

## Risk Assessment

<b>Activity:</b>	School Swimming Lessons				
<b>Facility:</b>	Eccles Leisure Centre	<b>Completed by:</b>	Marie Leather	<b>Date:</b>	September 2020

### Does the Activity involve any of the following (Tick all appropriate items)

Chemical or substances (COSHH)	x	Electricity	x	Equipment	x
Fire	x	Height	x	Manual Handling	x
Noise	x	Display Screen Equip		Lone Working	
Workers with Disabilities		Young Persons (workers)		Expectant Women	


Please refer to the separate risk assessments, policies and procedures for these hazards in your risk assessment (Guidance attached).



What are the hazards	Who might be harmed and how	What are you already doing	What further action is necessary	Action by who	Action by when	Done
<b>Environmental</b>	Employees/customers or contractors					
Lighting	Failure to respond to an incident due to glare/poor lighting-drowning	<ul style="list-style-type: none"> <li>Non-reflective lighting scheme to reduce glare</li> <li>Emergency lighting provided and tested in case of power outage.</li> </ul>	•			
Air temperature	Fatigue/uncomfortable conditions	<ul style="list-style-type: none"> <li>Temperature is maintained at industry guidance and comfortable for customers and activities.</li> <li>Swimming Teachers rotate their teaching position so not affected by conditions.</li> <li></li> </ul>	•			
Ventilation	Poor air quality	<ul style="list-style-type: none"> <li>Air handling unit is serviced and maintained – see Planned Preventative Maintenance Schedule (PPM)</li> </ul>	•			
Noise	Hearing damage	<ul style="list-style-type: none"> <li>Noise sampling has taken place at similar pools.</li> </ul>	•			


		<ul style="list-style-type: none"> <li>Swimming Teacher rotate teaching positions to reduce exposure</li> </ul>				
Pool Water Temperature	Comfort/hypothermia	<ul style="list-style-type: none"> <li>Temperature is computer controlled and maintained at industry guidance levels.</li> </ul>	•			
Pool Water Clarity	Failure to see an incident- drowning	<ul style="list-style-type: none"> <li>Visual inspection takes place as a routine part of life guarding duties.</li> </ul>	•			
Chemicals	Skin irritation	<ul style="list-style-type: none"> <li>Chemical levels are tested 4 times per day</li> <li>Tests are only conducted by authorised employees.</li> <li>Authorised have undertaken SCLL Pool plant Induction</li> <li>Refer to SCLL COSHH Policy/MSDS and COSHH Assessments</li> </ul>	•			
Biological hazards	Infection/skin irritation or illness	<ul style="list-style-type: none"> <li>Monthly microbiological testing</li> <li>Back washing filtration system weekly or as gauges require.</li> <li>Procedures for fouling, vomit and blood spillage- see EAP &amp; Intranet Health &amp; Safety - Section F</li> <li>Over shoes worn to prevent contamination of pool side by foreign bodies/dirt etc must be worn by School Teachers attending the sessions at all times</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that all School Teachers attending the sessions are fully briefed on their roles and responsibilities, including the wearing of over shoes on pool side or a change of footwear.</li> </ul>	Aquatic Coordinator on day one of the term	On the first visit by the school	
<b>Physical/Design</b>	Employees/customers or contractors					
Entrance and Exits	Pupils / Teachers accompanying staff Entering and Exiting – risk of touch points possible cross contamination,	<ul style="list-style-type: none"> <li>Due to the tight space available in the reception area at Eccles Leisure Centre, the school is to remain outside until they are instructed to enter the changing rooms.</li> <li>Eccles Leisure Centre will have the doors on automatic opening therefore reducing the need for the pupils to touch any doors entering the Leisure Centre.</li> <li>Signage will be visible throughout the centre showing pupils and teachers the route they are to take.</li> <li>All touch points, including benches, and floors will be sanitised prior to the school attending and after they have left for pool side</li> <li><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul>	<ul style="list-style-type: none"> <li>Programme the schools swimming sessions so that as one School is leaving the pool side the other is ready on pool side to start their lessons.</li> <li>All cleaning procedures and activities are in line with the guidance see link</li> </ul>	School Swimming Team.		

