

# GENERAL RISK ASSESSMENT TEMPLATE – Swim School Lessons

|                  |               |                    |                       |                      |                 |              |                        |
|------------------|---------------|--------------------|-----------------------|----------------------|-----------------|--------------|------------------------|
| <b>LOCATION:</b> | Swimming Pool | <b>DEPARTMENT:</b> | Commercial Operations | <b>SERVICE AREA:</b> | Sport & Leisure | <b>TEAM:</b> | Nottingham Swim School |
|------------------|---------------|--------------------|-----------------------|----------------------|-----------------|--------------|------------------------|

|  |                                 |
|--|---------------------------------|
| <b>WHO IS AFFECTED BY THE RISKS?</b><br>(e.g. employees, members of the public, tenants, contractors, trainees etc.) | Public, Sport and Leisure Staff |
|--|---------------------------------|

|  |      |                         |            |
|--|------|-------------------------|------------|
| <b>HOW MANY ARE AFFECTED?</b> (e.g. one person, 2-5, 6- 10, 11-50, 51-100) | 1-12 | <b>ASSESSMENT DATE:</b> | 02/07/2020 |
|--|------|-------------------------|------------|

**Before completing this Risk Assessment template, Managers must understand the requirements identified within the Corporate Safety Manual - Safety Policy & Arrangements - 'Risk Assessment'**

| ACTIVITY / AREA OF ASSESSMENT | HAZARD/S | EXISTING CONTROL MEASURES | RISK RATING<br>SEVERITY (S) x LIKELIHOOD (L) | ADDITIONAL CONTROL MEASURES REQUIRED TO REDUCE THE RISK | ADDITIONAL ACTIONS ASSIGNED TO AND DATE TO BE COMPLETED |
|-------------------------------|----------|---------------------------|--|---|---|
|-------------------------------|----------|---------------------------|--|---|---|

See reverse side for explanation of risk assessment, activity / area of assessment, hazard, risk, control measures, severity, likelihood, risk rating.

| ACTIVITY / AREA OF ASSESSMENT | HAZARD/S | EXISTING CONTROL MEASURES | S | L | RR | ADDITIONAL CONTROL MEASURES REQUIRED TO REDUCE THE RISK | Name                      | Date               |
|-------------------------------|----------|---------------------------|---|---|----|---|---------------------------|--------------------|
|                               |          |                           | 2 | 1 | 2  |   | Swim School Co-ordinators | At time of booking |

|                     |  |  |   |   |   |  |  |   |
|---------------------|--|--|---|---|---|--|--|---|
| Swim School Lessons | Spread of Covid 19<br>Swimming lesson activities | <p>Swimming teachers will inform the participants where the swimmer area is and what is needed during the session in line with NGB recommendations.</p> <p>Swimming teachers will be responsible for managing the activities within the lesson. Ensuring that the participants are socially distanced and the activity meets the NGB recommendations<br/><a href="https://www.swimming.org/swimengland/pool-return-guidance-documents/">https://www.swimming.org/swimengland/pool-return-guidance-documents/</a></p> <p>The teachers priority is to ensure their participants are safe at all times and will follow the process set out in the EAP if needed.</p> <p>The teacher will set out the class aiming to maintain the correct space between each swimmer.</p> <p>Swimmers are set out in current NGB recommendation, meaning restricted class ratios within the teaching area. The Facility Manager will set the maximum number in each class, this must not be exceeded</p> <p>The teachers will maintain records through the session so parents/guardians can see progress. Supervision of the class must be maintained at all times</p> <p>The teacher should continue to supervise all of the participants at all times, being in an upright position and on the side of the pool. The teacher should not leave swimmers or turn their back to the class.</p> | 2 | 1 | 2 | <p>Staff should be up to date with correct teaching methods and activities set out from NGB</p> <p>Further communication to parents/guardians around changes to the swim school to raise awareness of changes</p>  | James Stannard<br><br>James Stannard                               | Before re-opening<br><br>Before re-opening  |
| Swim School Lessons | Spread of Covid 19<br>Equipment                  | <p>Equipment should be prepared and set out prior to the start of the class. Equipment to be disinfected to the recommended guidance by Swim England</p> <p>Swimmers should not share equipment.</p> <p>At the end of each class all equipment used should be disinfected in-line with Swim England recommendations to prepare for the next class.</p> <p>Handrails and other regular touch points that are not in the pool should be disinfected after each session</p> <p>When the classes are finished all equipment should be disinfected and stored away correctly</p> <p>Teachers should disinfect the mobile tablet prior to using it, keeping it on their person at all times. At the end of the session it should be disinfected and stored away ready for the next time</p> <p>Staff will ensure all equipment is safe to use and fit for purpose reporting any issues.</p>  | 2 | 1 | 2 | <p>Ensure that the teachers are aware of what they need prior to the start of the classes. Setting up correctly</p> <p>Ensure mobile tablets are stored in a safe area which can be easily accessed by staff</p> <p>Defective equipment should be removed from use</p> | James Stannard<br><br>Assistant Managers<br><br>Assistant Managers | Before re-opening<br><br>Before and after classes<br><br>Immediately and when appropriate |

