**Appendix O**

**EXAMPLE RISK ASSESSMENT FOR SWIMMING GALA**

| **School Name:** | **Assessment Title:** Primary School Swimming Gala |
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| **Pool:** | **Leader:**  |

| **ISSUE** | **HOW TO MANAGE IT** |  |
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| ***Hazard (to whom and likelihood)*** | ***What procedures will be in place*** | **Likelihood** | **Severity** | **Risk Rating** |
|  | * All schools have received pre gala invitation which is attached & includes information about:
 | 5 | 1 | L |
|  | * The attending class must have been involved in school swimming in the same academic year, preferably same term
 | 5 | 1 | L |
|  | * The need for attending schools to complete their own RA for the activity and travel
 | 5 | 1 | L |
|  | * Accompanying staff have read and understood the EAP/NOP of **XXX Leisure Centre?**
 | 5 | 1 | L |
|  | * All staff have registers of children attending the event, along with known ability
 | 5 | 1 | L |
|  | * All staff have contact numbers for their own school and emergency contact numbers of their children
 | 5 | 1 | L |
|  | * Lead teacher of the group knows the procedure should a child from their school need to go to hospital
 | 5 | 1 | L |
|  | * **Minor 1st aid treatment is the responsibility of the accompanying school teacher and any required medication is fully labeled in a sealed plastic container, ON POOLSIDE**
 | 5 | 1 | L |
|  | * Any medical and/additional needs of attending children are known to all supervising school and pool staff. Any SEND have been made known to the gala organiser and accompanying school staff. Eg Epileptic child will need additional, own spotter/ nervous swimmer who needs additional support (see below)
 | 5 | 1 | L |
|  | * Where necessary an adult in the water to support a nervous child
 | 5 | 1 | L |
|  | * **Behavior, safety and organization of pupils are the responsibility of school’s staff and helpers in the changing area and poolside**
 | 5 | 1 | L |
|  | * **Schools will be greeted in the foyer and teachers will be asked to “sign in” and register that they have read the NOP and EAP and declare the number of pupils attending the gala**
 | 5 | 1 | L |
|  | * Schools will be staggered through the changing areas, where accompanying staff will be responsible for supervising their children in the changing rooms (both male and female) and onto (and at all times on) poolside
 | 5 | 1 | L |
|  | * Before arrival:Schools have divided their class of children into the suitable area of the pool, depending on the individual’s swimming ability (it is suggested to the schools that this is organised according to the children’s swimming performance in school lessons). School staff are reminded to ensure that any cultural requirements are adhered to
 | 5 | 2 | M |
|  | * **A member of school staff must be present with each group on the poolside. As per school swimming lessons, schools must have their own suitably qualified teacher(s) on poolside, with additional adult helper supervision per section / group on poolside**
 | 5 | 1 | L |
|  | * Qualified swimming teachers (Level 2) are present in each section of the pool (x3) throughout the gala
 | 5 | 1 | L |
|  | * Qualified lifeguards in attendance at ALL times – 3 lifeguards
 | 5 | 1 | L |
|  | * Pupils will enter the poolside at the shallow end from the changing rooms. Areas for the children to sit and wait between “races,” will be clearly marked and walkways will be clear. The depth of water in which the children swim, is relevant to ability **Children swimming in the deep end must be able to swim 50m competently**
 | 54 | 22 | ML |
|  | * The gala programme (attached) allows for appropriate recovery for swimmers between races and it is suggested that swimmers bring a drink in a plastic vessel, onto poolside
 | 5 | 1 | L |
|  | * Once on poolside, communication will be via a PA system and the gala will begin with a briefing by a Leisure Centre member of Swimming Teaching Team, to include:
 | 5 | 1 | L |
|  | * Fire exits will be made known to all attendees
 | 5 | 1 | L |
|  | * Gala procedures. When and how children enter and leave the water
 | 5 | 1 | L |
|  | * Lifeguard whistle drill
 | 5 | 1 | L |
|  | * Role of lifeguard
 | 5 | 2 | M |
|  | * Roll of accompanying staff
 | 5 | 2 | M |
|  | * Staff duty of care – remain with pupils at all times, including supervision of toilets
 | 5 | 1 | L |
|  | * Flotation aids are available at the back of the poolside for swimmers to use if required. Walkways are to be kept clear at all times
 | 5 | 2 | M |
|  | **In the event of needing to evacuate the building, the accompanying school staff will be asked to lead their pupils to a safe area outside the building and report to XXXX that all pupils are present** | 5 | 2 | M |