



Risk Assessment

Hazard	Who could be harmed and how	Control Measures
<u>Classroom Based Sessions</u>		
1. Incident requiring building evacuation	Course delegates Tutor/Trainer <ul style="list-style-type: none"> • Effects of cold following building evacuation 	<ul style="list-style-type: none"> • Tutors/Trainers to be conversant with Emergency Procedures • Course delegates to be advised of Emergency Procedures • Register and Signing In/Out sheet to be maintained of course delegates.
2. Trailing electric cables and other trip hazards	Course delegates Tutor/Trainer <ul style="list-style-type: none"> • Slips, trips and falls • Sprains and strains 	<ul style="list-style-type: none"> • All cables to be laid to avoid walkway areas • Where unavoidable cables should be covered • Cables and other trip hazards to be identified to all delegates at beginning of course and as necessary during course
3. Infection from resuscitation manikins	Course Delegates Trainers <ul style="list-style-type: none"> • Transmission of infection between users 	<ul style="list-style-type: none"> • Manikins to be cleaned prior to each use with cleansing wipes/solution in accordance with current RLSS/ STA Policy • Lungs to be changed after each course where equipment has been used • Any faces that are damaged to be replaced.



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<u>Pool Based Sessions</u>		
4. Bather in difficulty/accident on poolside	All swimmers Course delegates Tutor/Trainer <ul style="list-style-type: none"> • Bather in difficulty following illness or injury • Injury following slip/trip on poolside 	<ul style="list-style-type: none"> • For Teaching/Coaching Courses where pupils are being taught a minimum of 1 NPLQ qualified lifeguard required for duration of pool session. • For Tutor/Trainer led sessions the Tutor / Trainer must hold a current NPLQ or NRASTC qualification where the venue does not provide a lifeguard • Tutors/Trainers to be conversant with Emergency Procedures • Course delegates to be advised of Emergency Procedures • Medical conditions of swimmers and course delegates to be disclosed on application form and disclosed to tutor/trainer or other appropriate personnel as required for safety
5. Incident requiring evacuation from pool / building	All swimmers Course delegates Tutor/Trainer <ul style="list-style-type: none"> • Effects of cold to swimmers following prolonged evacuation to poolside. • Effects of cold to swimmers following an evacuation from the poolside 	<ul style="list-style-type: none"> • Tutors/Trainers to be conversant with Emergency Procedures • Course delegates to be advised of Emergency Procedures • Foil blankets to be issued to prevent effects of cold where evacuated from building • Register to be maintained of course delegates and swimmers.

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	<ul style="list-style-type: none"> • Junior swimmers separated from parent • Distress 	
6. Swimmers of unknown/untested ability	<p>All swimmers</p> <ul style="list-style-type: none"> • Submersion of casualty and choking • Loss of confidence 	<ul style="list-style-type: none"> • Swimmers to be ability grouped following discussion with parents or from previous swim test or attendance at previous course • Swimmers to be tested by a suitably qualified person and ability grouped at first session and class adjusted as necessary
7. Jewellery	<p>All swimmers Course delegates</p> <ul style="list-style-type: none"> • Cuts/Laceration/wounds to any part of body resulting from contact with or pulling of jewellery either to person wearing or other swimmer 	<ul style="list-style-type: none"> • No jewellery to be worn during sessions by anyone (exception Wedding) • Appointed Teacher to check swimmers for jewellery prior to entering the water
8. Hair	<p>All Swimmers Course delegates</p> <ul style="list-style-type: none"> • Hair obstructing mouth and nose causing breathing restrictions • Hair obstructing eyes obstructing visibility 	<ul style="list-style-type: none"> • All swimmers should wear a swim hat for teaching and coaching courses • For other courses learners should either wear a hat or have hair securely tied back as required.
9. Teaching equipment	<p>All swimmers Course delegates</p>	<ul style="list-style-type: none"> • Course delegates to be conversant with the safe and correct use of each item of equipment

