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| **Assessment Title:** | **COVID-19 SCHOOL SWIMMING VENUE RISK ASSESSMENT** | **Ref.** |  |
|  | **Number** |

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| **School Name:**  **And DETAILS, tel -** |  | **Confirm HSE Covid Secure :** | **VENUE COVID Secure risk assessment received – YES / NO** |
|  |  |  | **HSE Covid Secure signed ………………………… Visit Leader PRINT ………………………….** |
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| **Date Assessment Undertaken:** | **Name of Assessor (print):** | **Assessor Signature:** | **Assessment Review Date:** |
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| **Name of Head Teacher / Centre Manager (print):** | **Head Teacher / Centre Manager Signature:** | **Name of Chair of Governors (print):** | **Chair of Governors Signature:** |
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| Main Legislation and/or Information Source: | * Health & Safety at Work Act 1974. * Management of H & S at Work Regulations 1999. |  |

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| **Guidance:**  This is a **SAMPLE** risk assessment and will remain so unless the following criteria are satisfied:   1. The boxes highlighted in grey above must be completed with the required details. 2. LCC no longer requires a Chair of Governors signature. Your own Educational Visits Policy might – therefore check. 3. The Ref number can be the EVOLVE visit number if this is for Educational Visits. 4. The signature boxes may be typed when uploading to EVOLVE. 5. The control measures identified below **MUST** be either complied with **or** **AMENDED** to reflect the establishment’s control measures. 6. The Visit Leader is responsible for completing the ‘Action’ and ‘Complete Y/N (Date)’ columns.   Once criteria 1-5 have been satisfied, you should remove the ‘Sample’ watermark. FORMAT-BACKGROUND-PRINTED WATERMARK and choose the option that says ‘No Watermark’ or ‘Page Layout’ – Watermark’ – ‘Remove Watermark’ or ‘DESIGN’ - Watermark – Remove Watermark. |

