

Mer-Fin Swim Ltd	Residual Risk Assessment of: Young persons working with team members and swimmers Area: Within learn to swim lessons on behalf of Mer-Fin Swim Ltd						Carried out by: Amy Bridges		
Full review date: September 2026	Review date: Ongoing as required (amendments in red) (amendments since last review in green)		Specialist assessments: Team members with health conditions are completed separately.						
Assessment of Risk									
What are the Risks/Hazards?	Likelihood			Severity			Risk		
	L	M	H	L	M	H	L	M	H
Roles and responsibilities	X			X			X		
General hazards and control measures	X					X	X		
Emergency procedures	X			X			X		
Vulnerable groups	X			X			X		
Communication requirements	X			X			X		
Record keeping	X			X			X		
Review and monitoring	X			X			X		

Risk/Hazard	What measures are in place?
Roles and responsibilities: In-pool assistant	- In-pool assistants, assist the teacher with delivering the lesson plan and provide additional support to swimmers, under the instruction and supervision of the swimming teacher. - At no point are in-pool assistants responsible for any children's safety or sole tuition. - Manual handling/physical contact with swimmers will only occur in a need be basis and with full supervision and guidance of a qualified team member. - Assist with setting up light equipment. - Support teachers verbally (e.g. encouraging swimmers) - Observe teaching techniques - Help with basic organisation (e.g. equipment tidy-up) - Wear a noodle when unable to touch the pool floor in deep water. - Squeegee respective to the young person's gender, male/female changing rooms where required.
General hazards and control measures: Drowning and near-drowning	- Where there is more than one group lesson being delivered at a venue at one time, a lifeguard will be on duty. - Lead Teacher positioning, competency and training is up to date. - The maximum ratios for the relevant lesson will be adhered to. - The pool rules will be enforced. - Floatation aids will be provided to non-swimmers/deep water.

• Slips, trips and falls	• No running policy will be enforced. • Safe entry/exit techniques will be used. • Poolside and communal areas will be kept clear of obstructions/clutter. • Non-slip indoor footwear may be worn by poolside team members. • Excessively wet areas to squeegeed over regularly
• Health and hygiene risks	• Guardians/carers will be requested not to bring the young person if they are unwell or have open wounds to lessons until symptoms have passed/until they have recovered. • No food or drink (except for water) will be consumed on poolside or in the pool hall. • Company expectations for venue water quality compliance (see 'environmental') must be met.
• Medical emergencies	• Where a lifeguard is not required in accordance with the above, Lifeguards and/or teaching team members will hold relevant first-aid certification. • Company EAP framework will be followed, along with venue-specific EAP. • Access to rescue equipment will be verified prior to lessons commencing. • Guardians/carers will be informed to bring any medication (including inhalers) for their young person to each shift. • Guardians/carers will be requested to disclose any medical conditions to Mer-Fin Swim on their working agreement.

• Safeguarding and behaviour management • Equipment • Competence and training	• Mer-Fin Swim's Safeguarding policy will be complied with. • Correct use of changing facilities will be managed. • Mer-Fin Swim's procedures for lost children will be complied with. • Pool team members will report any challenging behaviour to the coordinator and/or Management. • Young persons are never to be left unsupervised with swimmers or in the pool hall at any time. • Guardians/carers have the option to deny consent to photography and media use as well as consent for communication, all of which are supervised/controlled by management. • All team members over the age of 16 are required to complete a DBS check, facilitated by Mer-Fin Swim Ltd. • No overcrowding on large floats will be permitted. • Equipment will be kept tidy on poolside. • Equipment will only be used for its intended use. • Any broken venue equipment (such as lifeguarding aids, lane ropes & pool covers) will be reported to the venue at the earliest convenience. • Mandatory induction, shadow or trial shift will be carried out with all new team members. • An annual competency review will be carried out.
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• Fatigue/overexertion	• Young persons will have limited working hours in line with 'permitted hours of employment' as directed by the local council. • Young persons will not be expected to carry out any excessive physical demands or heavy lifting.
• Environmental	• Water must be clear – lessons will not be delivered where water is cloudy and visibility is reduced. • pH levels must be within range for lessons to be delivered. • Excessive chemical smells will be reported to the venue. In extreme cases, where this causes unreasonable discomfort, lessons will not be delivered. • Lessons will not be delivered where the water temperature is below 28 degrees C – temperatures below 28 degrees C are deemed to be an uncomfortable level for in-pool team members, babies, young persons, SEN swimmers or those who have a medical condition which could be affected by low water temperatures. • Lessons will not be delivered where the poolside and/or changing room air temperature is either below 26 degrees C or above 30 degrees C – air temperatures below 26 degrees C or above 30 degrees C are deemed to be an uncomfortable level for in-pool team members, babies, young swimmers, SEN swimmers or those who have a medical condition which could be affected by either low or high air temperatures. • Glare on the water surface reduces visibility where it is not safe to deliver lessons. • Lessons will not be delivered where there is a lighting failure or dim/inconsistent lighting in the venue.