|                     |   |   |   |   |   |  |  |  |
|---------------------|---|---|---|---|---|--|--|--|
| Swim School Lessons | <p>Spread of Covid 19</p> <p>Managing social distance</p> <p>Unqualified staff</p> <p>Drowning, swimmer in difficulties, injury/illness to swimmer</p>  | <p>Only suitably qualified and competent staff will teach lessons</p> <p>Teacher will teach from the poolside ensuring they are positioned correctly at all times to maintain safe supervision of the class and all participants</p> <p>Staff will manage their distance to others effectively and communicate with others to reinforce the centre policies around social distancing</p> <p>Staff will only teach from the side of the pool and not in the water.</p> <p>Staff will communicate with parents/guardians effectively keeping the changeover of classes as effective as possible</p> <p>Staff will maintain their training and development up to date in line with NGB guidance</p> <p>Pool lifeguarded in line with requirements of NOP</p> <p>Teachers to hold suitable and current LG certificate</p>   | 2 | 1 | 2 |  |  |  |
| Swim School Lessons | <p>Spread of Covid 19</p> <p>Spectators/parents/guardians</p> <p>Unable to maintain social distance</p> <p>Child requiring support if needing toilet</p> <p>Child being reunited with parents/guardians at end of lesson</p> <p>Dirt on poolside</p> <p>Unsuitable footwear</p> | <p>Parents/guardians advised that only one person should accompany their child to their lesson and enter the Leisure Centre</p> <p>Facility managers should arrange a spectator area for parents/guardians to go to, which allows them to watch their child's lesson whilst maintaining a social distance. This could be in spectator areas or on poolside. If on poolside suitable clean footwear should be worn. Bare feet are not allowed on poolside (except bathers). Unsuitable or unclean footwear is not allowed on poolside</p> <p>Any chairs etc. provided for parents/guardians should have a facility for parents/guardians to clean/disinfect before use</p> <p>Parents/guardians will not remain within the drop off area after their swimmer has gone to start the class. They should move immediately to the spectator area or leave the Leisure Centre</p> <p>Parents/guardians should arrive promptly at the pick-up area to collect their children and then move away immediately with the child to get dried and changed. Once changed they should leave the Leisure Centre asap</p> <p>Spectators must manage social distance from others.</p> <p>Parents/Guardians/spectators and children must follow all other guidance, including directional markers etc., in use within the Leisure Centre.</p> <p>Parents/guardians/Spectators and children must follow social distancing and hand washing/hand sanitising guidance etc. from PHE/HSE/NHS/Government at all times</p> | 2 | 1 | 2 |  |  |  |

Use the tab button to add extra rows (each new activity or area of assessment must be on a new row. This will make the assessment easier to view and understand

|                                 |                |         |                   |       |          |
|---------------------------------|----------------|---------|-------------------|-------|----------|
| ASSESSOR (please print):        | James Stannard | SIGNED: | <i>J Stannard</i> | DATE: | 02.07.20 |
| MANAGER (please print):         | Geoff Ritson   | SIGNED: | <i>G. Ritson</i>  | DATE: | 02.07.20 |
| DATE ACTION TO BE COMPLETED BY: |                |         | DATE COMPLETED:   |       |          |

