<table>
<thead>
<tr>
<th>Directorate &amp; Service or Team</th>
<th>DCC Risk Assessment Form</th>
<th>RA26</th>
</tr>
</thead>
<tbody>
<tr>
<td>CYPS Education</td>
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</tbody>
</table>

**Name and Address of Establishment**
Dunsford Community Primary School EX6 7DD

<table>
<thead>
<tr>
<th>Person(s)/Group at Risk</th>
<th>Initial Assessment</th>
<th>Review</th>
<th>Following Incident</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Activity/Task/Process/Equipment</th>
<th>Date of Assessment 21.7.15</th>
<th>Assessor(s) Ruth Alphey/Debby Forsyth/Hannah Phipps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swimming and Hydrotherapy Pools</td>
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<table>
<thead>
<tr>
<th>Significant Hazard and possible Outcomes/injuries</th>
<th>Control Measures in Place</th>
<th>Are any additional measures or actions required? (if yes put on the Action Plan)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Issues</td>
<td></td>
<td>Yes  No</td>
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<tr>
<td>e.g. incompetence / unsafe practices / inadequate support / failure in discipline / excessive numbers</td>
<td>TRAINING</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes  No</td>
</tr>
<tr>
<td></td>
<td>SUPERVISION</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes  No</td>
</tr>
<tr>
<td></td>
<td>POOL USERS CONDUCT AND CLOTHING</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yes  No</td>
</tr>
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</table>

- **TRAINING**
  - Teachers who take swimming lessons to have a valid and up-to-date swimming qualification.
  - Safety procedures to be discussed with pool users prior to swimming lessons.

- **SUPERVISION**
  - Pool users with serious medical problems to be assessed and observed carefully. Written parental permission and additional supervision to be provided.
  - Constant poolside supervision provided at all times during all lessons.
  - All supervising staff to be fully aware of the emergency procedures and be able to meet any rescue and resuscitation needs.
  - A numbered count to be carried out before and after the lesson.
  - Ratios used to reflect the age and ability of the pupils (e.g. younger, inexperienced swimmers need a higher adult ratio than experienced and competent swimmers).
  - Ratio for pupils with special needs to be reduced.

- **POOL USERS CONDUCT AND CLOTHING**
  - Pool users not to enter swimming pool area unless supervised at all times.
  - Safety procedures to be discussed with pupils prior to swimming lessons.
  - Pupils encouraged to report unacceptable behaviour.
  - All jewellery removed or made safe with plasters, etc.
- Swimming hats to be worn if hair is longer than ‘ear-length’.
- No eating whatsoever to be allowed.
- No running allowed.
- Children encouraged to use the toilet before lesson.
- Entry into water only via the pool steps.
- Only suitable, close fitting swimwear to be worn for swimming lessons. If any cultural requirements are to be taken into consideration, pupils to be restricted to shallow water until competent to swim with baggy clothing.
- Children with excema have access to a ‘solar shower’ / wash in warm water afterwards.

**WELFARE / ACCIDENTS**
- Hot and cold water and hand cleaning materials available (community toilet).
- Personal Protective Wear (goggles) checked and cleaned regularly (by families).
- First aid supplies maintained (by school for school use – PTFA for out of hours use).
- Any accident to be reported in the DCC accident reporting process. Pool users out of hours to inform the school via email admin@dunsford.devon.sch.uk of any incidents.
- Health and Safety discussed by school / PTFA representative at least once a term.

**Environment and Services**
- e.g. excessive noise / inadequate or excessive heating and ventilation / gas leaks / fire / slipping and tripping

**EVACUATION**
- Floor and walkways kept clear at all times.
- All authorised pool supervisors aware of evacuation procedures.
- All emergency exits unlocked whilst pool is in use (pool gate, front gate).
- Building fire risk assessment includes the pool area.

**SERVICES**
- All electrical systems protected by an RCD and isolation switch.
- All electrical services inspected every five years.
- Electrical work only carried out by a qualified electrician.

