teacher induction. | **L** |  |
| **FACILITY HAZARDS CONT.** | Pool water cloudy and cold with temperature lower than 28 degrees. | All participants in Swimming lessons, assistants, and teacher. | **L** | Possible skin damage and hypothermia from exposure to cold water. | The venue Staff have procedures in place to maintain the swimming pool in accordance with all Health and Safety regulations and PAS81:2011 section 12, which states “*The recommended temperatures at which the swimming pool water should be maintained are at least 30 °C for the teaching of pre-school children and those with disabilities, and at least 28 °C in other cases for teaching swimming.”*  Swimming teachers also check pool clarity and temperature before the start of each lesson in accordance with Swimtime Health and Safety procedures. The swimming teacher will stop the lesson and remove child pupils from the water if the temperature drops below 28 degrees.  PWTAG Data sheet available for reference. | **L** |  |
|  | Dirt brought onto poolside from outdoor shoes. | All pool users. | **L** | Possible infection to pool users from bacteria. | The venue has signs in place advising all users to either remove their footwear or use the blue shoe covers provided. Parents will also be notified upon registration about this rule. All swimming teachers wear suitable footwear in line with NOP. | **L** |  |
|  | Lane rope not in place before lesson or comes loose during a lesson. | All pool patrons. | **L** | Possible injury to swimmer in the lesson or other pool user. | The procedure to secure the lane rope is detailed in the NOP.  Incident reporting procedure will be followed if the lane rope becomes loose.  The use of suction attachment instructions to be followed. | **L** |  |

**Swimming Teacher declaration**: I have read and understood this risk assessment and will follow all the recommendations

Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_