**Swimming Risk Assessment**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Wibsey Web Logo  Wibsey Primary School  North Road, Bradford, BD6 1RL | | | **Date** | 21/04/21 | **Prepared by** | | | Emma Clayton, Karen Yates, Aidan Richards | |
| **Headteacher** | Mr N M Cooper | **Year leader signature** | | |  | |
| **Who is at risk?** | All pupils and staff swimming | **How many people affected?** | | | Approx 90 per session – 1 session | |
| **How often and for how long** | Term time and open days | Swimming lessons are arranged by Bradford Council, the lessons are held at Sedburgh Leisure Centre. Transport is also arranged by Bradford Council. | | | | |
| Sedburgh Leisure Centre  Cleckheaton Rd  BD6 1FE | | | **Pupils for each session 90**  **WPS staff = 9**  **Leisure Staff = 3** | | Leader on 1st bus and pool: Emma Clayton  Deputy on 1st bus and pool: Farah Bajwa  Leader on 2nd bus: Sharon Noble  Deputy on 2nd bus: Tammy Walker | | | | |
| **Hazards and Risks Identified** | | **Existing Control Measures** | | | | **Action to be taken by** | | | |
| **To be read in line with whole school Covid risk assessment** | | | | | | | | | |
| School policy not being followed. | | Phase leader to ensure letter has been sent out to parents regarding swimming lessons – copy attached.  List of staff at swimming lessons to be left in the school office.  Non-swimmers to stay in school and work with a TA from the Phase.  Pupil numbers to main office on departure and confirm return to school. | | | | Phase Leader  Leader/Deputy  Leader / Deputy | | | |
| Transport.  Specific Covid 19 measures | | * First aid kit, inhalers, buckets and paper towels to be taken. First aider to be on each bus journey. * Medical support plans to be taken. * Care to be taken when leaving the school premises to board the bus, at the venue and return. Children to walk in a socially distanced line. * Boys to sit downstairs and girls upstairs ie in changing room groups * Set seating consistent each week that reflects the class seating plan. Children and staff to sit in the same seat on each journey. Seating plan to be taken. Pupils prone to travel sickness to sit at the front of the bus. * Staff to ensure seating plans are saved on T Drive * Staff to ensure all pupil seat belts are fastened. * All windows to be open to ensure ventilation * Staff to wear a face covering * Children to face forward, and stay seated, at all times * Staff to monitor pupils from set seats * Adult to sit by emergency exits and adults to sit on front seats. * On arrival adult to alight first and provide hand gel to all children as they alight. * Staff to supervise children being aware of other traffic and dangers. Children to be walked from the bus on the pavement area to the main entrance. Staff to be positioned along the group with a member of staff at the front and back. Children to walk in a socially distanced line. * Member of staff to check the bus to ensure all pupils and belongings have been removed. * Bus to park in the bus bay at the right hand side of the building | | | | All adults  Driver  All children | | | |
| Entry to Sedbergh Sport’ Centre | | * Both groups to arrive 5 minutes beforehand * All staff and pupils to have used hand gel prior to entry * All staff to wear a face covering, unless exempt. Exempt members of staff to speak to the HT or DHT to be provided with a lanyard * On entry to follow signs and wait at the interior barrier entrance to be collected * Set changing places within the cloakroom to mirror bus seating as far as possible. Plan to be kept by staff | | | | All staff and children | | | |
| Entry to changing rooms | | * Both groups to be collected from the entrance and walked to the changing room by a member of staff (rhs entrance). Children to walk in a socially distanced line. * Children to use following changing rooms:   10:45 am – Boys – changing rom 3  10:45 am – Girls - changing room 4  11:15 am Boys – changing room 1  11:15 am Girls – changing room 2   * Two school adults to be present in each changing room * Changing rooms to be thoroughly cleaned after use by the previous school * Set changing places within the cloakroom to mirror bus seating as far as possible. Plan to be saved on T Drive. | | | | All adults and children | | | |
| Staff changing | | * Staff who are going in the pool to support SEND children to use cubicle 1 * Cubicle 1 to be cleaned by Sedbergh staff prior to the next group and use by the next staff member | | | | R. Lofthouse  J. Woodrup  Sedbergh staff | | | |
| Moving round the centre:   1. From the changing rooms to the pool 2. From the pool back to the changing rooms | | * A one way system is in place so that there is no crossing of paths * On leaving cloakrooms follow the one way signs and queue up on the lockers side to wait to be taken to the pool * Whilst sitting on the pool side children will be socially distanced * When exiting the pool follow the ne way signs to the far end of the changing room and then walk up past the changing cubicles | | | | All staff and children | | | |