Changing Rooms for School Swimming Lessons	Pupils / Teachers accompanying staff Entering and Exiting – risk of touch points possible cross contamination,	<ul style="list-style-type: none"> <li>Children will be escorted both to and from the poolside by the accompanying school teacher.</li> <li>As the schools will have sole use of the changing room at Eccles Leisure Centre they may use the cubicles for changing but all clothes must be taken on to pool side and placed on the benches provided in bags.</li> <li>All changing room cubicles, and benches need to be cleaned after each session.</li> <li><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>There will be hand sanitiser on the way in for all the children and staff to use.</li> <li>There will be no showers for children to use at this time</li> </ul>	<p>Lockers are not to be used to store clothes during the school swimming lessons so pupils will need to place all their belongings into a bag and take onto poolside and place on the benches provided.</p> <p>Set up a hand sanitiser station at the entrance door for the pupils and staff to use.</p>	Aquatic Coordinator		
<p>Toilet Areas</p> <ul style="list-style-type: none"> <li>- Toilet rolls</li> <li>- Hand Soap</li> </ul> <p>Potentially resulting in a lack of hygiene with the potential to cause illness to pupils and staff</p>	Pupils / Teachers / Swimming Teachers	<p>The area is checked by staff every hour, ensuring each area is stocked with toilet rolls and hand soap. This will also be checked once the children have entered to pool hall by the LTM.</p> <p>Cleaning check sheets re in each area and will be checked by the Duty Manager regularly</p> <p>All toilet areas will be cleaned according to the guidance. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <ul style="list-style-type: none"> <li></li> </ul>	To remind the children when going to the toilet to wash their hands	School Teachers / Swimming Teacher		
Walls	Abrasion again bare skin, contact with protruding objects	<ul style="list-style-type: none"> <li>Walls are covered to a height of 1.5 meters with a plastic covering to protect the exposed brick work on all four sides.</li> <li>Equipment hung on the walls at a height not to come into contact with young children but at a height appropriate to easy access for rescues.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			
Floors	<p>Slips/trips</p> <p>Cut feet</p>	<ul style="list-style-type: none"> <li>The floor is covered in slip resistant tiles.</li> <li>Excess surface water is squeegeed to the outlet.</li> <li>Over shoes are flimsy and fail if slip occurs allowing footwear to grip.</li> <li>Cracked tiles are reported for repair.</li> <li>Visual inspection takes place as part of a life guards routine duties</li> <li>Accident reports are monitored for patterns.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			

Pool Tank	Slips/trips Cut feet	<ul style="list-style-type: none"> <li>The floor is covered in slip resistant tiles.</li> <li>Accident reports are monitored for patterns.</li> </ul>	•			
Pool Depth	Getting out of depth-drowning  Contact with pool floor, spinal injury	<ul style="list-style-type: none"> <li>Depths are clearly signed at shallow and deep ends.</li> <li>Depth of pool is considered in the numbers allocated to each area. see Appendix 1</li> <li>No diving areas clearly signed.</li> <li>Behaviours supervised by School Swimming Teacher and attending school teacher</li> <li>Spine board available</li> <li>Pool alarms &amp; Radios available to summon assistance</li> </ul>	• Swimming Teacher			
Pool Shape	Failure to respond to an incident due to Blind spots- Drowning	<ul style="list-style-type: none"> <li>The pool is a standard rectangular tank with steps at the shallow and deep end. Gradual shallow steps are available at the shallow end running to the middle of the pool.</li> <li>There is also a slope at the shallow end for ease of access</li> <li>There are no features or obstruction to line of sight.</li> </ul>	•			
Dimensions	Delay in response due to size of pool-drowning	<ul style="list-style-type: none"> <li>The pool is supervised by a minimum of 2 Swim England qualified Swimming Teacher unless otherwise agreed with the school.</li> </ul>	<ul style="list-style-type: none"> <li>All considerations have been made to allow for social distancing.</li> </ul>	Aquatic Coordinator		
Ladder/steps and ramp access	Slips/trips	<ul style="list-style-type: none"> <li>Hand rails provided.</li> <li>Hoist used instead of ramp access for wheel chair users.</li> <li>Ramp at the shallow end with handrail but not used for wheelchair access.</li> <li>Shallow steps lead down into the pool along the poolside from the shallow end to the middle of the pool.</li> </ul>	•			
Fire/evacuation	Smoke	<ul style="list-style-type: none"> <li>Circulation and escape routes are wide enough and clear from obstruction.</li> <li>At least 2 fire exits available.</li> <li>Automatic and manual means of raising the alarm.</li> <li>Foil blankets available for swimmers evacuating.</li> <li>Emergency lighting.</li> <li>Refer to Fire Risk Assessment</li> </ul>	•			
<b>Supervision/People</b>	Employees/customers or contractors					
Access	Drowning	<ul style="list-style-type: none"> <li><b>Pool hall can be locked down when not in use/un-life guarded.</b></li> </ul>	<ul style="list-style-type: none"> <li>Booking sheets will reflect that</li> </ul>	Duty Manager	September 2020	

