



School Swimming

Risk Assessment Guidance

About School Swimming

School swimming lessons take place in Kirklees Active Leisure (KAL) operated pools or pools operated by Salendine Nook High School, Almondbury Community School or North Huddersfield Trust School. In all cases the delivery of the swimming lessons is provided by KAL. Lessons and safety arrangements are appropriate to the swimming ability of the pupils in each group. Details of the responsibilities of the individual school head teacher, appointed adult in charge, accompanying school staff and KAL employees is detailed in the School swimming policy.

About Kirklees Active Leisure

Kirklees Active Leisure (KAL) is the charitable trust which manages 13 leisure facilities, including 8 swimming pools on behalf of Kirklees Council. We are managed by a Board of Trustees who come from a range of backgrounds and bring a mix of skills to the strategic direction of the Trust. KAL's vision is to help more people, become more active, more often. To do this we aim to provide high quality services and facilities to all our customers as outlined in our customer charter. We are dedicated to increasing the number of people taking part in sport, active recreation and wider physical activity through responding to the needs of the local community and providing a dynamic and excellent value for money service.

Importantly every surplus pound is invested into improving the service and facilities we provide. Since KAL was created in 2002, more than £20 million has been reinvested by Kirklees Council and KAL into local leisure centres.

KAL is proud to be a member of Community Leisure UK, which is a members' association that specialises in representing charitable leisure trusts across England, Scotland and Wales.

Legal requirements & attraction information

Public liability

We carry a comprehensive range of insurance policies to cover all aspects of our operation with a £25 million indemnity in respect of public liability claims. A copy of our insurance summary is available on request.

Kirklees Active Leisure Head Office, Stadium Business & Leisure Complex, Stadium Way, Huddersfield, HD7 6PG

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  www.kal.org.uk

Company Registration Number 4331165 Registered Charity Number 1091226





Specific Risks

Physical environment:

Our controls: Pool water quality testing is carried out regularly to ensure it falls with safe operational standards in accordance with guidance from the Pool Water Advisory Group (PWTAG). KAL management staff are trained on the corrective actions and procedures to ensure bathers are not exposed to pool water outside of these satisfactory parameters. Daily area/condition checks are in place to identify defects/hazards and staff are trained on how to report issues to ensure corrective action is taken. KAL management staff are trained to deal with Biohazards such as blood/vomit/diarrhoea and will take the appropriate corrective action. Posters are clearly displayed advising customers not to swim within 48 hours of sickness/diarrhoea. Contamination from outdoor footwear is controlled by staff trained to use footwear that has not been outside and customers advised to remove shoes in pool areas or wear the pool covers provided. Pool depth signage is clearly visible in each pool hall and KAL staff are aware of location of any steep changes in depth. Only competent swimmers will be allowed into deep water without buoyancy aids. Lighting in the pool halls are maintained so that there is sufficient illumination to see all areas of the pool (including the pool floor) at all times during pool operation. Pool rules are displayed within each facility.

Your controls: Supervise pupils to ensure pool rules are followed. Be vigilant and report any concerns to the swimming teachers. Any child who has been absent from school the previous day for sickness or diarrhoea should not be allowed to swim. Accompanying school staff should comply with our footwear rules by wearing shoe covers, removing shoes or changing into indoor shoes.

Lifeguarding & supervision:

Our controls: All swimming teachers delivering school swimming lessons hold a Swim England (formerly ASA) level 2 swimming teacher qualification. All swimming teachers and KAL lifeguards also hold a current RLSS National Pool Lifeguard Qualification which is backed up by monthly training sessions delivered by qualified RLSS Trainor Assessors.

A training database is maintained for all lifeguard qualified staff to ensure only those with up to date training records will be allowed to supervise a pool. The number of lifeguard qualified staff allocated to supervise each pool session is dependent on the activity taking place within the pool & follow guidance contained in HSG 179. As a general rule the school swimming teachers will not require further support from a lifeguard if they are the only occupants of the pool.