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	Tutors/Trainers Lifeguards <ul style="list-style-type: none"> • Slips and trips on equipment left out during sessions • Foot injuries from incorrect use or lifting of bricks and submersible manikin • Lower back injuries from incorrect or poor lifting techniques when carrying or moving equipment 	<ul style="list-style-type: none"> • Swimmers to be taught/reminded of safe and correct use of each item of equipment. • All equipment to be placed safely on poolside when in use/awaiting eg not obstructing access around pool side. • Submersible manikin to be lifted from water by a minimum of 2 people in accordance with safe lifting practices described above. • All equipment to be returned and correctly stored at end of each session • All equipment to be checked for damage prior to use. Any damage to be reported to Tutor/Trainer
10. Goggles	All swimmers <ul style="list-style-type: none"> • Eyes injuries 	<ul style="list-style-type: none"> • Swimmers to be reminded of correct method of wearing goggles
11. Clothing additional to swim wear	Course delegates Lifeguards <ul style="list-style-type: none"> • Obstruction of mouth/nose if removed in water • Shadow on pool floor creating false casualty image 	<ul style="list-style-type: none"> • Swimmers to be taught to remove clothing correctly. • Tops must not be pulled over head whilst being removed. • Any clothing sinking to pool floor must be removed immediately

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12. Surface Diving to depths over 1.5m	All swimmers Course delegates	<ul style="list-style-type: none"> Tutor/Trainer to remind course delegates of hazards for diving to depths
13. Diving in to water	All swimmers Course delegates <ul style="list-style-type: none"> Spinal, head and neck injuries due to impact with pool floor 	<ul style="list-style-type: none"> No diving to be undertaken in water depths below 1.5m Diving to be taught in depths of 1.8m or more with a forward clearance of 7.6m or more. Only flat/racing dives (including from diving blocks) to be taught during Level 2 courses under the supervision of a qualified Tutor
14. Jumping in to water	All swimmers Course delegates <ul style="list-style-type: none"> Spinal, head, neck and leg injuries due to impact with pool floor 	<ul style="list-style-type: none"> No jumping to be undertaken in water depths below 1.0m for small children and 1.5m for older children and adult in accordance with the current guidance for Jumping in to water
15. Lifting casualties from water	Course delegates <ul style="list-style-type: none"> Injury to lower back from incorrect or poor lifting techniques 	<ul style="list-style-type: none"> Tutor/ Trainers to be trained in basic safe lifting techniques Students to be taught/reminded of safe lifting requirements each time operation is taught. No unassisted lifts to be carried out Minimum of 2 people required to lift casualty from water.



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16. Lifting casualties from water on Spinal Board/PXB	<p>Course delegates</p> <ul style="list-style-type: none"> • Injury to lower back, shoulders, arms from incorrect or poor lifting techniques • Involuntary submersion of casualty from poor or incorrect lifting techniques 	<ul style="list-style-type: none"> • Students to be taught/reminded of safe lifting requirements each time operation is taught. • Minimum of 4 people required to lift casualty from water using spinal board. • Min of 2 people required to remove casualty from water using the PXB

Generic Hazards

17. Late arrival or missing learners	<p>All learners during courses Under 18 year old learners</p> <ul style="list-style-type: none"> • Injury or Illness preventing attendance • All potential safeguarding matters relating to under 18's 	<p>To protect all learners but with special consideration to those under 18 years old</p> <ul style="list-style-type: none"> • Emergency contact information to be collect for each learner prior to commencement of course • Register to be taken each morning • Where learners leave the premises, they must sign out and back in again on return • Where learners do not arrive within 30 minutes of start time either at the beginning of the day or following signing out at a break time this will be followed up by the course tutor and/or key contact.
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THE
EXCELLENT PERFORMANCE
TEAM

Risk Assessment

<p>18. Security of personal data and records</p>	<p>Tutors/Trainers/IVs/Assessors Course delegates</p> <ul style="list-style-type: none">• Loss learner records relating to training completed• Personal data being lost or misused• Tutors/trainers etc. qualifications not up to date potentially invalidating results or causing courses to be cancelled	<ul style="list-style-type: none">• All computerised records to be backed up with copies being stored at company premises and off company premises• All paper based course and training records to be held securely at company premises
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