

Mer-Fin Swim Ltd	Residual Risk Assessment of: Swimming lessons Area: Poolside team members/lifeguards at Prestfelde school						Carried out by: Amy Down		
Full review date: August 2027	Review date: Ongoing as required (amendments in red) (amendments since last review in green)		Specialist assessment needed: Poolside supervision and designated lifesaving cover. One poolside team member with a relevant lifesaving qualification is required per session/day. The poolside supervisor acts as the designated lifeguard only for any class whose teacher does not hold an accepted lifesaving qualification. No longer than 3.5-hour shifts. Where a class teacher holds the required lifesaving qualification, that teacher retains responsibility for the safety and supervision of their class. The poolside supervisor may undertake other poolside duties while maintaining general oversight of lesson operations. In-house team training sessions to be held annually for all team members. Annual competency test mandatory for NPLQ-qualified team members.						
Assessment of Risk									
What are the Risks/Hazards?	Likelihood			Severity			Risk		
	L	M	H	L	M	H	L	M	H
Demographic of pool users and nature of activities		X			X		X		
Risk of drowning	X					X	X		
Depth of water	X					X	X		
Risk of injury		X		X			X		
Training/Qualifications	X					X	X		
Access arrangements		X			X		X		
Pool Hall Features	X				X		X		
Equipment and Additional risks	X				X		X		
In the event of an emergency	X					X	X		

Risk/Hazard		What measures are in place?	
Demographic of pool users – children from aged 2 years to elderly Young children - running, slipping and jumping into the pool unsupervised Elderly – potential heart attacks or other age-related conditions whilst in attendance nature of activities – Swimming lessons		- Pool rules such as no running are to be reinforced by all team members. The class teacher remains responsible for the swimmers in their class; the poolside team member/lifeguard provides general poolside oversight and support unless specifically acting as the designated lifeguard for a class. - Children to be supervised by their parents/guardians whilst waiting for their lesson to start. - Swimmers to only enter the water where the teacher is present and ready to receive them. - All medical information to be shared with team members confidentially. - All team members to be vigilant with supervision of elderly swimmers and offer opportunities for regular breaks where required.	
Swimmers at risk of injury/drowning during lessons		A suitably lifesaving-qualified poolside team member/lifeguard is present during sessions. They act as the designated lifeguard	

	for any class whose teacher does not hold an accepted lifesaving qualification. Teachers who hold the required lifesaving qualification retain lifesaving responsibility for their own class. • Swimmers are not to enter the water unless an instructor or dedicated assistant is present. • Poolside team member/lifeguard or an assistant to check the register prior to swimmers entering the water. • Ratios are kept to a maximum of 3:1 for non-swimmers. 6:1 for intermediate and advanced swimmers. • Swimmers have access to the appropriate required swimming floatation aids. • Each class teacher has primary responsibility for the safety, supervision, headcount, positioning, behaviour and appropriate activity of the swimmers in their class at all times. • Floatation aids will be provided to non-swimmers or to any team member positioned in deep water. • When acting as designated lifeguard for a class, the poolside team member/lifeguard must maintain continuous effective observation of that class and must not undertake other duties that could compromise that observation. At other times, they may undertake other poolside duties in addition to maintaining general oversight of lesson operations.
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	• The poolside team member/lifeguard must remain available to support an emergency response. When acting as designated lifeguard, appropriate rescue equipment and a means of summoning assistance must be immediately accessible and access routes kept clear. • If designated lifeguard cover is required for a class and that cover is lost, that class must leave or pause water activity until suitable qualified cover is restored. Other classes may continue only where their teachers hold the required lifesaving qualification and can safely maintain responsibility for their own class.
Depth of water • Risk of swimmer jumping or diving into deep/shallow water. • Swimmers in water out of their depth for their ability	• Depths displayed in large print around the pool. 1.3m-2.3m. • Non-swimmer zone board in suitable location. • Poolside team member/lifeguard to reinforce pool rules and maintain general oversight. Where acting as designated lifeguard for a class, they must maintain continuous effective observation of that class. • Parents/carers to supervise spectating children who are not in lessons or whilst waiting for their lesson to start. • Sections of the pool with an appropriate depth are used, considering the class ratio and swimming abilities of the swimmers. • Teachers have primary responsibility for the safety and supervision of their own class. The poolside team member/lifeguard supports and assists where incidents occur

