

**DERBYSHIRE COUNTY COUNCIL  
MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS  
CHILDREN & YOUNGER ADULTS (CAYA)**

APPENDIX 6




(Only to be used if participating in the DCC School Swimming Programme)

**HEALTH & SAFETY RISK ASSESSMENT FOR: DCC School Swimming Programme Lessons**


**PART 1 : ADMINISTRATIVE DETAILS**

**Section/Establishment Name:** Charlesworth VC Primary School

<b>Date of Assessment</b>	03.05.18	<b>Date of Issue</b>	03.05.18
<b>Assessment carried out by</b>	Neil Flint	<b>Signature</b>	

Reviews				
Review Date	Reviewed by	Date	Changes Made	
			Y	N
21.09.20	Neil Flint			✓

**Affected persons:** Young People/Clients  Staff  Visitors  Contractor  Others (specify)

<b>Name of Manager confirming and agreeing Assessment:</b>	Neil Flint
<b>Signature:</b>	

The following sections should be completed by all staff who need to be made aware of and abide by the findings of the Risk Assessment. NB: If, as a result of a review, changes are made to the Risk Assessment the relevant box on the attached page should be completed as appropriate by the staff concerned.

## RISK ASSESSMENT

I confirm that I am aware of and understand the findings of the Risk Assessment and agree to ensure that I will work to the stated Control Measures and bring to the attention of Management any deficiencies in the findings of the Assessment.

Print Name	Signature	Date	Print Name	Signature	Date
B Howard					
K Barton					
J Streeter					
R Horner					
E Hampson					
H James					
C Brennan					
J Rayson					
J Davies					
M Medeley					
K Collier					
S Woodworth	<i>Absent due to ill health</i>				
C Kinnersley					
P. Denton	<i>Absent due to ill health</i>				

## RISK ASSESSMENT

What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<b>People</b> ➤ <b>Inappropriately trained and / or unqualified staff</b> ➤ <b>Multiple risk to pupils</b>	The Headteacher will ensure that there are sufficient competent adults to fulfil all the roles in the current DCC Safe Practice in School Swimming Guidance taking into account group size, group makeup and the facility used.	✓	Head SMT	➤ Teacher must have a copy of the Safe Practice Guidance with the Swimming Register ➤ Teachers do not directly supervise teaching or take responsibility for a group		
	The Headteacher ensures that all school staff delivering swimming are competent and appropriately qualified. This includes Adults Supporting Learning (ASL) acting as an adult in charge or with a teaching role at the pool.	N/A				
	It is recommended that where the school teacher has specific responsibility for a group of swimmers the teacher should hold an appropriate specialist qualification (refer to DCC Safe Practice in School Swimming Guidance 2015 for information on qualifications).	N/A				
	ASL in a teaching role must have been on the full ASA National Curriculum Training Programme).	N/A				
	A record is kept of all School swimming personnel and is updated termly, this should include any training and relevant qualifications.	N/A				
	All staff deployed to poolside are able to swim.	✓	Teacher			
	The Headteacher designates a member of staff to manage and monitor the school swimming programme, including pupils progress.	✓				
	All staff on poolside will be appropriately dressed so that they can fulfil the requirements of their role.	✓				
	Any safeguarding issues will be reported to the school safeguarding officer, School Swimming Manager and the pool manager.	✓				
	Separate detailed Risk Assessments are to be carried out for any SEN pupil who is deemed an additional risk within the travelling / swimming pool environment.	✓				

What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<b>People (cont.)</b> ➤ Inappropriate clothing, jewellery and behaviour	Appropriate swimwear will be worn by pupils in line with the DCC Safe Practice in School Swimming Guidance 2015.	✓	Teacher	➤		
	All jewellery will be removed for swimming (please see DCC Safe Practice in School Swimming Guidance 2015 for exceptions).	✓				
	Long hair will be tied back off the face or swimming hats will be worn.	✓				
	Goggles will only be allowed in exceptional circumstances (see DCC Safe Practice in School Swimming Guidance 2015).	✓				
	Any pupils behaving inappropriately will be removed from the activity.	✓				
<b>Equipment/Teaching area</b>	Changing rooms are appropriately supervised in line with the DCC Safe Practice in Schools Swimming Guidance 2015.	✓	Teacher Coach	➤ DCC Safe Practice should be kept with the swimming register for reference when needed.		
	Systems are in place to ensure pupils do not access poolside at the start or end of lessons unsupervised.	✓				
	Accompanying adults will report any obvious hazards to the duty pool staff immediately and stop the session until rectified if necessary.	✓				
	School staff and swimming teachers will be aware of the standard operation procedures and emergency procedures of the pool they use.	✓				
	School staff and swimming teachers will ensure that the bottom of the pool is visible before the children enter the water.	✓				

What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<b>Lesson</b>	<p>The Adult in Charge is designated as the lead person for Health &amp; Safety for each session.</p> <p>All staff involved in the delivery / supervision of swimming will be clear as to their role and their location at the pool / poolside.</p> <p>Each new group of pupils and accompanying staff will be given a Safety Talk by the pool swimming teachers.</p> <p>New pupils joining a group part way through a term will receive the safety talk before swimming.</p> <p>The school staff will remain in loco parentis at all times and will stop the swimming lesson if they are concerned as to the management and delivery of the lesson.</p> <p>Pupils will be registered and counted both before and after the lesson. Head counts will also take place during the lesson (e.g. when splitting groups).</p> <p>Ratios for the teaching of swimming will comply with the DCC Safe Practice in School Swimming Guidance 2015.</p> <p>Swimming teaching will not take place unless suitable lifeguard cover is on poolside.</p> <p>Lesson Plans are in place for each session to ensure progression in a structured and safe manner for each group.</p> <p>Pupils will obey all pool rules e.g. not run on poolside.</p> <p>Pupils will be restricted to areas of the pool appropriate to their ability. Those teaching swimming will need to be sure they are aware of this, through assessment as part of the first lesson.</p> <p>Sufficient safety patrol staff will be in place in line with the facilities Normal Operating Procedures and Emergency Action Plan.</p> <p>Diving will only take place as part of a structured lesson and in water of 1.8m depth or more</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Teacher Coach</p>	<p>➤</p>		

What are the hazards?	Generic Control Measures	✓ X	Person to implement	Additional Control measures needed to reduce risk to an acceptable level	Person to implement	Date to be actioned
<b>Lesson (cont.)</b>	Free play will not form part of any school swimming lesson. (Organised aquatic activities are acceptable e.g. mini-polo, fun team relays)	✓	Coach	➤		
	Where schools share their water space with the public there will be clear divisions (i.e. lane ropes).	✓				
<b>Warm up and Cool down</b>	A suitable warm up and cool down will be carried out at the start and end of the lesson.	✓	Coach	➤		