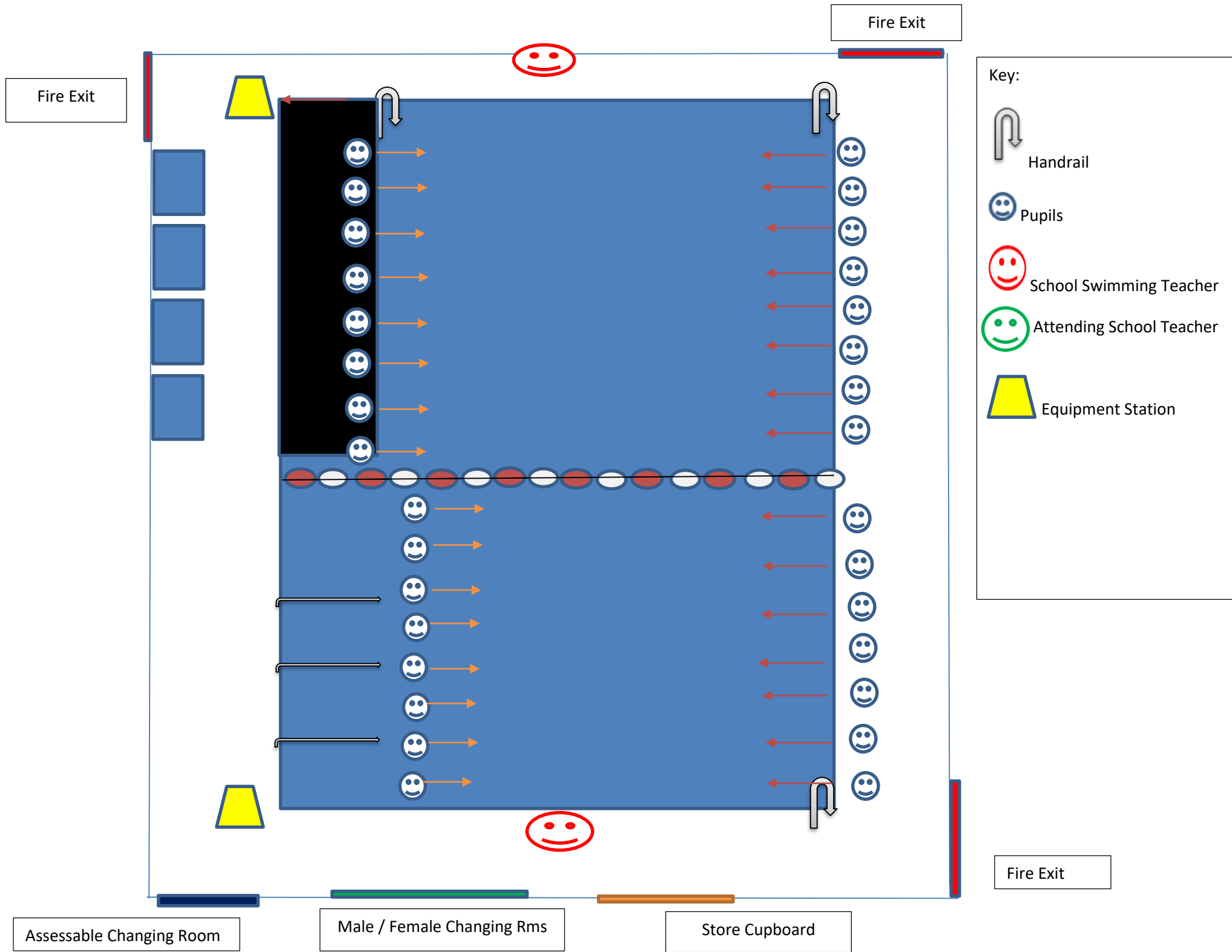
		<ul style="list-style-type: none"> <li>Access controlled from reception, School Teachers must sign the register as they enter the pool recording the number of children attending the lesson that week.</li> <li>During the School Swimming Lessons there will be no other members of public in the pool.</li> <li>All Swimming Teachers delivering School Swimming Lessons will be National Pool Lifeguard Qualified and a Level 2 Swim England Qualified Swimming Teacher</li> <li></li> </ul>	<p>during School Swimming Times the pool will be exclusively for the use of schools</p> <ul style="list-style-type: none"> <li>Hand sanitiser will be available at reception for all school teaching staff to use on entering the building</li> </ul>			
Access	Drowning	<ul style="list-style-type: none"> <li>Due to Covid 19 the whole pool will be utilised for School Use, this will include utilising the space to allow for social distancing of all the children.</li> <li>That school teachers and pupils will be made aware of where they should be entering and exiting the pool.</li> </ul>	<ul style="list-style-type: none"> <li>New Covid 19 layout and protocols.</li> <li>Appendix 1</li> </ul>	Aquatic Coordinator	September 2020	
Supervision	Drowning and incidents	<ul style="list-style-type: none"> <li>All School Swimming Teachers will hold a current RLSS NPLQ.</li> <li>All School Swimming Teacher attend monthly on-going training and competency sessions, and are all up to date with the current guidance from the RLSS with respect to protocols for an emergency incident</li> <li>Please refer to the Guidance from the RLSS</li> <li>Competence is managed- see lifeguard training policy.</li> <li>School Swimming Teachers Ratio should be 1:20 pupils, this can be reduced by the School Teacher becoming a helper on pool side and being directed by the Level 2 swimming Teachers</li> <li>New pool layouts are to be used to deliver the school swimming lessons in a manner that will ensure that we are encouraging social distancing at all times.</li> </ul>	 <p><b>RLSS_UK_Guidance_for_Swimming_Pool</b></p> <ul style="list-style-type: none"> <li></li> </ul> <p>See pool layout Appendix 1</p>			
Alarms / Radio's	Drowning and incidents	<ul style="list-style-type: none"> <li>Poolside has alarms situated at strategic positions to call for assistance/back up.</li> <li>Alarms are tested daily on opening and recorded – Refer to Check sheets displayed in staff room</li> <li>Operations of Two way radio – Refer to General NOP - Communications Section 3 &amp; Intranet SCL Policies &amp; Procedures section</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			
Rescue aids and equipment	Drowning and incidents	<ul style="list-style-type: none"> <li>Throw bags are situated at strategic positions around the pool.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			