| Exit from Sedbergh Sport’ Centre | | * When children are ready to leave they walk in a socially distanced line and exit the centre by the double doors * Staff to supervise closely to the bus * All children and staff to hand sanitise on arrival at school | | | | All staff and children | | | |
| Children becoming lost | | * Clear instructions as to expectations of behaviour and responsibilities to themselves and to one another. * All staff to have a list of groupings and be aware of special /medical needs. * Regular check of numbers, either in their group or as a whole. | | | | All adults | | | |
| Members of the public | | * Good control and supervision. * Clear instructions as to expectations of behaviour and responsibilities to themselves to one another and to members of the public. * Ensure toilets are clear of public before the children use them. Monitor entry/exits. Adults to be by the wash basins to ensure that children wash hands thoroughly. * Children must always be accompanied by a member of staff with a DBS check. * Members of the public will swim from 12:00. Extra vigilance from this time if school’s departure has been delayed. | | | | All adults | | | |
| Toileting | | * Children to use the toilets by the pool. Adult to monitor entry / exit during the ‘Wibsey only’ swim. If it is after 12:00am and members of the public are in then school adult to be by the wash basins | | | | All adults | | | |
| Use of swimming pool. | | * All staff are DBS checked. * Children involved in supervised activities. * Long hair to be tied back. * Relevant safety information in all changing rooms. * Good control and supervision. * Clear instructions as to expectations of behaviour and responsibility to themselves to one another and to members of the public. * Bradford Aquatics risk assessment – Bradford Aquatics risk assessment in place as per conversation between Karen Yates, Emma Clayton and Bradford Aquatics. * Members of school staff will be available at all times to assist in the supervision of the pupils at the pool side. Staff to wear suitable footwear with non slip soles. * Staff to have a £1 deposit for a locker if required | | | | All adults | | | |
| Slips, trips, collisions during non swimming activities. | | * Group members to be briefed regarding safety rules, expected behaviour (no running) and emergency procedures. * Slip resistant surfaces in evidence. | | | | All adults | | | |
| Unsafe/inappropriate use of equipment - injuries | | * Group members will only use extra equipment (eg snorkels, masks etc) permitted by the pool management. * Floats and teaching /play equipment will be used only in accordance with pool management rules and procedures. | | | | All adults | | | |
| Poor hygiene arrangements - infections | | * Groups leaders will check that: * Pupils use appropriate, clean swimwear, as required. * Group members with medical conditions that are infectious do not participate, or have sufficient protection to be not risk to others. * Group leaders to satisfy themselves, and pool operate informed immediately where there are concerns, about the following: * Changing and showering facilities appear safe and clean. * The water appears clear and is regularly tested for quality. * Water temperature is appropriate/acceptable. | | | | Group Leader  Group Leader | | | |
| Pupils with Special Educational Needs | | * Supervised as per SEND/care plan * Inhalers/medication to be sorted by the office staff into the two group. Group leaders to collect and take responsibility for the duration   Pupil specific content removed for website purposes | | | | Group Leader/All adults  Identified staff: R. Lofthouse  J. Felthouse  J. Woodrup  J. Harvey  F. Bajwa | | | |
| Track and Trace | | * Should there be a positive case in year 5 with a positive test or symptoms reported on a Friday or Saturday then the bubble closure to include the swimming group (boys or girls) in addition to own class. | | | | SMLT  All staff and pupils | | | |
| Sedbergh risk assessment | | * See attached Sedbergh risk assessment | | | | All staff | | | |
| Staff attendance  Emma Clayton  Farah Bajwa  John Harvey  Carol Johnson  Jo Felthouse  Rochelle Lofthouse  Sharon Noble  Tammy Walker  Nafisa Parvez  Janey Brook  Julie Woodrup  Tammy Walker | | | | | | First aiders  Janey Brook  Emma Clayton  Nafisa Parvez | | | |
| Lead Teacher | Leader on 1st bus and pool: Emma Clayton  Leader on 2nd bus: Sharon Noble | | | | | Deputy Lead | | | Deputy on 1st bus and pool: Farah Bajwa  Deputy on 2nd bus: Tammy Walker |  |
| First aid / medication | Janey Brook / Emma Clayton | | | | | School Mobile  (please highlight phone/s taken) | – Emma Clayton  – Farah Bajwa  – Sharon Noble | | |  | |