

## Aldryngton Primary School - Risk assessment

**Task being assessed** - PTA Use of swimming pool **Assessment carried out by** Jo Beales and Julia Franks. **March 2022**  
**Drawn up with reference to the Aldryngton school risk assessment which refers to Wokingham Borough Council Generic Risk Assessment Guidance**

Step 1 Identifying hazards	Step 2 Who could be harmed and how?	Step 3 List current effective control measures	Adequate or to be actioned? <i>Only actioned / ongoing items listed</i>	Action by When and whom	Completed
<b>General measures before entering pool</b>					
<b>Covid guidance</b>					
Changing rooms prior to swimming and after swimming.	To minimise contact with surfaces and cross contamination within changing rooms	* Ideally swimmers should arrive and leave pool ready. * PTA to use the appropriate bucket to clean the changing room floors.	All/Supervisors	All/Supervisors/PTA	
PPE and first aid equipment	PTA and pupils need to be protected in the event of an emergency	* Pool manager to ensure pool area has PPE and a current first aid kit with CPR face protection, stored in the cupboard to be used in an emergency. * When used, PPE and first aid kit to be replenished for future use.	Pool manager	Pool manager	
Access to the swimming pool	PTA and swimmers/adults at the pool.	* Access through the gate. PTA team on duty through changing rooms. * If there is a queue alongside the fence to wait for opening/signing in. * <b>If Covid restrictions are re-introduced</b> to ensure social distance is maintained. Markers on floor if required.	All	All	
Pool toilet		* Mop floor with red toilet mop, using pool water, disposed of in the toilet, at end of PTA session. * Ensure soap is available in dispenser.	Supervisors on duty/School	Supervisors on duty	
<b>If Covid restrictions are re-introduced</b> PTA after school	To avoid cross contamination between swimmers	* After school swimming to be allowed in bubbles on specific days, eg: Foundation and Lower in one bubble and Middle and Upper in a separate	Pool Club Admin/Pool Club	Pool Club Admin/P	

swimming to be carried out in bubbles as far as is possible.	from different bubbles	bubble, in separate halves of the pool. * Swimmers encouraged to maintain social distance. * Reduced swimmers in the pool. 20 with 2 supervisors (excluding adults in charge of a non-swimmer) and 25 with 3 supervisors. * Swimmers must be recorded in the attendance book.		ool Club	
Pool resources to be left in the pool between sessions	Pool chlorinated water to clean used resources i.e. noodles, floats etc	* PTA to minimise use of PTA floats and pool toys from PTA cupboard (NOT school floats). * Any PTA noodles/pool toys, etc. to be put into pool to clean and removed at the closing session by the PTA before replacing in the pool sheds.	Supervisor on duty	Supervis or on duty	
PTA Parents supervising children	PTA and swimmers/adults at the pool.	* Parents allowed poolside as supervising their children. * All chairs to be returned to scooter storage area at end of session. Not to be left out.	Pool Club All	Pool Club All	
First aid administered within pool	In the event of an emergency PTA member to carry out first aid. Parent to carry out if in attendance and trained.	* In the event of an emergency PTA member should wear PPE. * Parent should carry out any first aid to their child if they are in attendance. * In administering CPR to use face covers at all times. Omit rescue breaths and maintain chest compressions if preferred. Use defibrillator from PTA pool cupboard.	Parent/Supervisor on duty/All	Parent/Supervisor on duty/All staff	
<b>Usual swimming within Covid restrictions</b>					
Ensuring changing rooms and swimming pool area are empty of children	Children/Adults inadvertently being locked in.	* PTA member who is closing to check toilet /changing rooms, including behind the doors to ensure it is (male and female) clear of people before locking up.	Supervisor on duty	Supervis or on duty	
Cloudy water	Pupils and visitors to pool. Drowning.	* Pool to be closed until the chemical levels are brought into line with the specified dosage and the pool clears. Put signage on doors advising of closure. * School to notify PTA if swimming not possible due to water issues/notify when resolved.	School/Pool Club team	School/Pool Club team	
Thunder and lightning	PTA and swimmers/adults at the pool.	* If at the start of the session there is thunder and lightning do not commence. Notify pool club members that pool closed. * During session if there is thunder and lightning evacuate pool immediately and not resume until it	Supervisors on duty/All	Supervis ors on duty/All	