Staff Training and Awareness	Staff / Pupils and School Teachers attending the session	<ul style="list-style-type: none"> <li>All Team Members throughout Salford Community Leisure have received in-depth training through our on line Future Fit online platform and monthly competency sessions.</li> <li>All staff have received updated training which includes new face masks for emergencies and also their own PPE which they must wear round their waists at all times.</li> <li>Swimming Teachers will be able to call for assistance in an emergency from a LTM who will have a face mask.</li> <li>All guidance that has been introduced has been in line with UK Active framework for re-opening and government guidance which has been used for our corporate risk assessment – see attached</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing staff training and reinforcement of the new policies and procedures regarding Covid 19</li> </ul>  Covid-19 - A framework for the re  Corporate Covid 19 Generic 17-6-2020 (C	Andy Harrison  Aquatic Coordinators	Ongoing	
Equipment	Employees/customers or contractors					
Hoists	Manual Handling-muscular strain  Slips/trips	<b>Set up by trained and competent employees, this must include the new protocols for Covid 19, all team members should when assisting with the hoist wear gloves an apron and mask due to the close proximity to the member / customer</b> <ul style="list-style-type: none"> <li>SCLL policy on assistance for pool users to be followed.</li> <li>No manual transfers provided</li> <li>Stored correctly off poolside according to storage plan NOP.</li> <li>Fixings removed when not in use.</li> <li>Hoists inspected and serviced as per LOLER every 6 months.</li> </ul>	<ul style="list-style-type: none"> <li>Training required on the new protocols for assisting with the pool hoist.</li> </ul> <p>Find out prior to the school attending if the hoist will be required for any pupil</p>	Andy Harrison and the Duty Managers  Aquatic Coordinator	Sept 2020	
Electricity	Electric shocks	<ul style="list-style-type: none"> <li>Annual Electrical Installations testing</li> <li>Annual PEAT Testing on all appliances</li> <li>SCLL Electricity at Work Policy.</li> <li>RCD's fitted as appropriate</li> <li>All sockets are off poolside</li> <li>Equipment used to be the lowest possible voltage- Battery or 110v.</li> <li>Use of water proof socket/connectors</li> <li>No trailing cables on poolside.</li> <li>Inflatable blower operated from store room with extended hose to the equipment.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			