**LINE MANAGER'S COMMENTS / ACTIONS**

Review by 01.09.20

**IS THERE PROOF THIS ASSESSMENT HAS BEEN  
COMMUNICATED TO ALL AFFECTED COLLEAGUES**

**YES**

**NO**

**Managers Note. Until this document is signed and dated by the 'Assessor' and 'Manager', it is not compliant with the policies identified within the Corporate Safety Manual**

## Risk Assessment

This assessment must be completed in line with the requirements identified within the Corporate Safety Manual, [Safety Policy & Arrangements – ‘Risk Assessment’](#)

The purpose of carrying out risk assessments is to identify those activities where action needs to be taken to improve existing control measures (or introduce new ones) in order to eliminate accidents at work (or as a result of work being carried out on behalf of the City Council) which result in personal injury or ill health. Please note that written assessment of significant risks in the workplace are required by law - ref. the Management of Health and Safety at Work Regulations 1999 (Regulation 3).

There is no need to repeat earlier risk assessments such as manual handling, COSHH, etc., but they should be referred to in this general risk assessment.

## Standard Risk Assessment Definitions

- **Activity** - is identified as the type of work being carried out in the working environment. e.g. using a piece of electrical equipment.
- **Hazard** - is the *potential* to cause harm. e.g. an electric shock from using electrical equipment.
- **Control Measures** - are the actions taken to prevent harm (e.g. an electric shock) as a result of using electrical equipment - such as regular visual inspections to ensure there is no damage to the cable or the plug, making sure the cable is gripped correctly, making sure the right fuse is fitted, making sure sockets are not overloaded, arranging for an annual check by a ‘competent’ person (i.e. a qualified electrician) etc. Control Measures include such areas as training supervision, instruction, information, safe systems of work, proper maintenance procedures, as well as physical measures such as guard rails (to prevent falls), barriers (to prevent access to hazardous areas), guarding of machinery, etc.
- **Risk** - is the likelihood that harm will occur, after the control measures have been carried out.
- **Severity (S)** - rated as follows:
  - **MAJOR** i.e. fatality or specified injury as defined by RIDDOR 2013 (e.g. a fracture). = **FACTOR 3**
  - **MODERATE** i.e. ‘over 7 day’ injury - ref. RIDDOR 2013. = **FACTOR 2**
  - **SLIGHT** i.e. injuries where persons may be off work for less than 7 days (or not at all). = **FACTOR 1**
- **Likelihood (L)** - rated as follows:
  - **LIKELY** i.e. could happen anytime. = **FACTOR 3**
  - **POSSIBLE** i.e. might happen sometimes. = **FACTOR 2**
  - **UNLIKELY** i.e. where harm is unlikely to occur. = **FACTOR 1**
- **Risk Rating (RR)** - is a means of ‘measuring’ the risk by multiplying the *severity* by the *likelihood* e.g. a *severity* factor ‘MODERATE’ with a *likelihood* factor ‘POSSIBLE’ would give a risk rating of 2 x 2 which, of course, gives a ‘score’ of 4.
- **Additional Control Measures** – is what further action could be implemented to further mitigate the risk. If an action is identified, who will do this action and the time frame for implementation will also need to be identified.
- **Risk Rating**
  - from 6 - 9 requires **IMMEDIATE** action to achieve a reduction in risk.
  - from 3 - 4 requires action **AS SOON AS POSSIBLE**.
  - from 1 - 2 may be considered acceptable (although action may be possible to reduce the risk even further can be considered).

| Simple Risk Matrix |              |          |        |
|--------------------|--------------|----------|--------|
|                    | Consequences |          |        |
| Likelihood         | Minor        | Moderate | Major  |
| Likely             | Yellow       | Red      | Red    |
| Possible           | Green        | Yellow   | Red    |
| Unlikely           | Green        | Green    | Yellow |

  

| Risk Treatment Key  |  |
|---|--|
| Intolerable Risk Level.<br>Immediate action required                            |  |
| Tolerable Risk Level.<br>Risks must be reduced so far as is practicable.        |  |
| Broadly Acceptable Risk Level.<br>Monitor and further reduce where practicable. |  |

Advice on carrying out risk assessments is available from Corporate Safety Advice