Where the pool is shared use between KAL customers & school swimming lessons, additional KAL lifeguards will be present. Guidance on maximum supervision periods without a break for both lifeguards and swimming teachers is followed. DBS checks are in place for all KAL swimming teacher and lifeguards and all KAL staff have received safeguarding training and an awareness of KAL's safeguarding policy.

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Your controls: Be familiar with the responsibilities of the Adult in Charge and accompanying school staff as detailed in the School Swimming Policy. The responsibility for controlling pupil behaviour remains with the Adult in charge at all times and does not transfer to any member of KAL's staff at any time during the lesson. Sufficient numbers of school staff should accompany each group of pupils to provide effective supervision of the group. Any pupils who attend the pool sites but do not take part in the lessons must be supervised by a member of school staff.

Pool operations:

Our controls: Supervision ratios of swimming teachers to pupils will be maintained in line with industry best practice with non-swimmers receiving more supervision than competent swimmers. A maximum ratio of 1 swimming teacher:20 pupils will not be exceeded. The Adult in Charge may be asked to assist the swimming teacher with the supervision of pupils in the water. An assessment of pupil swimming ability is made during their first lesson to determine the supervision needs and buoyancy aid requirements. Non swimmers & weak swimmers are given sufficient buoyancy aids and are restricted to shallow water. All teaching aid equipment is regularly checked for safety & suitability. Diving is only taught to competent swimmers and where pool depths are at least 1.8m.

Your controls: Accompanying school staff must be vigilant for misbehaviour and any pupils not following instruction. Where a pupil is known to have additional supervision requirements a risk assessment should be completed by the school head teacher prior to their first swimming lesson, as detailed in the School Swimming policy. Only once this individual risk assessment has been received and agreed by KAL will the specific control measure be put into place and the child allowed to participate in the lessons.

Fire & Emergency

Our controls: A fire risk assessment has been carried out by KAL which is reviewed annually. In addition an external fire audit is carried out by Kirklees council on a regular basis. Staff are trained in the evacuation procedures of the centre and the Swimming teachers will lead the safe evacuation. Emergency lighting is in place which is regularly tested and fire doors and escape routes are checked daily. The fire alarm is audible within the pool hall and changing rooms and is tested weekly. Smoke and heat detectors are in place throughout the building which are subject to a service schedule. The fire alarm may be sounded during the first lesson of term to demonstrate to the pupils what it sounds like. A description of evacuation procedures will also be given to the pupils and a written evacuation procedure will be provided to each school. A means of raising the alarm is available and fire extinguishers are in place according to the fire plan.

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Your controls: All accompanying school staff should make themselves familiar with the evacuation procedure provided by KAL. School staff should follow and support the instructions given by the swimming instructors during the evacuation. Consideration should be given to how you would collect your group together & carry out a register/head count to identify if all of your party are present. Please inform a member of our team if anyone is unaccounted for after an evacuation.

First Aid

Our controls: All swimming teachers and lifeguard qualified staff are first aid trained and are available to deal with injuries. Radios are available to swimming teachers which can be used to summon assistance if required. First aid provisions are located around the building and are checked regularly to ensure they are fully stocked. A defibrillator is also available which first aid staff are trained to use. All accidents are reported to management by staff and analysis is carried out to identify any trends. Pool rescue equipment and pool alarms are checked daily to ensure they are in good working order

Your controls: A member of staff must be informed of all accidents in your group and also made aware of anyone feeling unwell. Consider how you would supervise the rest of your group whilst treatment is given to the injured party by a first aider. If anyone in your party has a pre-existing medical condition your risk assessment must consider this and you must make our first aiders aware if they require treatment.

Arrival Arrangements

Our controls: Transport has been arranged with a reputable supplier and pick up & drop off times have been agreed with each school. The bus drivers are familiar with the sites they are travelling to and are aware of the safest drop off/collection point.

Your controls: The Adult in Charge must be aware of the agreed pick up and drop off times and supervise their pupils to be ready at these times. Behaviour of pupils during the journey to and from school remains the responsibility of the school staff and sufficient numbers of staff should be provided to do this. Car parks at our facilities can be busy and consideration must be given to how the school staff are going to safely supervise the pupils journey to and from the bus.