		<ul style="list-style-type: none"> <li>Fittings such as fixed disco lighting are of the correct IP rating.</li> </ul>				
Life saving equipment and spine board	Drowning	<ul style="list-style-type: none"> <li>Inspected regularly- daily/ weekly records kept – Refer to General NOP Reporting of faults Section 5</li> <li>Employees trained in the use of equipment –NPLQ monthly competence sessions – Refer to Staff NPLQ folders / log sheets</li> </ul> <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>	<ul style="list-style-type: none"> <li>If any of the equipment has been used in the School Swimming Lessons at the end of the session and prior to the next session been started the equipment must be fully cleaned and sanitised.</li> </ul>	Duty Manager  School Swimming Teacher	Ongoing	
Teaching Aids	Cleanliness and contamination.  Defective equipment  Touch points. Discs Floats Noodles	<ul style="list-style-type: none"> <li>All equipment used during the school session will be placed in the pool water and thoroughly rinsed to remove any contamination ready for the next school. This is in line with the guidance from Swim England.</li> <li>All discs, floats, and noodles are to be inspected each day prior to the lessons starting and any defective equipment to be removed and replaced.</li> <li>At the end of each day all equipment will be fully cleaned and checked ready for the next day.</li> </ul> <p>Children will not be sharing equipment</p> <p>All handrails must be wiped down at the end of each session using the designated chemical and in line with government guidelines.</p> <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>	 <p>Guidance for School Swimming .p</p>	School Swimming Teacher		
Handrails, Steps and Poolside's	Cleanliness and contamination.	<ul style="list-style-type: none"> <li>Poolside will be washed down after every session with pool water.</li> </ul>				