	• Insufficient external lighting to be reported to the venue at the earliest convenience. • Damaged floor tiles or similar damage should be reported to the venue at the earliest convenience. • Young persons will have no involvement with chemical handling. • Damaged/broken fixtures (such as pool steps/ladders or sanitary facilities) to be reported to the venue at the earliest convenience.
Emergency procedures: • Drowning or near-drowning • Medical emergency • Fire or evacuation	• Young persons are limited to altering a responsible adult on site. • All team members must remain calm and act in a controlled, professional manner. Ensure immediate safety of swimmers and other team members. Follow the EAP of Mer-Fin Swim and the venue specific EAP. Report all incidents to management and complete an incident/accident form. • Lifeguard to respond immediately with appropriate actions (or trained team members where there is no lifeguard in place). Start CRP, if needed. Call emergency services if the condition is serious. Keep other swimmers safe and supervised. • Lifeguard to respond immediately with appropriate actions (or trained team members where there is no lifeguard in place). Call emergency services if the condition is serious. Keep other swimmers safe and supervised. • Lifeguard or Coordinator to activate the venue's fire alarm. • Follow the venue's evacuation procedures and evacuation route.

• Water contamination • Challenging behaviour/aggression	• 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. • Evacuate swimmers immediately. • Follow Mer-Fin Swim and venue specific procedures for the contamination matter. • Inform venue management of the incident. • Only re-commence lessons, if safe to do so, having followed the procedures. • Where a pool closure is required (for incidences of diarrhoea etc.) do not allow anyone to re-enter the water and cancel all lessons effected. • Young persons must not engage with, challenge, or attempt to manage any individual displaying challenging, aggressive, or inappropriate behaviour. If such behaviour is observed, the young person must immediately remove themselves from the situation in a calm and safe manner and report the incident to the Coordinator or Manager at the earliest possible opportunity. Under no circumstances should the young person attempt to intervene or resolve the situation independently.
Vulnerable groups: • SEND participants • Medical needs	• Individual risks assessments to be conducted, where required. • Team members who need to be aware are to be briefed. • Individual risks assessments to be conducted, where required. • Team members who need to be aware are to be briefed.

Nervous participants	- Participant to be placed in a suitable ratio class. - Venue environment to be considered. - Participant may be assisted and worked with closer by the in-pool assist to help with confidence levels. - Team members who need to be aware are to be briefed.
Communication requirements: Communication with parents of the young person	- Parents are invited to keep in contact with main contact (Amy Bridges). - Parents can access Mer-Fin Swim Ltd 'Team Area' of the website to view all planned swim dates and holiday dates. - Time off requests are to be completed before the start of each new term, via the Team Area. Password for access is on the working agreement.
Record keeping:	- All poolside documents (such as registers, medical information and incident reports) will be kept in a locked box at the venue during each term. - In-pool assistants do not have access to personal details of any other team members or patrons. - All team member photo's, qualifications and documents are stored electronically and password protected.
Review and monitoring:	- Annual or after significant change/incident reviews. - Spot check monitoring, lesson observations and audits are carried out internally.