



## Risk Assessment

<b>Activity description:</b>	Swim Club		
<b>School/Organisation/Group:</b>	Bay Leadership Academy	<b>Assessment conducted by – name:</b>	Steven Houghton
<b>Covered by this assessment: (who may be harmed)</b>	Pupils / Staff / Visitors	<b>Assessment conducted by – job title:</b>	Business Manager
<b>Assessment date:</b>	29/08/2023	<b>Review interval:</b>	annual
		<b>Date of next review:</b>	30/08/2024

**Note:** Risks assessments must be reviewed at least annually, whenever there is a significant change in the activity and following any incident. Risk assessments must be retained for a period of 6 years.

Related documents	
<b>Trust documents:</b> Health and Safety Policy Safeguarding Policy	<b>Government / other guidance:</b> Safer Working Practice Guidance

### Risk matrix

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major:</b> Causes major physical injury, harm or ill-health.	H	H	H
	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L
	<b>Minor:</b> Causes physical or emotional discomfort.	M	L	L



Specific lone working risk assessment template

Area for concern / identified hazard (How harm could occur and who may be harmed)	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / School specific control measures	In place? (Yes/No)	Residual risk rating (H/M/L)
<b>Drowning</b>	<b>H</b>	<ul style="list-style-type: none"> <li>• Qualified swim instructor in place</li> <li>• Qualified lifeguard in place</li> <li>• Limited numbers per session</li> <li>• Behavioural information given to students prior to each session</li> </ul>	<b>Y</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>	<b>NA</b>	<b>M</b>
<b>Slips and trips</b>	<b>M</b>	<ul style="list-style-type: none"> <li>• Poolside etiquette observed (walking, no horseplay)</li> <li>• Matting is in place in main walking area of poolside</li> <li>• Group size numbers are limited</li> </ul>	<b>Y</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>	<b>NA</b>	<b>L</b>
<b>Safeguarding</b>	<b>H</b>	<ul style="list-style-type: none"> <li>• Students are registered in and out of the session</li> <li>• Staff member will be accompanied wherever possible</li> <li>• Staff member will only enter the same gender changing room</li> <li>• DSL will be heavily involved in the planning of changing room management</li> <li>• Exceptional care will be taken around pupil privacy whilst getting changed</li> </ul>	<b>Y</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>	<b>NA</b>	<b>M</b>
		<ul style="list-style-type: none"> <li>•</li> </ul>		<ul style="list-style-type: none"> <li>•</li> </ul>		
		<ul style="list-style-type: none"> <li>•</li> </ul>		<ul style="list-style-type: none"> <li>•</li> </ul>		
		<ul style="list-style-type: none"> <li>•</li> </ul>		<ul style="list-style-type: none"> <li>•</li> </ul>		



Specific lone working risk assessment template

Area for concern / identified hazard (How harm could occur and who may be harmed)	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Additional measures / School specific control measures	In place? (Yes/No)	Residual risk rating (H/M/L)
	•			•		
	•			•		

Any additional control measures / required actions that have been identified and agreed but are not yet in place must be included in the 'Action Plan' below.

The School Business Manager must monitor progress and ensure all actions are completed by the target date.

On review any additional control measures / actions included in the action plan should be transferred to the risk assessment above once completed / implemented.

Action plan						
Area for concern / identified hazard (How harm could occur and who may be harmed)	Risk rating prior to action (H/M/L)	Action required (Control measure(s) to be put in place)	Action to be completed by who?	Action to be completed by when? (DD/MM/YY)	Date action completed	Residual risk rating (H/M/L)



Action plan						
Area for concern / identified hazard (How harm could occur and who may be harmed)	Risk rating prior to action (H/M/L)	Action required (Control measure(s) to be put in place)	Action to be completed by who?	Action to be completed by when? (DD/MM/YY)	Date action completed	Residual risk rating (H/M/L)