Activities	Employees/customers	
Programmed School Swimming Lesson.	Drowning/injuries/ill health	<ul style="list-style-type: none"> <li>• These sessions have a higher degree of control.</li> <li>• Numbers are known as are School Teacher informs the Swimming Teacher at the beginning of the session and this is recorded at reception and also on the School Swimming Teachers register.</li> <li>• Ratios for school swimming lessons are: 1:20</li> <li>• Over 40 a third qualified teacher is required.</li> <li>• Children who are not swimming for any reason must remain in school and not attend the leisure centre.</li> <li>• Competence of the pupils is assessed at the beginning of the term and the pupil is placed in the appropriate group.</li> <li>• To ensure that pupils remain socially distanced the School Swimming Teachers will use different entry and exit points for different groups.</li> <li>• Supervision and delivery of the lesson is by the level 2 Swim England schools swimming teachers.</li> </ul> <p>See <b>Appendix 1</b> for programmed session layout and entrance and exits</p>
	Inadequate Social distancing -increased risk of virus spread through closeness of contact between possible infected and A systematic pupils	<p>When programming school swimming lesson's there will be sufficient time slots available to enable the following to take place –</p> <ul style="list-style-type: none"> <li>• Sanitising of high used touch point areas after each school has attended.</li> <li>• Sanitising of each school changing rooms after use.</li> <li>• Sanitising of any poolside equipment after each school.</li> <li>• Sanitising of touch areas on poolside</li> <li>• Checking /cleaning of any toilet facilities.</li> <li>• Giving time for swimming teacher to set up ready for the next school class.</li> </ul> <p>Swimming Teachers should at all times adhere to social distancing.</p> <ul style="list-style-type: none"> <li>•</li> </ul> <p>Corporate Civid 19 Generic 17-6-2020 (C</p> <p>Guidance for School Swimming .p</p>
Pool spacing and utilisation	Inadequate Social distancing -increased risk of virus spread through closeness of contact between possible infected and A systematic pupils	<p>The school will have exclusive use of the pool whilst taking part in school swimming lessons.</p> <p>The pool will be roped off to ensure that pupils are reminded about socially distancing and to keep groups from mixing. See Appendix 1 for layout</p> <p>Guidance for School Swimming .p</p> <p>School Swimming Teachers and Schools teachers</p>





**Assessment review date:** Feb 2021 (usually within one year, or earlier if working habits or conditions change)

## **Chemicals and Substances**

Reference should be made to SCLL's COSHH policy, Legionella policy, needles and sharps procedures, staff training, SCLL's COSHH Assessments and Material Safety Data Sheets, safe storage and the usage information posters provided by Shorrocks.

## **Electricity**

Reference should be made to SCLL's policy, Planned Preventative Maintenance, service and inspections (internal checks and external companies servicing), PAT and Periodic Inspection Reports of the installations (annual or 5 yearly).

## **Equipment-**

Reference should be made to SCLL's Planned Preventative Maintenance/service and inspection (internal checks and external company servicing contracts), PAT, Lifting Operations and Lifting Equipment Regulations (LOLER) Inspections (hoists and lifts) and induction/training.

EG. Bouncy Castles will have PIPA Inspection and PAT testing annually, our own inspection check sheets on use, rules of use applied and enforced by trained supervision.

## **Fire**

Reference should be made to SCLL's policy, the sites Fire Risk Assessment, daily and weekly check sheets, periodic external servicing and inspection of alarms, emergency lighting and extinguishers, staff training and fire drills.

## **Height**

Reference should be made to SCLL's policy, guidance leaflets on the safe use of ladders and steps, internal inspection of ladders and steps and use only by competent persons.

## **Noise**

Where necessary, SCLL has a noise reading device to assess the threshold of noisy activities, however, from samples taken there are few activities that trigger noise action levels.

Reference should be made to rotation of duties to reduce exposure as control measures and where appropriate PPE.

### **Display Screen Equipment**

Refer to SCLL's DSE policy, DSE training, work station self assessment and eye test procedures.

### **Manual Handling**

Reference should be made to SCLL's policy, the availability of mechanical aids such as trolleys, trained staff, specific training for larger pieces of equipment. Individual Risk Assessments of staff take place as necessary due to permanent or temporary capability issues.

### **Lone Working**

Refer to procedures for communicating and reporting in, systems for opening and leaving with bookings etc.

### **Expectant Women**

Refer to SCLL's procedures for conducting individual risk assessments and taking appropriate and reasonable adjustment to work practices for the individual.

### **Workers with Disabilities**

Refer to SCLL's procedures for conducting individual risk assessments and taking appropriate and reasonable adjustment to work practices for the individual.

### **Young Persons**

Reference should be made to the recruitment process to identify the most suitable candidates, increased supervision, 1:1 meetings, induction and training.

Reference should be made to limitations on working time duration, breaks and shift work.

Young Persons must refrain from undertaking duties involving machinery and hazardous substances unless supervised and as part of their training.

