

GENERAL RISK ASSESSMENT TEMPLATE - Lane Swimming - Revised

LOCATION:	Leisure Centres	DEPARTMENT:	Sport and Culture	SERVICE AREA:	Sport & Leisure	TEAM:	Swimming
WHO IS AFFECTED BY THE RISKS? (e.g. employees, members of the public, tenants, contractors, trainees etc.)			Public, Sport and Leisure Staff				
HOW MANY ARE AFFECTED? (e.g. one person, 2-5, 6- 10, 11-50, 51-100)			1-40		ASSESSMENT DATE:		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			ADDITIONAL CONTROL MEASURES REQUIRED TO REDUCE THE RISK	ADDITIONAL ACTIONS ASSIGNED TO AND DATE TO BE COMPLETED	
			SEVERITY (S) x LIKELIHOOD (L)	S	L		RR	Name
See reverse side for explanation of risk assessment, activity / area of assessment, hazard, risk, control measures, severity, likelihood, risk rating.								
Lane Swimming	Entering poolside, assigning lane space to swim and exit	<p>Participants must pre-book to access lane swimming prior to arrival at the centre</p> <p>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</p> <p>Controlled entrance with no admittance 5mins prior to their booked session</p> <p>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</p> <p>Customers to follow direction of travel on poolside and instructions of facility staff at all times</p> <p>Participants will manage their social distance at all times</p> <p>Pool hoist available or entrance steps to support entrance/exit of those that need additional support to enter/exit the pool</p>	2	1	2	<p>Clear signage to reinforce instruction upon entering poolside</p> <p>Facility staff meet and greet to provide instruction prior to entering the pool</p> <p>Education of staff around the appropriate messages to share with participants</p> <p>Set up clear defined entrance and exit points within the pool</p> <p>Set up pool to meet recommended guidelines from NGB</p> <p>https://www.swimming.org/swimengland/pool-return-guidance-documents/</p> <p>Ensure that steps and hoist are cleaned and disinfected following use</p>	<p>Leisure Centre manager</p> <p>LG/other staff on duty</p>	<p>Before re-opening</p> <p>At time of use</p>

Lane Swimming	managing social distance during lane swim	<p>Lane swimming space will be set up in line with NGB recommendations https://www.swimming.org/swimengland/pool-return-guidance-documents/</p> <p>Capacity within the session and within each lane is set within the Sport and Leisure NOP. This should not be exceeded</p> <p>Lanes clearly defined with different abilities during the session. Lanes set as slow, medium and fast</p> <p>Swimmers should be encouraged to join the appropriate lane for their ability</p> <p>Lane etiquette signage displayed for users to see and understand</p> <p>Leisure centre staff provide guidance to conduct the activity within NGB guidelines prior to entering the pool</p> <p>Participants enter/exit the pool at the designated entrance/exit points within one of the lane spaces</p> <p>While traveling through the water the participants should aim to leave as much distance between each other as possible and not overtake (or 'tailgate')</p> <p>Overtaking can only be done at the end of the lane, while still maintaining suitable distance from other users</p> <p>Stopping should only be allowed at the ends of the pool</p> <p>While static within the pool, users should still respect social distancing and government guidelines to those within the pool or poolside and should move to the corner of the lane. Users should face away from other swimmers in the water whilst static</p>	2	1	2	<p>Organise lanes so that the fast lanes are in the middle of the pool for more confident participants</p> <p>Participants are to swim clockwise within the session to minimise time of contact with others while swimming</p> <p>Educate staff to understand the NGB guidelines to lane swimming. Aim to manage the activity reinforcing standards</p>	<p>LG on duty</p> <p>LG on duty</p> <p>Leisure Centre Manager</p>	<p>Prior to use</p> <p>At time of use</p> <p>Before re-opening</p>
Lane Swimming	Equipment and fittings	<p>Equipment is not available to borrow or loan from the Leisure Centre</p> <p>Participants that wish to use equipment should bring their own for their or their family group use only. Any equipment should not be a hazard to other swimmers.</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</p> <p>Staff are trained in reporting defects. Any defective equipment should be removed from use ASAP. Staff are trained to erect equipment correctly. Staff trained in manual handling / COSHH etc.</p>	2	1	2			

Lane Swimming	Safe supervision	<p>LG numbers should be as set by the NOP</p> <p>LG's should be appropriately qualified and competent to the standard set by RLSS(UK)</p> <p>Staff to be educated with the NGB guidelines to ensure understanding in maintaining the activity safely</p> <p>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</p> <p>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</p> <p>Leisure centre staff/LG's should actively monitor and advise swimmers to maintain social distance, follow lane swimming etiquette and follow directional markings</p> <p>Ensure that all equipment and fittings are cleaned in-line with cleaning requirements prior to use and after use</p> <p>Wear appropriate PPE where needed in line with NGB recommendations</p>	2	1	2	<p>If sufficient appropriately qualified and competent LG's are not available then the session should be cancelled or curtailed in line with the NOP</p> <p>Provide correct and up to date guidance to support their role as an educator to the public</p> <p>Ensure there is adequate and appropriate cleaning materials available to keep area and equipment safe.</p> <p>Ensure ongoing CPD training is maintained and up to date with any NGB changes to the activity</p>	<p>Asst Manager</p> <p>LG on duty</p> <p>Asst Manager</p> <p>Swimming Manager</p>	<p>At time of session</p> <p>At time of session</p> <p>Prior to session</p> <p>Prior to session</p>
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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):	Tom Nelson	SIGNED:	<i>T. Nelson</i>	DATE:	04/03/21				
MANAGER (please print):	Geoff Ritson	SIGNED:	<i>G. Ritson</i>	DATE:	04/03.21				
DATE ACTION TO BE COMPLETED BY:		DATE COMPLETED:							
LINE MANAGER'S COMMENTS / ACTIONS Review Date; By 21/06/21			IS THERE PROOF THIS ASSESSMENT HAS BEEN COMMUNICATED TO ALL AFFECTED COLLEAGUES		<table border="1"> <tr> <td>YES</td> <td>NO</td> </tr> <tr> <td></td> <td></td> </tr> </table>	YES	NO		
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. 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