

# GENERAL RISK ASSESSMENT TEMPLATE - Family Swim

<b>LOCATION:</b>	Leisure Centres	<b>DEPARTMENT:</b>	Sport and Culture	<b>SERVICE AREA:</b>	Sport & Leisure	<b>TEAM:</b>	Swimming
<b>WHO IS AFFECTED BY THE RISKS?</b> (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)			1-40		<b>ASSESSMENT DATE:</b>	04/03/21 (Revised)	

**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 SEVERITY (S) x LIKELIHOOD (L)			ADDITIONAL CONTROL MEASURES REQUIRED TO REDUCE THE RISK	ADDITIONAL ACTIONS ASSIGNED TO AND DATE TO BE COMPLETED	
			S	L	RR		Name	Date
<b>See reverse side for explanation of risk assessment, activity / area of assessment, hazard, risk, control measures, severity, likelihood, risk rating.</b>								
<b>Family Swimming</b>	Spread of Covid 19  Entering poolside, assigning swim area and exit	Participants must pre-book to access family swim prior to arrival at the centre  Lead person on booking to provide contact details for Track and trace  Participants must feel fit and well prior to entering the leisure centre. Participants will be advised not to attend if they are unwell or display symptoms of Covid 19  Controlled entrance with no admittance 5mins prior to their booked session  There will be clearly defined entrance and exit points both to the pool hall and to the swimming pool. Customers should follow these. Participants will only enter poolside when they are clear to do so or under the instruction of the centre staff on duty  Customers to follow direction of travel on poolside and instructions of facility staff at all times  Participants will manage their social distance at all times  Participants will remain in their designated area of the pool  Pool hoist available or entrance steps to support entrance/exit of those that need additional support to enter/exit the pool	<b>2</b>	<b>1</b>	<b>2</b>	Clear signage to reinforce instruction upon entering poolside  Facility staff meet and greet to provide instruction prior to entering the pool  Education of staff around the appropriate messages to share with participants  Set up clear defined entrance and exit points within the pool  Set up pool to meet recommended guidelines from NGB  <a href="https://www.swimming.org/swimengland/pool-return-guidance-documents/">https://www.swimming.org/swimengland/pool-return-guidance-documents/</a>  Ensure that steps and hoist are cleaned and disinfected following use	<b>Leisure Centre manager</b>              <b>LG/other staff on duty</b>	<b>Before re-opening</b>              <b>At time of use</b>

<b>Family Swim</b>	Spread of Covid 19  Managing social distance during family swim	<p>Zone swimming space will be set up in line with management instructions and will meet any recommendations of the NGB <a href="https://www.swimming.org/swimengland/pool-return-guidance-documents/">https://www.swimming.org/swimengland/pool-return-guidance-documents/</a></p> <p>Capacity within the session is set within the Sport and Leisure NOP. This should not be exceeded</p> <p>Capacity in each zone is set by the Leisure Centre manager and should not be exceeded</p> <p>Zones clearly defined</p> <p>Swimmers should be stay within their allotted zone</p> <p>Swimmers should not enter another zone for any reason</p> <p>Leisure centre staff provide guidance to conduct the activity within Management and NGB guidelines prior to entering the pool</p> <p>Participants enter/exit the pool at the designated entrance/exit points within the zone areas</p> <p>Users should respect social distancing and government guidelines to others within the pool or poolside</p>	<b>2</b>	<b>1</b>	<b>2</b>	<p>Organise clearly defined pool areas using lane ropes</p> <p>Educate staff to understand the guidelines for family swim. Aim to manage the activity reinforcing standards</p>	<b>LG on duty</b>  <b>Leisure Centre Manager</b>	<b>Prior to use</b>  <b>Before re-opening</b>
<b>Family Swim</b>	Spread of Covid 19  Equipment and fittings	<p>Limited equipment will be provided within each zone for use by that family group only as specified by the Centre Manager</p> <p>Participants that wish to use other equipment not provided should bring their own for their or their family group use only. Any equipment should not be a hazard to other swimmers. Centre management have the discretion to refuse equipment that does not fit the NOP</p> <p>Handrails and other regular touch points should be wiped clean after each session</p> <p>Equipment should be cleaned and maintained following the recommended guidelines of Swim England</p> <p>Hoist should be appropriately cleaned and disinfected before and after use within guidelines of Swim England by submerging the empty chair into the swimming pool and then on removal of the empty chair a member of staff wiping down the chair with a disinfectant</p> <p>Staff trained in reporting defects. Any defective equipment removed from use ASAP. Staff trained to erect equipment correctly. Staff trained in manual handling / COSHH etc.</p>	<b>2</b>	<b>1</b>	<b>2</b>			

<b>Family Swim</b>	Drowning	LG numbers should be as set by the NOP	<b>2</b>	<b>1</b>	<b>2</b>	If sufficient appropriately qualified and competent LG's are not available then the session should be cancelled or curtailed in line with the NOP  Provide correct and up to date guidance to support their role as an educator to the public  Ensure there is adequate and appropriate cleaning materials available to keep area and equipment safe.  Ensure ongoing CPD training is maintained and up to date with any NGB changes to the activity	Asst Manager/Supervisor on duty	At time of session
	Swimmer in difficulties	Max number of bathers must not exceed the NOP					Asst Manager/supervisor	At time of induction
	Injury/illness to swimmer	LG's should be appropriately qualified and competent to the standard set by RLSS(UK)					LG on duty	At time of session
	Spread of Covid 19	Staff to be educated with the NGB guidelines to ensure understanding in maintaining the activity safely Staff to maintain their social distance from others including staff and participants at all times where possible. But still understanding their primary role of protecting swimmers from danger or injury LG's should communicate with participants prior to them accessing the pool explaining to respect the social distance measures, the activity requirements and the pool/lane etiquette Leisure centre staff/LG's should actively monitor and advise swimmers to maintain social distance, follow zone etiquette and follow directional markings Ensure that all equipment and fittings are cleaned in-line with cleaning requirements prior to use and after use Wear appropriate PPE where needed in line with NGB recommendations					Assistant Manager/Supervisor on duty	As updates and CPD are released

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

<b>ASSESSOR (please print):</b>	Andrew Miller	<b>SIGNED:</b>	<i>A. Miller</i>	<b>DATE:</b>	04/03/21
<b>MANAGER (please print):</b>	Geoff Ritson	<b>SIGNED:</b>	<i>G. Ritson</i>	<b>DATE:</b>	04/03/21
<b>DATE ACTION TO BE COMPLETED BY:</b>		<b>DATE COMPLETED:</b>			
<b>LINE MANAGER'S COMMENTS / ACTIONS</b> Review Date; By 21/06/21			<b>IS THERE PROOF THIS ASSESSMENT HAS BEEN COMMUNICATED TO ALL AFFECTED COLLEAGUES</b>		<b>YES</b>
					<b>NO</b>

**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. Immediate action required
Tolerable Risk Level. Risks must be reduced so far as is practicable.
Broadly Acceptable Risk Level. Monitor and further reduce where practicable.

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