		has passed. Notify as appropriate.			
Falling into pool	Pupils, parents and visitors to the pool. Drowning.	<ul style="list-style-type: none"> <li>* Pool club members use pool during PTA sessions only and when supervised by PTA rota or adults during non-rota swimming.</li> <li>* Two adults trained in resuscitation and emergency pool evacuation are present.</li> <li>* Pool can not be used by individuals alone.</li> <li>* In the swimming pool storage cupboard, there's a phone with an external line which has a separate phone number to that of the school.</li> <li>* Two trained adults take responsibility for PTA recreational use of the pool.</li> <li>* Primary School children are not allowed in the pool area unaccompanied.</li> <li>* Access to pool area restricted by ensuring gate and changing room doors are locked whilst preparing lessons and after PTA swimming has finished.</li> <li>* Warning signs displayed around the pool area to inform trespassers of the dangers of entering the area and alerting them to the fact that the pool cover itself constitutes a hazard if walked on.</li> <li>* If code known by unauthorised individuals or children, inform the Site Manager/Site Controller and they will be changed immediately and communicated to the PTA committee.</li> <li>* The school will provide support after the event of an emergency incident.</li> </ul>	School to check signage before start of new season  Area securely locked after use.	Pool manager  All pool users	
Lone worker	Pool Manager/Holiday rep/ PTA member responsible for opening up and closing	<ul style="list-style-type: none"> <li>* To keep working in lone worker capacity to a minimum.</li> <li>* When necessary to work in above capacity, to report to the school office before entering the pool area giving an estimated time for work to be completed and then reporting back to the office after work has been completed and individual is no longer in the pool area.</li> <li>* To carry a walkie-talkie whilst in the pool area.</li> <li>* To have your own mobile phone whilst in the pool area, especially if the office is unmanned.</li> <li>* Taking care when moving around the area seeking assistance when completing tasks not</li> </ul>		All Pool Club and pool users	

		<p>suitable for a lone worker.</p> <ul style="list-style-type: none"> <li>* To await the arrival of another PTA member before completing the opening up schedule and closing the pool if no-one else turns up to help</li> <li>* The holiday club to advise each other when entering the pool area alone.</li> <li>* If PTA member doing checks alone during the weekend or school holidays to let a family or other PTA member know when they enter and leave the pool area. Those carrying out checks are on the rota which is circulated to the PTA team.</li> </ul>			
Adults with special requirements	Pregnant/disabled pool users	<ul style="list-style-type: none"> <li>* Manual handling, to not carry anything heavy i.e. chairs, equipment etc.</li> <li>* To avoid entering the pool changing rooms, toilets and poolside as can be wet and slippery, causing a possible fall.</li> <li>* The pool doesn't have disability devices available to help less abled bodied members to enter and exit the pool.</li> <li>* Temperature in the pool area can become too hot leading to possible fainting or generally feeling unwell.</li> </ul>			
Use of pool chemicals	<p>Pool manager</p> <p>Burns and breathing difficulties due to fumes</p>	<ul style="list-style-type: none"> <li>* No parent/PTA member will engage in pool chemical checks, the Pool Manager - George Bridge (GB) will be responsible for this activity during the entire time the pool is open.</li> <li>* Key will no longer be available to PTA members for the Chemical shed and code to the plant room and chemical store.</li> </ul>		Pool manager / Site Controller	
Incorrect chemical levels in pool	Swimmers Irritation to eyes, skin complaints	<ul style="list-style-type: none"> <li>* The Pool Manager will carry out thrice daily, at equally spaced intervals, carry out chemical level checks for chlorine; pH level checked at least twice daily; To maintain a written record of chemical levels on the appropriate paperwork provided and stored in the boiler room of the pool. After the pool season has finished, store in the office; Use of Pool Sentry for additional chemical checks in the case of uncertainty.</li> <li>* Automated dosing system installed; Pool Manager/Site Controller will monitor.</li> </ul>	GB to monitor dosing system and feedback to Head Teacher & Site Manager	Pool manager / Site Controller,	

