

Swimming and Hydrotherapy Pool Risk Assessment

RA26


IMPORTANT – please read this information before completing this risk assessment.

This is a generic risk assessment and **MUST** be adapted to reflect the significant hazards and control measures present in your establishment.

The control measures listed will not necessarily reflect those in all establishments and you **MUST** adapt it by adding (or removing) control measures as appropriate to your establishment.

If you need help to complete this risk assessment, please refer to HS47 (Risk Assessment Arrangements) or telephone the Devon Health & Safety Service on 01392 382027.



	Name of Establishment Bow Community Primary School	Swimming & Hydrotherapy Pool Risk Assessment	RA26
	Address Station Road, EX17 6HU		
Person(s)/Group at Risk Staff, Pool Users, Other Building Users, Contractors, Visitors and Hirers		Date of Initial Assessment: April 2024 Date to be reviewed: April 2025 Reviewed following incident:	
Activity/Task/Process/Equipment: Swimming		Date of Assessment: 30/04/2024 Assessor(s): C Wilmott N Chandler L Morgan	

Significant Hazard and possible outcomes/injuries	Control Measures in Place
Management Issues Section e.g. incompetence / unsafe practices / inadequate support / failure in discipline / excessive numbers	COMMUNICATION <ul style="list-style-type: none"> Parents and carers are notified prior to the swim season starting and are informed about the swimming rota and Pool Operating Procedures. School uses Medical Needs and Special Dietary Requirement questionnaire data and SOE3 data to inform teachers of pupils' needs. Lifeguards are informed of any specific medical issues that pupils have prior to session starting. TRAINING

<p>Supervision for changing areas, to and from the pool and during swimming lessons</p>	<ul style="list-style-type: none"> ■ Teachers who take swimming lessons have access to Swim England School Swimming and Water Safety Charter in May / June and STA lesson planning. ■ A log of attendees for the above is kept on file Google Drive. ■ Bow Community Primary School has signed up to Swim England's Swim School and water safety charter to support the teaching of swimming at school. ■ Safety procedures discussed with pool users prior to swimming lessons and signed register ■ Pool Operating Procedure / chemical testing completed by BSPMC and kept in the Plant Room in a Blue folder. ■ Emergency Evacuation plan practised by each class and reported to the office at the first swimming lesson. This is three long blasts on the whistle. ■ Monitoring of lifeguard duties undertaken by BSPMC. (Checklist produced, signed and dated before each session) <p>SUPERVISION</p> <ul style="list-style-type: none"> ■ Supervision provided in the changing areas by the teacher or Teaching Assistant during change over time. Supervision at the beginning, and the end, of the session is performed by the Class Teacher. ■ All supervising staff fully aware of the emergency evacuation procedures ■ A numbered count is carried out before and after the lesson by the session leader. ■ The pool is unlocked by a life saver before pupils enter the pool area ■ The pool is locked by the lifesaver and changing areas checked by the Teacher/ or Senior Teacher after all pupils leave the pool area. ■ Safety equipment and teaching aids are checked by lifesaver before the pupils enter the pool area. A log of the Equipment Check is kept in the Blue Folder. ■ The pool cover is removed by lifesaver before pupils enter the pool area ■ Ratios used to reflect the age and ability of the pupils. ■ Teacher: Pupil maximum 1:15. (Note: 15 max in water, including teacher if they get in pool) ■ Shallow/deep marker ropes are fitted before pupils enter the pool area, by life saver, where applicable. ■ Pool users with serious medical conditions are risk assessed before each swimming lesson by teachers ■ Specific additional needs have a specific pool RA completed. ■ Ratio for pupils with significant special needs, as above, reduced to 1:1, Teacher: Pupil ratio.
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<p>Lifeguarding/spotting at the swimming pool</p>	<ul style="list-style-type: none"> ■ There is a session teacher, who is responsible for ensuring that children do not enter the pool area until the lifeguard is in place ■ The session leader will give permission for pupils to enter the water ■ All supervising staff will carry a whistle ■ During school swimming sessions, pupils wear coloured hats for easy identification of their swimming ability: <p>Red- beginners and nervous swimmers Yellow- confident in deepest water, swim one length, tread water 30 seconds and go under water. Blue- able to complete 4 lengths or more, demonstrating two strokes.</p> <p>LIFEGUARDING</p> <ul style="list-style-type: none"> ● The school use volunteer lifeguards, Oscar Swift, Gemma Raymond and Molly Andrews who hold NPLQ qualifications. Beth Gutans holds Swimming Teachers' Association Level 2 Safety Award for Teachers (11/03/23-10/3/25). Beth will only supervise programmed activities and not 'free swim' sessions. ● Staff supporting Lifeguards (Jo Drake, Beth Gutans, Karen Gutans, Jenny Petersson) hold ER Pool (Emergency Response Pool) qualification dated 13/5/23, which includes Vital First Aid with CPR and AED defibrillator by The Royal Lifesaving Society UK. <ul style="list-style-type: none"> ■ There is always at least one lifeguard on duty at all swimming activities. ■ The lifeguard is by the pool side before pupils enter the pool area ■ The lifeguard does not leave the poolside until all pupils have left the pool area ■ The lifeguard sole duty is to observe the pool and they will not become involved in assisting with other activities such as adjusting armbands or engaging in unnecessary conversation with other staff or pupils ■ The lifeguard will always carry a whistle ■ The lifeguard is physically fit and capable of retrieving someone from the pool ■ The lifeguard is not included in the pupil teacher ratios <p>POOL USERS CONDUCT AND CLOTHING</p> <ul style="list-style-type: none"> ■ Pool users do not enter the pool area until the lifesaver is in position by the pool side ■ Pool operating procedure displayed in the plant room. ■ Pool rules are on display on the main gate for all users.
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	<ul style="list-style-type: none"> ■ Safety procedures discussed with pupils prior to swimming lessons ■ Pupils are encouraged to report unacceptable behaviour ■ All jewellery removed or made safe with tape etc ■ No eating allowed on the pool side ■ No running allowed in the pool area ■ Pupils use the toilet before lesson ■ Entry into water less than 1.5 metres is via the pool steps or from a sitting position ■ No diving allowed in the pool ■ Jumping is permitted only when supervised and within the deep end zoned area (1.5m) ■ Only suitable, close fitting swimwear worn. Consideration will be given for any cultural requirements <p>WELFARE / ACCIDENTS</p> <ul style="list-style-type: none"> ■ First Aid supplies available at pool side ■ First aid supplies checked and maintained by <i>BSPMC</i> ■ When dealing with chemicals, COSH regulations and guidance are followed. <p>PPE (Personal Protective Equipment) is available, if needed, and located in the Plant Room.</p> <ul style="list-style-type: none"> ■ During the school day, accidents are reported to BSPMC and the Headteacher and recorded in the School Accident Book. ■ Outside school hours, accidents are reported to BSPMC and recorded in the BSPCM Accident Book. ■ Health and Safety discussed at the staff meeting, during the Summer Term, prior to the pools being used.
<p>Environment and Services Section</p> <p>e.g. excessive noise / inadequate or excessive heating and ventilation /</p>	<p>FIRE / EMERGENCY EVACUATION</p> <ul style="list-style-type: none"> ■ Emergency action plan in place and staff made aware of the procedures. ■ All staff know what to do in the event of contamination of the pool (such as vomit, blood) ■ Floor and walkways kept clear at all times ■ All building users aware of evacuation procedures ■ All emergency exits unlocked whilst pool is in use ■ Fire fighting equipment available, in the plant room and checked annually

