

## Aldryngton Primary School – Risk assessment

Task being assessed – PTA Use of swimming pool Assessment carried out by Tina Shepherd April 2025 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? Only actioned / ongoing items listed	Action by When and whom	Completed
<b>General measures before entering pool and leaving the Pool</b>					
The Needs of identified pupils with additional needs	Pupils struggling/ drowning	*TA or named spotter allocated to pupil *TA to be willing to enter the pool if required *In very high need cases TA to work with separate part of the pool from within the pool	Teachers check needs of pupils discuss requirements with T/A.	All	
Pool toilets	Pool chlorinated water to clean changing rooms and toilet floor	* Mop floor with red toilet mop and water from the swimming pool at the end of PTA session. *Ensure both soap and hand sanitiser is available in the pool changing rooms.	Supervisor on duty/School	Supervisor on duty	
Removal and fitting of the pool cover	Pool manager/ Holiday rep and PTA supervisors Back or general strain injury.	* 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 the greatest risk. * Taking care when winding on and off the pool cover. * Training of all staff and volunteers using the cover system to appropriate usage of covering and uncovering of the pool.	Pool cover to be left off if only one person is present at the end of the PTA swimming session	Supervisor on duty/ Pool Club	

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 (male and female) are clear of people before locking up.	Supervisor on duty	Supervisor on duty	
Cloudy water	Pupils and visitors to pool.	* Pool to be closed until the chemical levels are brought into line with the specified dosage and the pool clears. * School to notify PTA if swimming is not possible due to water issues/notify when resolved.	School/ Pool Club team	School/ Pool Club team	
Pool resources to be left in the pool between sessions	Pool Chlorinated water to clean used resources i.e. noodles Float	*PTA to minimise use of PTA floats and pool toys from PTA cupboard (NOT school floats) *Any PTA noodles/pool toys etc to be removed at the closing session by the PTA before replacing in the pool sheds	Supervisor on duty	Supervisor on duty	
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 has passed. Notify as appropriate.	Supervisors on duty/All	Supervisors on duty/All	

Lifeguarding Zone Visibility Testing (LZVT findings)					
Position of lifeguard	To ensure total visibility of lifeguard to pool and those swimming	<ul style="list-style-type: none"> <li>* The blind spots are by the near side walls to where the staff/lifeguards are standing.</li> <li>*Also reflections from the white chairs and plant room can produce a glare on the water which decreases visibility of the bottom of the pool.</li> <li>*Supervisor 1 stands at the front of the pool.</li> <li>*Supervisor 2 to stand and observe at the shallow end near changing rooms.</li> <li>*The 3rd Supervisor to stand the long side back end of the pool (opposite supervisor 2 .</li> <li>*All lifeguards are not to sit down as this decrease's visibility of the near side walls to the observer.</li> <li>*Pool chairs reflect off the pool, reducing visibility, these are not to be stacked and will be eventually replaced by dark coloured chairs.</li> <li>*Turbulent water from swimmers, this reduces visibility and requires lifeguards to be aware of the change in conditions.</li> </ul>			
Time spent as lifeguard/supervisor duty role	To ensure no loss of concentration	<ul style="list-style-type: none"> <li>*Lifeguards are to be on poolside and observing for no longer than 1 hour.</li> <li>*The staff member should be relieved by another member.</li> <li>*This ensures everyone is 100% alert to anyone in difficulties</li> </ul>			

Time of day and conditions can play a part in reduced viability	Lifeguards/staff to be aware of changes in conditions which can affect the visibility of the pool	<p>*Full sun, glare and shade can change as the day goes on, lifeguards need be aware of their environment and any changes to visibility.</p> <p>*Wind blowing across the water causes disturbances and visibility.</p> <p>*AM sun causes shading from the trees which doesn't cause an issue with visibility but the chairs reflect on the water by the other side of the pool.</p> <p>*PM sun reflects on the plant room providing a blind spot by the steps and corner of the deep end of the pool. If swimming is taking place at the deep end be aware of the issues in visibility and place a lifeguard nearer that end.</p>			
<b>General measures for swimming</b>					
Falling into the Pool	Pupils, parents and visitors to the pool.	<p>* Pool club members use pool during PTA sessions only and when supervised by PTA rota or adults during non-rota swimming.</p> <p>* Two adults trained in resuscitation and emergency pool evacuation are present. * Pool can not be used by individuals alone. * 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. * Two trained adults take responsibility for PTA recreational use of the pool.</p> <p>* Primary School children are not allowed in the pool area unaccompanied.</p> <p>* Access to pool area is restricted by ensuring gate and changing room doors are locked whilst preparing lessons and after PTA swimming has finished.</p> <p>* 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</p>	<p>School to check signage before start of new season</p> <p>Area securely locked after use.</p>	<p>Pool manager</p> <p>All pool users</p>	