Removal and fitting of the pool cover	Pool manager/Holiday rep and PTA supervisors  Back or general strain injury.	<ul style="list-style-type: none"> <li>* Two people should always be present to carry out these tasks, but it is essential when the cover is being put on as this poses greatest risk.</li> <li>* Taking care when winding on and off the pool cover.</li> <li>* Training of all staff and volunteers using the cover system to appropriate usage of covering and uncovering of the pool.</li> </ul>	* Pool cover to be left off if only one person is present at the end of the PTA swimming session	Supervisors on duty/Pool Club	
Litter in pool area	Swimmers and general pool users.  Cuts and abrasions	<ul style="list-style-type: none"> <li>* Regular removal of debris in and around pool</li> <li>* Weekly Hoover of pool floor by Pool Manager.</li> <li>* Removal of litter blown into area from the playground.</li> <li>* Glass is not allowed into the pool area.</li> <li>* In the event of broken glass in the pool - close immediately and drain pool, remove all shards of glass and re-fill pool.</li> <li>* To cover the pool at the end of each day to prevent litter making its way into the pool overnight.</li> <li>* Record all accidents in the school accident book / Holiday club and PTA accident book.</li> <li>* Check pool for loose tiles and advise Site Controller/school office.</li> <li>* Ensure children do not play on adventure play or in the digging area and then swim to avoid transfer of dirt.</li> <li>* Ensure children walking to and from the pool area to the toilet to wear their shoes.</li> </ul>	Ongoing as per the pool operating plan	Pool manager /All Pool Club	
Walking on wet surfaces	All pool users particularly those with bare feet Slipping and sustaining an injury as a result.	<ul style="list-style-type: none"> <li>* Adopt and enforce a “no running” policy.</li> <li>* Check the pool surround for slippery areas.</li> <li>* Children to wear shoes when returning to the classrooms if changing there instead of in the pool area or when making use of the swimming pool toilet.</li> <li>* Have first aid kit checked for contents at the beginning of the pool season by Pool manager/School first aider /PTA.</li> <li>* When first aid is applied, to update the office and individual pupil records.</li> </ul>	All users and supervisors of the pool	All staff and pool users	

Operating the boiler house machinery	Site controller  Strains, slips, chemical burns / inhalation	* Only to be carried out by the Pool Manager		Pool Manager	
Use of electrical equipment / appliances in the pool area	Maintenance personnel Electrical shock	* Only the Pool Manager will be working in the proximity of the swimming pool area / boiler house. *All electrical switches to have water resistant covers fitted. * Regular checks to be carried out. * Only qualified electricians to be used to carry out repair / maintenance work. * Areas to be kept out-of-bounds until repair work has been carried out. * Fixed wire testing carried out every year.	* Aldryngton to Book electrical check at the beginning of each season	Pool manager Spring / summer term	
Trespassers	Pool users and supervisors in particular violence against above persons	* Pool to be properly secured at the end of swimming sessions by more than one individual. * Trespassers to be asked to leave the area in a polite but firm manner. * If they refuse to go, the Pool manager/staff member/volunteer/holiday club are to contact the police - no attempt to remove the trespassers should be made. *Be prepared to provide documentary evidence of the incident. * Always have a clear means of escape. * Have appropriate signage to deter trespassers from accessing the pool area. *Contact 999.	Staff/ Holiday club and PTA users to be made aware through this risk assessment	Pool manager /All PTA and pool users	
Working in a confined space	Site controller / Holiday rep/PTA members. Tripping, slipping, knocking shins / elbows, etc.	* Moving with due care and attention. * Ensuring that trip hazards are not created - keeping the area as free as possible. * Storing all items carefully in the set places provided. * Mop up excessive water spillages using mop provided. * Have first aid kit checked regularly.	Staff/ Holiday club and PTA users to be made aware through this risk assessment	Pool manager /All staff and pool users	
Transfer of germs through open wounds	Users of the pool and changing areas	* Children with open wounds are not allowed to swim.		All	

		* Swimming pool changing areas and toilet are regularly cleaned and pool water used to cleanse the area.			
Bodily waste	All pool users	* In the event that bodily waste contaminates the pool the pool manger will carry out a chlorine shock treatment and will have responsibility for judging the timing of the pool's reopening. This will generally take 2 days from the treatment to opening. If possible, PTA Supervisors to remove waste material at the earliest opportunity.	Staff/ Holiday club and PTA users to be made aware through this risk assessment	Pool Manager /All PTA pool users	
Microbiological checks	All pool users	* During pool season the pool water is to be checked monthly for e-coli, total coliforms/pseudomonas aeruginosa and colony count. This will be carried out by Pool Sentry. The analytical report is sent to the SBM to discuss with the Pool Manager email for review, either to be action or filed.	Pool Sentry have been advised to take monthly water checks	Pool manager /Site Manager	
Descale injector	Pool Manager	* Pool Manager to check injector on a weekly basis. * Advise office staff when commencing cleaning of injector and on completion. * When cleaning injector with acid, wear the appropriate PPE/equipment. * Do not clean the injector in a confined space, preferably outside. * When complete turn the dosing system back on.	Pool manager	Pool Manager	

<b>Assessor's Name:</b>	<b>Manager's Name:</b>
<b>Position:</b>	<b>Position:</b>
<b>Signature:</b>	<b>Signature:</b>