<p>gas leaks / fire / slipping and tripping</p>	<ul style="list-style-type: none"> ■ Fire risk assessment includes the pool area ■ There is an emergency landline phone in the school corridor, near changing rooms ■ Individual Pupil Emergency Evacuation Plans (PEEPs) are in place <p>SERVICES</p> <ul style="list-style-type: none"> ■ All electrical systems are protected by an RCD and isolation switch; the RCD switch and pump is checked daily by operating the test button by BSPMC ■ RCDs are inspected weekly and recorded by BSPMC and held in the Blue folder ■ All electrical services inspected every year by - Sprague and Ouseley April 2024 ■ Electrical work only carried out by a qualified electrician <p>ENVIRONMENT</p> <ul style="list-style-type: none"> ■ Appropriate cleaning levels maintained, including tidying around the pool area, jet washing and general tidying. ■ Floors are slip resistant ■ Any exposed edges to drainage, gullies are flush with the floor ■ Monitoring of cleaning regime is carried out by <i>BSPMC</i> ■ Steps into the pool have slip resistant surfaces and/or handrails to both side
<p>Substances (COSHH) Section</p> <p>e.g. burns / fire / skin irritants / inhalation / incompatible materials / Inadequate storage</p>	<p>SUBSTANCES</p> <p>The maintenance of the swimming pool is contracted out to the Harris Pools company, who monitor and look after the swimming pool both in and out of season.</p> <p>The swimming pool is recommissioned for use after Easter 2024– opening up after spring bank holiday (June 2024) – it is used in the final school summer half term, and is open over the summer holidays. Harris Pools come and decommission the pool in September.</p> <p>They are responsible for the chemical maintenance of the pool all year round.</p> <p>In school, our swimming pool management committee test the swimming pool twice daily (when in use), using Insta test – Harris Pools test strips.</p>