	and provides designated lifeguard cover only where the class teacher does not hold the required lifesaving qualification.
Slips/Trips/Falls • Swimmers/parents/staff tripping on poolside equipment. • Slipping over in the changing rooms due to water on the floor. • Non-swimmers walking around poolside unaccompanied.	• Lifeguard/poolside team member to ensure that all lane ropes and equipment are stored safely, the poolside is clutter-free, and the 'no running' rule is adhered to. • Lifeguard/poolside team member to ensure that the equipment boxes are tidy, and doors are shut during lesson times. • Team members are to regularly check and remove any excess water from the floor of the changing rooms. • The lifeguard/poolside team member is to be aware of any swimmers walking near the pool and to observe them/encourage them to walk away from the pool edge. Enforcing pool rules. • Lifeguard/poolside team member remind swimmers to walk a safe distance from the edge of the pool, when appropriate. • Parents/guardians are made aware when booking the procedure to collect non-swimmers/flight risk children from their lesson on poolside promptly as the lesson ends. • Procedure for bringing children to their lesson and collecting them once the lesson has finished is outlined in the terms and conditions that are sent to all customers and featured in the FAQs on the website (mer-finswim.co.uk).

	• Should a child fall into the pool because of walking unaccompanied poolside, in-pool and lifeguard/poolside team members are to react reasonably and promptly and give the appropriate first aid, if required. Lifeguard/poolside team member to complete an accident/incident report. • Before lessons and at suitable intervals, the poolside team member/lifeguard must visually check the pool surround, access routes and emergency exits for slip/trip hazards. Hazards that cannot be made safe immediately must be isolated and reported to Amy Down, who will report these to Prestfelde school.
Training/Qualifications	• Poolside team member/lifeguard hold a valid, relevant lifesaving qualification suitable for the designated lifeguard duties they may be required to undertake. • Teachers are not required by this assessment to hold a lifesaving qualification in every case. Where a teacher does not hold an accepted lifesaving qualification, a suitably qualified poolside team member/lifeguard must be assigned as designated lifeguard for that class while swimmers are in the water. • All team members to undertake annual training to support their role. • Poolside team member/lifeguard must receive a site-specific induction covering the Prestfelde pool layout, emergency action arrangements, alarm/communication method, rescue

	and first-aid equipment locations, emergency exits, access for emergency services and incident reporting. • Poolside team member/lifeguard must know the limits of their qualification and role. Before each session it must be clear which teachers hold an accepted lifesaving qualification and which class(es), if any, require designated lifeguard cover from the poolside supervisor. This will be communicated to the Lifeguard/poolside team member by Amy Down prior to each day's sessions.
Non-swimmers and swimmers with disabilities and medical conditions • Higher risk swimmers more likely to receive injury or be at risk of drowning	• Children with disabilities are placed in an appropriate class, where they can receive suitable and sufficient supervision. • Poolside team member/lifeguard are to ensure that planned class allocations are suitable for the ability of the swimmers. They must report to Amy Down immediately if they feel the pool placement is not suitable. • Each teacher is responsible for supervising the swimmers in their own class, including non-swimmers, weak swimmers and swimmers with disabilities. The poolside team member/lifeguard provides designated lifeguard cover for a class only where its teacher does not hold the required lifesaving qualification. • Relevant medical conditions are to be recorded on the register and made known, on a need-to-know basis, to the class teacher and to the poolside team member/lifeguard where they are acting as designated lifeguard for that class or the information is relevant to the wider emergency response.

	• Parents are required to make team members/swim school aware of any medical conditions via Swimphony prior to their first lesson. • Parents are required to make team members/swim school aware of any new medical conditions via email and on their Swimphony portal. • Parents are required to bring any medication along to each lesson, such as asthmatic inhalers. • Where a swimmer has an identified medical, behavioural, communication or additional support need that affects water safety, relevant controls must be agreed before entry to the water and communicated to the poolside supervisor and teaching team on a need-to-know basis.
Dunking, fighting, bullying, gymnastics, acrobatics, and boisterous games • Injury caused through participating in non-allowed activities	• All team members to always reinforce pool rules. • Lifeguard/poolside team member to consult with parents/carers where necessary. • Continued behaviour will cause exclusion from lessons. • Where behaviour creates an immediate risk to the swimmer or others, the activity must be stopped promptly and the swimmer moved to a safe supervised position until the risk is controlled.
Access arrangements / unauthorised pool access Risk of swimmers, siblings or other persons entering poolside or	• Entry to poolside must be controlled during lesson times. Swimmers must only enter the pool area in accordance with the agreed lesson arrival procedure.