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| **What are the hazards?** | **Who might**  **be harmed?** | **Control Measures.**  **What are you already doing?** | **What further action is necessary?** | **Action**  **By**  **Whom?** | **Action By When?** | **Complete Y/N**  **(Date)** |
| Failure to follow up to date government and public Health England advice and/or the advice of responsible local authorities. | Staff.  Pupils. Other adult helpers. | * Ensure appropriate checks are made on current guidance ‘social distancing’, group sizes, personal protective equipment and hygiene; register to receive updates * <https://www.gov.uk/coronavirus/education-and-childcare> * <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do>   All staff members who attend swimming have been given and have read relevant documentation including risk assessments, venue COVID procedure documents and guidance from Active Leeds.  All staff members have completed an induction where appropriate and are aware of the signing in procedures at the venue.  Any adult accompanying the children to swimming lessons must wear a face mask in circulation areas unless exempt.  Should you wish to speak to a member of the venue staff please ensure you follow social distancing guidelines. | CHECK DONE  CHECK DONE |  |  |  |
| Financial Loss | Staff.  Pupils. Other adult helpers. | * Clarify how the terms and conditions will apply if you, or the provider (venue or travel operative if used), have to cancel, or are prevented from going ahead because of COVID-19 or its effects.: COVID-19 or its effects could include local (either effecting the school or the provider) or national lock down; accommodation closing for deep cleaning; school staff unavailability due to needing to self-isolate; provider staff shortage due to staff needing to self-isolate; pupils not able to attend due to self-isolation. * Discuss the potential effects of COVID-19 with your travel insurance provider. |  |  |  |  |
| Transport | Staff.  Pupils. Other adult helpers. | Schools must not arrive at the pool more than 5 minutes before the start of the designated lesson time   * Your 30 minute slot will include the removal of outer clothing and safe storage and the collection of belongings and exiting poolside * A period of 10 minutes is allocated as normal to get changed and exit the changing area. * Public transport should be avoided. * Coach transport – obtain provider’s Covid Secure risk assessment – CTPlus RA available on Evolve. * The approach to the use of dedicated transport should align as far as possible with the principles underpinning the approach being adopted for your school. * Consider how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school * Ensure orderly boarding and disembarking. * No food or drink to be consumed. * Hands to be washed/sanitised before boarding and on disembarking. * Singing and shouting to be discouraged. * Pupils reminded to try to avoid touching their face. * Bin provided for tissues (catch it, bin it, kill it) * Consider seating of staff to allow greater distance between other staff and pupils. * There is no expectation for pupils to wear face masks however a transport provider may require the wearing of masks for over 11 year olds. * Plan for transportation of pupil or staff who displays COVID-19 symptoms during visit e.g. spare capacity on coach to allow 2m social distancing (discuss scenario with transport provider prior to confirming booking). Is your minibus (if you have one) available in this eventuality? * Consider action to take if transport is late for pick to return to school – establish appropriate location to wait safely. |  |  |  |  |
| Use of public/venue toilets | Staff.  Pupils. Other adult helpers. | * Clarify availability and access to toilets at venue. * Ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. * If using toilets at a venue discuss timing of use of toilets to avoid when other groups are using. * Encourage all children to wash their hands thoroughly, with soap and running water for 20 seconds, after using toilet facilities. |  |  |  |  |
| Venue  Entering, movement around and exiting  Potential contact with others | Staff.  Pupils. Other adult helpers. | * Staff to follow signing in procedure as set by the Venue- informing the site of numbers of pupils and staff each visit. * A member of centre staff will sign the school into the building * Children must arrive at the pool beach ready – swimming kit underneath clothing to be removed in a designated area on poolside * One way systems will be followed by all staff and pupils * Face coverings to be worn by school staff in circulation areas. * School will only use specific allocated areas and changing area. * Staff will have allocated roles to supervise changing areas…. * supervision of boys by * supervision of girls by * Social Distance of 2m to be kept at all time between venue staff and school staff * Appropriate PPE to be worn * Children will be supervised at all times by school staff with distance maintained between school members and venue staff and members of the public at all times. * School staff will ensure children are socially distanced from venue staff- sanctions may be applied for those who fail to comply. |  |  |  |  |
| Use of equipment |  | * Equipment must be brought to the lesson each week. * Equipment is limited, teachers teaching lessons are permitted to only use:   + Woggles (provided by the school)   + Hoops   + Sinking hoops   + Egg flips (these must not be blown)   + Watering cans   + Dive sticks * Schools must provide their own woggles these can be purchased directly from Active Leeds for £2 per woggle. * A suitable bag will be needed to store the woggles at school. * All children will be assessed for their ability and needs for additional aids during the first swimming lesson – completing the lesson questionnaire will speed up this process (please share the results prior to your visit) * Any child who has been identified as requiring armbands must supply their own, this can be swim discs or inflatable armbands * Venue equipment is not to be used by school staff or children unless agreed by venue. * Woggles to be sanitised on return to school with disinfectant spray and cloths/ disinfectant wipes * All other equipment used will be quarantined or cleaned after use. |  |  |  |  |
| Pool side - Lessons - end of lessons – Attendance/  Attainment  paperwork | School staff & children | * All school staff must remain on poolside with the children * Children’s footwear must be removed before entering poolside, adults must wear overshoes or remove their footwear * Upon completion of lesson, children will need to collect belongings and make their way to allocated changing room a period of 10 minutes is allocated as normal to get changed and exit the changing area. * School staff will need to complete any paperwork relating to attendance and attainment, this must not be passed to centre staff. School staff will need to work with venue staff to check off attainment whilst maintaining social distancing. * Records will be kept in school and brought on each visit. |  |  |  |  |
| Insufficient handwashing facilities or sanitiser/ Personal hygiene and the spread of the virus | Staff.  Pupils. Other adult helpers. | * Staff to carry additional hand sanitiser. * Pupils to be asked to bring personal hand sanitiser if appropriate age/maturity. * Regular briefing of pupils about the importance of washing hands regularly with soap and running water for at least 20 seconds (use paper towels to dry hands if available) or using hand sanitisers. * Regular briefing of pupils about the importance of not touching one’s face and of using disposable tissues when coughing and sneezing. * Take spare tissues. * Ensure appropriate cleaning of school resources upon return to school. * Avoid touching objects shared by the public – for example, a member of staff could hold a gate open to avoid everyone touching it. |  |  |  |  |
| Member of group displays COVID-19 symptoms during visit | Staff.  Pupils. Other adult helpers. | * Agree a plan of action relevant to venue / activity. * Appropriate PPE available for staff. * Sufficient staff to enable supervision of isolation. * Check with venue on isolation options. * Contact parent/career to collect if practical. * Discuss scenario with the coach company / dedicated transport provider prior to confirming booking. * Follow school reporting procedures and protocols. * Take a home testing kit that can be given to the parent. |  |  |  |  |
| Member of group tests positive for Covid-19 after visit | Staff.  Pupils. Other adult helpers. | School contact to inform venue manager asap. |  |  |  |  |
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| **School identified hazards?** | **Who might be harmed ?** | **Evaluate the risks. Control Measures** | **What further action is necessary?** | **Action**  **By**  **Whom?** | **Action By When?** | **Complete Y/N**  **(Date)** |
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ALTERNATIVE ACTIVITIES, PLAN B – What are your arrangements if your planned activities or visit cannot proceed as anticipated due to a change in circumstances such as severe weather, illness or other significant environmental or other factor(s).

ON-GOING / DYNAMIC RISK ASSESSMENT – Remember to assess the risks on the day and during the activity, many factors can change. Have an alternative activity (plan B) available and risk assessed in case it is needed (see above). Do not hesitate to alter or abandon the activity if the risks on the day become unacceptable.

EMERGENCY PLANNING – What is your plan for dealing with an accident or serious incident?

