

## **Risk Assessment Policy and Procedures**

The Oxford Swans Swimming Club is committed to carrying out risk assessments.

The purpose of a risk assessment is to ensure any risks are identified and to reduce or eliminate them.

Not all risks can be eliminated. Even if there is a comparatively high risk, a swimmer may consider that he/she gains so much from the activity, that the risk is justified. For this reason record keeping is important.

The Club will undertake risk assessments of swimming pool sessions and keep records. The areas to be considered will include:-

- the environment – including the approach to the building, changing rooms and the pool and surrounds
- the people involved - including individual swimmers, instructors/helpers/parents/personal assistants/carers
- the activities – including changing, showering and pool activities
- the equipment – including walking aids, shower chairs, hoists, lifting aids, toys etc

The club trustees are responsible for ensuring that risk assessments are carried out and kept up to date. All those involved with a swimming session must share the responsibility for the safety of all concerned.

All swimming pools should have Pool Safety Operating Procedures (PSOPs) which include Normal Operating Plans (NOPs) and Emergency Action Plans (EAPs). The information from risk assessments helps formulate these plans.

The Club will liaise with pool managers to ensure that these plans include provision for disabled people attending sessions. Further risks need to be considered for swimming sessions involving disabled people and need to be incorporated into the NOPs and EAPs.

Risk assessments will be recorded and updated at regular intervals.

Date Policy reviewed June 2021

Date for next review June 2022

## Procedures

### **i Manual Handling** Taken from the Halliwick AST Booklet 'Guidelines for Manual Handling Tasks'

#### **Summary of the Manual Handling Operations Regulations 1992**

The regulations came into force on the first of January 1993 and were published by the Health and Safety Executive (HSE). The regulations apply to all employers and to working environments with the aim of removing or reducing the risk of manual handling injuries.

Although the regulations cannot be enforced within voluntary organisations, they provide a useful guideline of good practice that all clubs/groups should follow. Halliwick AST clubs attached to schools, hospitals, training establishments etc will be governed by the Health and Safety officers appointed by their employers.

**The Moving and Assisting Working Party recommended that all Halliwick AST Clubs/groups carry out a full risk assessment (see pages 9 & 10 of Guidelines to Manual Handling Tasks), at regular intervals and take all possible steps to minimise the risks of manual handling injuries.**

Ideally, all manual handling operations should be avoided or redesigned to use mechanical lifting aids.

A suitable and sufficient assessment must be made of any manual handling operations that cannot be avoided.

Following the assessment the risk of injury should be reduced as far as reasonably practicable, by introducing mechanical assistance, changing the way the task is carried out, the working environment or the load.

#### **Risk assessment for Manual Handling**

Within Halliwick AST clubs this should be carried out by experienced club members and if possible should include someone with specific knowledge of manual handling and risk assessments. It may be helpful to ask the swimming pool manager to take part, particularly if you identify a need for changes to the environment, or wish equipment to be purchased e.g. a hoist for the changing rooms.

All tasks must be considered, for example in some situations helpers are required to lift wheelchairs and other equipment up and down steps or on and off buses.

If a risk assessment is carried out, a formal approach could then be made to local authorities to provide ramps or tail lifts for coaches.

A written record of the assessment must be made, kept for reference and regularly reviewed. Any changes must be monitored to check that they improve the situation.

Examples of 'Assessment Checklists' for manual handling risks can be found in Section 4.5 of the Halliwick AST Booklet on '**Guidelines for Manual Handling Tasks at the Swimming Pool**'.

The order form for publications can be downloaded from the Halliwick AST website at [www.halliwick.org.uk](http://www.halliwick.org.uk).

## ii Assessment of a Swimming Pool Facility for use by a Swimming Club for Disabled People

If a risk is noted, give a description on the next line. Use back of sheet if necessary

Ω Score 1 to 10                      1 = no risk                      10 = high risk

	Ω	Action to be taken to reduce the risk
Access into the building		
Corridors width & corners		
Doors width & ease of opening		
Changing cubicles		
Toilets		
Showers		
Access to poolside		
Pool surrounds		
Edge of poolside		
Access to water (hoist, ramp etc.)		
Pool floor		
Pool sides rail, gutter etc.		
Water temperature		
Other		

Date.....

Name.....Signature.....

### iii Assessment of an Individual Swimmer

Ω Score 1 to 10

1 = no risk

10 = high risk

Name of Swimmer ..... Date .....

Does the task involve	Ω	Action to be taken to reduce the risk
Strenuous pulling/pushing a chair?		
Stooping low to change or dry?		
Moving from wheelchair for changing?		
Assisting to toilet?		
Assisting to poolside?		
Lifting on/off the floor?		
Carrying distances?		
Assistance with entries and exits?		
Other manual handling? (specify)		
The swimmers mobility/self-help problems		
Is there a weight problem?		
Unable to assist with changing?		
Unable to weight bear?		
Unable to achieve balanced sitting?		
Unstable or difficult to hold?		
Uncooperative or unpredictable?		
<b>Working environment – consult the pool assessment and list any relevant factors</b>		
<b>Helpers capability:- does the task</b>		
Require specific strength/mobility?		
Frequent/prolonged physical effort?		
Hazard those with joint problems?		
Hazard those who are pregnant?		
Require team work?		
Require additional training?		

Date.....

Name.....Signature.....

## **v Handling Profiles**

All swimmers have a preference in the way they are given assistance at the pool. Handling profiles are written documents that identify any risk to a swimmer or helper.

Swimmers and their personal assistants/carers can assist with drawing up the profiles, which are an effective way of recording likes and dislikes in the dressing routine.

Many schools and care agencies use handling profiles and it may be possible to adapt a swimmer's existing profile for use at the poolside.

The information should be available to anyone who gives assistance to the swimmer and periodically reviewed especially if the swimmer's condition changes.

For further information on Manual Handling see Halliwick AST Publications booklet "Guidelines to Manual Handling"

The order form for publications can be downloaded from the Halliwick AST website at [www.halliwick.org.uk](http://www.halliwick.org.uk).

## **v Record of Accidents Form**

Name of Injured / Sick person

Date of Accident

Event

Details of Accident

Details of injury(s) sustained

Time of accident

Name(s) of Witness(s)

Action taken

Treatment given / Referral

Name of Medical Person responsible

Hospital / Medical Centre attended

Parent / Guardian informed

Post accident outcome

Signature of Chief Instructor / First Aider

Signature of Injured person / Representative