	<p>They test the pH of the pool by a tablet – either an alkaline one or an acid one (AP130 Phenol Red or AK011 DPD No1).</p> <p>These chemicals are micro tablets, in a blister pack.</p> <p>They are securely locked away in a ventilated area that is secured again in a compound, padlocked fence.</p> <p>The risk to the staff administering them is small. We have a box of gloves available to use when using the tablets.</p> <ul style="list-style-type: none"> ■ All hazardous substances stored and used only in accordance with manufacturer’s recommendations ■ Inventory kept of all substances in Pool Room ■ All substances kept to a minimum ■ All containers clearly labelled ■ All substances stored in a lockable store, in the Pool Room with flammables kept separately in the store ■ Data sheets available in a Red Folder in the Pool House for all substances classed as hazardous under COSHH ■ Risk assessments available for all substances classed as hazardous under COSHH which are kept red folder in the pool room for easy access ■ Appropriate personal protective equipment worn when handling and using hazardous substances ■ Pool maintenance staff provided with appropriate personal protective equipment, including gloves, eye protection and overall. ■ Pool maintenance staff trained in the use of pool chemicals. Members of BSPMC check chemicals on daily basis, during the swimming season. Professional pool services, Pool ‘n’ Spa maintain chemicals weekly, during the swimming season.
<p>General Pool and Safety Equipment Section</p>	<p>EQUIPMENT</p> <ul style="list-style-type: none"> ■ Life-saving equipment and buoyancy aids available poolside are lifebuoy, hook on pole, rocket floats, floats. ■ Staff trained in CPR – CJ GS MB HS CH CT CW AH – CPR ■

<p>e.g. drowning due to lack of equipment</p>	<p>EMERGENCIES</p> <ul style="list-style-type: none"> ■ An Emergency Action Plan (part of the pool operating procedure) is drawn up and all pool, teaching staff and hirers are fully aware of the contents CW, CJ, AH, GS, JD, JH May 2024. Trained lifeguards are Beth Gutans, Gemma Raymon, Oscar Swift and Molly Andrews, see above qualifications. ■ Telephone access to emergency services at all times by telephone in corridor, near changing rooms. ■ First aid is readily available on the poolside. ■ <i>School has on site, located in school reception, a defibrillator</i> <p>GENERAL</p> <ul style="list-style-type: none"> ■ Pool depths indicated by means of signs that conform to British Standards ■ Pool grilles have apertures that prevent limbs and fingers from being trapped ■ Pool divider positioned for separating shallow and deep water when non-swimmers present ■ Doors to pool areas kept locked at all times that staff are not present poolside ■ Unauthorised access to the pool is prevented by <i>a secured padlocked gate and high fence.</i> <p>DIVING</p> <ul style="list-style-type: none"> ■ <i>Diving is not permitted at the pool.</i>
<p>Hygiene and Maintenance Section</p> <p>e.g. infections, skin irritation and burns from inappropriate chemical water treatments</p>	<p>HYGIENE</p> <p>The Pool Operating Procedure includes full details of maintenance, cleaning etc. This is kept in the pump room, with a copy in the school office/staffroom. A copy is given to all members of BSPMC and lifesavers.</p> <ul style="list-style-type: none"> ■ Pool not used unless water is sufficiently clear to ensure that the pool bottom is visible at all depths ■ Testing of the swimming pool water carried out regularly by Natalie Chandler, Laura Morgan, Becky Pudsley, Jo drake, Jennie Petersson, Beth Gutans, Karen Gutans, and records of tests maintained by BSPMC and kept in the Pool Room on a daily sheet.