the water without appropriate supervision. Risk of congestion at lesson changeovers.	• Parents/carers remain responsible for children before handover to the teaching team and after collection. • Lesson changeovers must be managed so outgoing and incoming groups do not compromise supervision. • Swimmers starting their session will be welcomed on to poolside five minutes before their lesson time and instructed to wait opposite their lesson section by the wall with a parent/guardian by either the poolside team member/lifeguard or an assistant if the poolside team member/lifeguard is actively lifeguarding a session. This will ease congestion in changing rooms and entry/exit routes to the pool.
Pool hall features, visibility and environmental conditions Reduced visibility due to glare, lighting, condensation, crowding or obstructions. Poolside supervisor unable to see all supervised water.	• Each teacher must position themselves to maintain effective supervision of their own class. Where the poolside team member/lifeguard is acting as designated lifeguard for a class, they must maintain an effective and continuous view of that class and reposition as necessary. When not designated to lifeguard a class, the supervisor may carry out other poolside duties while maintaining general oversight of lesson operations. • Teaching aids, spectators and other equipment must not obstruct essential sightlines or emergency routes. • If lighting, visibility, temperature or another environmental condition prevents a teacher or designated lifeguard from safely supervising the swimmers for whom they are

	responsible, the affected water activity must be paused and the issue reported to Amy Down and if required escalated to Prestfelde school.
Equipment and additional risks Defective, unsuitable or poorly positioned teaching/rescue equipment. Emergency equipment unavailable when required.	- Teaching and rescue equipment must be visually checked by the poolside team member/lifeguard before use and stored so that it does not create a trip hazard. - Defective equipment must be removed from use and reported to Amy Down. - Rescue equipment, first-aid provision and the agreed means of summoning assistance must remain immediately accessible throughout lessons. - Electrical items must not be introduced onto wet poolside areas unless specifically suitable and authorised for that environment.
Emergency, evacuation and incident response Drowning, serious injury, medical emergency or other event requiring immediate coordinated action.	- Poolside team member/lifeguard and other team members must follow the site-specific emergency action arrangements for Prestfelde pool and know how to summon additional help/emergency services (call 999). - Where acting as designated lifeguard, the poolside team member/lifeguard must be prepared to initiate an appropriate rescue within the scope of their training. Class teachers remain responsible for their own swimmers and all staff must support the agreed emergency response, including clearing/controlling the pool where required. Where the Lifeguard/poolside team member requires the support of a class teacher, that teacher's

Fire/evacuation	class of swimmers must evacuate the pool immediately and return to their parent/guardian. • Poolside team member/lifeguard to respond immediately with appropriate actions (or trained team members where there is no lifeguard in place). Start CPR, if needed. Call emergency services (999) if the condition is serious. Keep other swimmers safe and supervised. • Poolside team member/lifeguard to respond immediately with appropriate actions. Call emergency services (999) if the condition is serious. Keep other swimmers safe and supervised. • All accidents, rescues, near misses and significant incidents must be recorded and reported in accordance with Mer-Fin Swim Ltd procedures, with controls reviewed after any significant event. • Poolside team member/lifeguard to activate the venue's fire alarm. • All team members must know the agreed evacuation route and assembly arrangements, including how swimmers are accounted for and kept supervised after evacuation. Prestfelde pool operating procedures documents will be supplied to each team member. • Follow the venue's evacuation procedures and evacuation route.
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	• Take all participants, team members and venue users to the assembly point and refer to the register to ensure everyone is present. • Do not re-enter the building until cleared by fire authorities.
Supervision continuity and distraction Reduced vigilance caused by distraction, mobile-phone use, parent queries, competing duties or inadequate handover.	• When acting as designated lifeguard for a class, the poolside team member/lifeguard must not use a personal mobile phone or undertake other duties that could distract from active supervision, except where a device is required for an emergency. When not acting as designated lifeguard, other poolside duties may be undertaken alongside general oversight of lesson operations. • Parent/customer queries must not distract a class teacher from supervising their swimmers or a poolside supervisor from designated lifeguard duties. Queries should be deferred or passed to another team member where necessary. • A positive verbal handover is required whenever designated lifeguard responsibility for a class transfers between suitably qualified team members.