**ENVIRONMENT**
- Appropriate cleaning levels maintained (see hygiene below).

**Substances**
- e.g. burns / fire / skin irritants / inhalation / incompatible

**SUBSTANCES**
- All hazardous substances stored and used only in accordance with manufacturer’s recommendations.
- Inventory kept of all substances
- All substances kept to a minimum
| materials / Inadequate storage | • All containers clearly labelled  
• All substances stored in a lockable store, with flammables kept separately in the store  
• Data sheets available for all substances classed as hazardous under COSHH  
• Appropriate personal protective equipment worn when handling and using hazardous substances |  |
| --- | --- | --- |
| General Pool and Safety Equipment | **EQUIPMENT**  
• Life-saving equipment and buoyancy aids available poolside  
• Staff trained to use life-saving equipment | [ ]  
[ ] ✓ |
| e.g. drowning due to lack of equipment | **EMERGENCIES**  
• Emergency Action Plan drawn up and all pool, teaching staff and hirers to be fully aware of the contents.  
• Alarm or telephone access to emergency services at all times |  |
| **GENERAL**  
• Pool depths indicated by means of signs that conform to British Standards  
• Pool grilles have apertures that prevent limbs and fingers from being trapped.  
• Gate to pool areas to be kept locked at all times that staff/PTFA authorised users are not present poolside. |  |
| Hygiene and Maintenance | **HYGIENE**  
• Pool not to be used unless water is sufficiently clear to ensure that the pool bottom is visible at all depths.  
• The testing of the swimming pool water carried out regularly and records of tests maintained.  
• Hand dosing only to be carried out while the pool is empty and at least one hour before pool use.  
• Pool water treatment to comply with the recommendations of the Pool Water Guide. | [ ]  
[ ] ✓ |
| e.g. infections, skin irritation and burns from inappropriate chemical water treatments | **MAINTENANCE**  
• Scheduled maintenance carried out by local contractor, funded by the PTFA  
• Formal inspections carried out by specialised maintenance contractor.  
• High water quality maintained at all times  
• Pool Operators to be provided with appropriate personal protective equipment, including gloves, eye protection, overalls, etc.  
• All equipment used is stored and used appropriately. Equipment to be checked regularly and inspection records maintained.  
• Regular cleaning and any necessary replacement of light bulbs and fluorescent tubes to ensure adequate lighting systems. |  |
- Electrical installations to be inspected and tested in accordance with BS 7671. Records kept of all tests and inspections.
- Isolation switches to be fitted to enable parts of installation to be disconnected from the supply for maintenance purposes.
- Floors to be kept cleaned and loose tiles repaired or replaced immediately.

<table>
<thead>
<tr>
<th>Hiring pool to other users</th>
<th>Only recognised organisations to use the pool and the scope, nature and intended use of the pool to be clear before agreement drawn up.</th>
<th>□</th>
<th>□ ✓</th>
</tr>
</thead>
</table>
| e.g. unfamiliar building users | - The qualifications of users and their insurance provision must be provided to the manager prior to the hire.  
- Information pack to be provided to all outside hirers. Information to include maximum numbers, supervision and life guarding requirements, the pool safety operating procedure and the emergency procedure plan.  
- A contact / call out system in place at all times that the pool is in use. This includes access to a telephone for emergency use. | | |
### Assessors Recommendations - Additional Control Measures or Actions

<table>
<thead>
<tr>
<th>List Actions / Additional Control Measures</th>
<th>Date action to be carried out</th>
<th>Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>grouting missing between slabs on the poolside</td>
<td>summer 2015</td>
<td>HP</td>
</tr>
<tr>
<td>Low fence needs replacing by the bank</td>
<td>summer 2015</td>
<td>SP</td>
</tr>
<tr>
<td>Changing room walls need painting</td>
<td>summer 2016</td>
<td>HP</td>
</tr>
<tr>
<td>First Aid kit needs a hook in the Community Toilet</td>
<td>summer 2015</td>
<td>SP</td>
</tr>
<tr>
<td>Gravel stones in pool enclosure to be removed (some have been found in the water, risking the liner)</td>
<td>sum/aut 2016</td>
<td>HP</td>
</tr>
<tr>
<td>PTFA First Aid kit needs replenishing</td>
<td>autumn 2015</td>
<td>HP/PY</td>
</tr>
</tbody>
</table>

**Signed Headteacher:** Ruth Alphey  
**Date** 21/7/15

The outcome of this assessment should be shared with the relevant staff and PTFA authorised pool users. A copy of the completed assessment to be kept on file and copied to the Health & Safety Co-ordinator.