- The testing of the swimming pool water is carried out on a daily basis, during the swimming pool season, by member of BSPMC and records of tests maintained by BSPMC, located in the pump room. Basics chemicals are added by members.
 - Pool 'n' Spa staff maintain the more technical chemical ratio on a weekly basis.
 - Water temperatures checked regularly by BSPMC and maintained between 28 to 29 degrees
 - Hand dosing only carried out while the pool is empty and at least one hour before pool use
 - Pool water treatment to comply with the recommendations of the Pool Water Guide
 - Long hair is tied up by pool users before entering the pool area
 - Pool not used unless water is sufficiently clear to ensure that the pool bottom is visible at all depths
 - Testing of the swimming pool water carried out regularly by BSPMC
 - Swimming pool water is microbiologically tested at the start of the swimming season and then in the event of a significant contamination, i.e faeces in pool.
 - Water temperatures checked regularly by BSPMC Natalie Chandler, Laura Morgan, Becky Pugsley, Jennie Pettersson, Jo Drake, Karen Gutans, and maintained between 28 to 29 degrees
 - Hand dosing only carried out while the pool is empty and at least one hour before pool use
 - Pool water treatment to comply with the recommendations of the Pool Water Guide
 - Long hair is tied up by pool users before entering the pool area
- MAINTENANCE**
- *Pool maintenance is carried out by Harris Pools*
 - Scheduled maintenance and formal inspections carried out by specialised maintenance contractor *Harris Pools company*
 - All equipment used is stored and used appropriately
 - Plant Room machinery and equipment checked regularly by BSPMC and at the start of the season by Harris Pools.
 - Regular cleaning and any necessary replacement of light bulbs and fluorescent tubes in the plant room carried, to ensure adequate lighting systems
 - Electrical installations inspected and tested annually in accordance with BS 7671. Records kept of all tests and inspections by Spague and Osley, and certificate- April 2024
 - Daily RCD switch and pump check undertaken by *BSPMC*
 - Isolation switches fitted to enable parts of installation to be disconnected from the supply for maintenance purposes

	<ul style="list-style-type: none"> ■ Floors kept clean. ■ Regular building inspections carried out by the Governing Body of Bow Community Primary School ■ All portable electrical equipment used on pool side must be specifically designed for use in wet areas ■ Backwashing done twice a week, when in use.
<p>Hiring pool to other users section</p> <p>e.g. unfamiliar building users</p>	<p>GENERAL HIRING</p> <p>Hirers of the swimming pool are provided with Normal Operational procedures, Risk Assessment 26 and Emergency Action Plan and should only hire the pool for its intended use. A lettings agreement is required. Private hirers are covered by DCC's Hirers Liability Policy. Details of what this policy does and does not cover is as follows:</p> <p>6.4 Hirers' liability</p> <p>6.4.1 At the request of the public authority the insurer will indemnify any hirer as an other insured party in respect of liability arising out of or from:</p> <p>a) personal injury to any person (other than personal injury to an employee of the hirer arising out of and in the course of employment by the hirer);</p> <p>b) damage to the premises (including contents therein) hired from the public authority;</p> <p>c) damage to any other property not belonging to the hirer nor in the care, custody or control of the hirer or any person in the hirer's service;</p> <p>occurring during the period of insurance at the premises hired from the public authority arising out of the activities of the hirer for which such premises were hired provided that</p> <p>d) the insurer shall not be liable to pay any amount for which indemnity to the hirer is provided under any other insurance or in any other way;</p> <p>e) the insurer shall not be liable to pay any amount in excess of a sub-limit of indemnity stated in the schedule in respect of any one claim against the hirer or series of claims against the hirer arising out of one occurrence;</p> <p>f) liability for which indemnity to the principal is provided under any other insurance or in any other way is excluded;</p> <p>g) the retention applicable to such indemnity is as stated in the schedule and all of this retention shall be a non-ranking excess;</p>

- h) any claim for **personal injury** or **damage** arising out of the use of the **premises** for any of the following activities or purposes is excluded:
- i) for meetings organised by political parties;
 - ii) for professional entertainment purposes;
 - iii) for commercial or **business** functions which involve bringing into the **premises** equipment which operates by means of the application of heat;
 - iv) for martial arts activities; or
 - v) for any sporting activity but only in respect of **personal injury** or **damage** suffered by one participant that was caused by another participant.
- i) any claim for **personal injury** or **damage** arising out of the use of or caused by use of any aircraft or other aerial device or satellite or vehicle or any watercraft is excluded.
- Information pack provided to all outside hirers by *BSPMC*. Information includes maximum numbers, supervision and life guarding requirements, the pool safety operating procedure
 - A contact / call out system is in place at all times that the pool is in use. This includes access to a telephone for emergency use, sited in the school corridor, near changing rooms.
 - *BSPMC* will monitor the behaviour of the hirers and ensure that they are following the school's minimum requirements for lifeguarding and any other pool rules
 - The hirer has been informed of the relevant parts of the Normal Operating Plan and Emergency Action Plan
 - The lifeguard's sole role is to observe swimmers at all times and they will not become involved in other activities
 - Hirers have to have, as a minimum, one lifeguard on duty at all times the pool is in use, which are supplied by *BSPMC*
 - First aid will be provided by the on-duty lifeguard, after emptying the pool of people.

Assessor's Recommendations - Additional Control Measures or Actions			
Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible

Signed: Headteacher: C Wilmott

Date: 10/5/24

The outcome of this assessment should be shared with the relevant staff.

A copy of the completed assessment to be kept on file and copied to the Health and Safety Co-ordinator