		<p>pool cover itself constitutes a hazard if walked on.</p> <p>* 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.</p> <p>* The school will provide support after the event of an emergency incident.</p>			
Lone worker	<p>Site controller/ Holiday rep/ PTA member responsible for opening up and closing</p>	<p>* To keep working in lone worker capacity to a minimum.</p> <p>* 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.</p> <p>* To carry a walkie-talkie whilst in the pool area. * To have your own mobile phone whilst in the pool area, especially if the office is unmanned.</p> <p>* Taking care when moving around the area seeking assistance when completing tasks not suitable for a lone worker.</p>	All Pool Club and pool users	All Pool Club and pool users	
First aid administered within pool	<p>In the event of an emergency PTA member to carry out first aid. Parent to carry out if in attendance and trained.</p>	<p>*Parent should carry out any first aid to their child if they are in attendance</p> <p>*In administering CPR.</p> <p>*Use defibrillator from PTA pool cupboard located outside pool area and opposite main gate on wall next to garage.</p> <p>*Call Emergency services</p> <p>*School address: Aldryngton Primary School, Silverdale Road, Earley, Reading. RG6 7HR*Top Gate location for Ambulance what3words: Admiral.chain.reap</p>	Parent/ Supervisor on duty/All Staff	Parent/Supervisor on duty/All staff	

Adults with special requirements	Pregnant/ disabled pool users	<ul style="list-style-type: none"> <li>* 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>	All Pool Club and pool users	All Pool Club and pool users	
Use of pool chemicals	<p>Pool manager/ PTA Chemical Teams</p> <p>Burns and breathing difficulties due to fumes</p>	<ul style="list-style-type: none"> <li>* Three parents/PTA members will engage in pool chemical checks, the Site Controller - George Bridge (GB) will be responsible for this activity during the entire time the pool is open.</li> <li>* Use protective clothing provided including face mask and gloves and to wear heavy duty boots/shoes when operating the plant or dosing.</li> <li>* Ensure all chemicals are securely locked in the chemical store.</li> <li>* Safe disposal of empty containers – use of Pool Sentry.</li> <li>* Eye wash station available and checked to be in date.</li> <li>* Use of reputable chemical supplier – Pool Sentry.</li> <li>* Storing chemicals in containers provided by the supplier in designated trayed areas of the chemical store.</li> <li>* Manual handling procedures adopted when moving drums of chemicals.</li> <li>* Appropriate chemical spill kits kept in the chemical store.</li> <li>* Pool manager to stay up to date by means of Bio lab / LA literature.</li> </ul>	<p>School to check eye wash station is in date before start of season</p> <p>School to check COSHH signage Check at start of each season and replaced if damaged</p>	Pool manager / Site Controller	

		<ul style="list-style-type: none"> <li>* COSHH guidance on display in storage area.</li> <li>* First aid kit kept up to date and well stocked.</li> </ul>			
Incorrect chemical levels in pool	Swimmers Irritation to eyes, skin complaints	<ul style="list-style-type: none"> <li>* At least thrice daily, at equally spaced intervals, carry out chemical level checks for chlorine.</li> <li>* pH level checked at least twice daily.</li> <li>* 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.</li> <li>* Use of Pool Sentry for additional chemical checks in the case of uncertainty.</li> <li>* If chemical levels become too high close the pool until they have been adjusted back into the safe zone.</li> <li>* Automated dosing system installed; Site Manager/Site Controller will monitor.</li> </ul>	Training to be attended by site Controller GB to monitor dosing system and feedback to Head Teacher & Site Manager	Pool manager / Site Controller, All staff and pool users/P.T.A.	
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 Site Controller.</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</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	<ul style="list-style-type: none"> <li>* Annual review of use of the machinery. * Boiler to have an annual service.</li> <li>* Wearing protective clothing when topping up the chemical levels.</li> <li>* Taking care when walking on wet surfaces.</li> <li>* Not leaning too far when completing the backwash process.</li> <li>* Reporting any faults with the machinery / electrical supply immediately to the school office. *</li> <li>Correct training completed by Site Controller on using chemicals and dosing system. Any queries refer to Pool Sentry.</li> </ul>		Pool Manager	



Use of electrical equipment / appliances in the pool area	Maintenance personnel Electrical shock	<ul style="list-style-type: none"> <li>* To work with due regard to the dangers of working with electrical equipment in the proximity of the swimming pool area / boiler house. *All electrical switches to have water resistant covers fitted.</li> <li>* Regular checks to be carried out.</li> <li>* Only qualified electricians to be used to carry out repair / maintenance work.</li> <li>* Areas to be kept out-of-bounds until repair work has been carried out.</li> <li>* Fixed wire testing is carried out every year.</li> </ul>	Book electrical check at the beginning of each season	Pool manager Spring / summer term	
Trespassers	<p>Pool users and supervisors in particular</p> <p>Violence against above persons</p>	<ul style="list-style-type: none"> <li>* Pool to be properly secured at the end of swimming sessions by more than one individual</li> <li>* Trespassers to be asked to leave the area in a polite but firm manner</li> <li>* 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</li> <li>* Be prepared to provide documentary evidence of the incident</li> <li>* Always have a clear means of escape at all times</li> <li>* Have appropriate signage to deter trespassers from accessing the pool area</li> </ul>	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	<ul style="list-style-type: none"> <li>* Moving with due care and attention</li> <li>* Ensuring that trip hazards are not created</li> <li>* Storing all items carefully in the set places provided</li> <li>* Mop up excessive water spillages using mop provided</li> <li>* Have first aid kit checked regularly</li> <li>* Do not transfer chemicals from one vessel to another in the confines of the storage shed.</li> </ul>		Pool manager	
Transfer of germs through open wounds	Users of the pool and changing areas	<ul style="list-style-type: none"> <li>* Children with open wounds are not allowed to swim</li> <li>* Swimming pool changing areas and toilet are regularly cleaned and pool water used to cleanse the area</li> </ul>	Staff/ Holiday club and PTA users to be made aware through this risk assessment	Pool Manager All PTA pool users	
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.			

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 Site 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	* 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>