

Mer-Fin Swim Ltd	Residual Risk Assessment of: Swimming lesson teaching Area: Swimming teachers						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: Venue specific. Lifeguards/poolside team member. Young persons. SEN. Teacher role: plan and deliver age/ability-appropriate lessons; check registers/medical information; maintain continuous supervision and class control; manage safe handover; follow safeguarding, emergency and reporting procedures. Unsupervised teachers must hold Swim England Level 2 or equivalent. Trainees/assistants must be supervised. Regular teachers should hold a relevant lifesaving qualification; cover/ad-hoc teachers without one must be specifically lifeguarded as outlined in the poolside team member/lifeguard risk assessment. Annual team training is required. Stop or adapt lessons whenever safe supervision cannot be maintained.							
Assessment of Risk									
What are the Risks/Hazards?	Likelihood			Severity			Risk		
	L	M	H	L	M	H	L	M	H
Teacher supervision / class control	X					X	X		
Drowning / loss of supervision	X					X	X		
Water depth / entries / exits	X					X	X		
Slips / trips / manual handling		X			X			X	
Higher-risk swimmers / SEN / medical		X				X		X	
Safeguarding / behaviour / contact		X			X			X	
Training / competence / fatigue	X			X			X		
Handover / access		X			X			X	
Environment / temperature / equipment		X			X			X	
Emergency / contamination		X				X		X	

Risk/Hazard	What measures are in place?
Teacher role and nature of teaching activity Risks: distraction, ineffective class control, unsuitable activity, teacher focusing on one swimmer and losing awareness of the rest of the group.	• Teachers are responsible for their own class from handover until swimmers are returned to parents/carers, with support from the lifeguard/poolside team member. • Check the class register before swimmers enter the water and be aware of relevant medical/SEN information shared confidentially. • Deliver activities suitable for the swimmers' age, ability, confidence, water depth and class ratio. • Maintain active, continuous observation of the whole class; position yourself so all swimmers can be seen and heard at all times. • Give clear safety instructions and reinforce pool rules, including no running and no unauthorised or unsafe entry to the water. • Use demonstrations and teaching positions that do not compromise supervision. • Single or a small group of swimmers can be allocated to an assistant where available, however the class teacher must oversee/supervise activities as responsibility for safety of swimmers and the assistant is maintained that of the qualified class teacher. • Teachers are not to engage in parent/carer discussions as this could distract the teacher's attention and supervision from their class/swimmer. All parent/carer queries must be directed to the poolside team member/lifeguard or Amy Down.

Drowning or loss of supervision during a lesson Risks: submerged or distressed swimmer, swimmer entering water without permission, teacher attention diverted during individual support.	• A suitably lifesaving-qualified lifeguard/poolside team member must be present whenever the pool is occupied. • Swimmers must not enter the water until the teacher is present, has checked the register and is ready to receive them. • Non-swimmers use appropriate flotation aids unless practising unaided swimming under direct in-pool supervision. • Maximum ratios remain 3:1 for non-swimmers and 6:1 for intermediate/advanced swimmers. • In pool teaching ratio limited to 5:1, the class teacher must position themselves appropriately to maintain continuous supervision of all swimmers. • In-pool and poolside teachers must continuously supervise swimmers in their class and must not undertake tasks that remove attention from the water. • If an incident requires multiple team members, the remaining swimmers in the affected class are cleared from the pool and returned to parents/carers.
Water depth, entries, exits and teacher demonstrations Risks: diving/jumping into unsuitable depth; swimmers out of depth; teacher injury when entering/exiting or demonstrating.	• Pool depths (1.3m-2.3m) are displayed, and the non-swimmer zone board is used appropriately. • Teachers deliver lessons in a prior planned section of pool suitable for the class ability and planned activities. Should teachers feel their allocated section is not suitable they must report this immediately to the poolside team member/lifeguard.

	• Only teach jumping/diving skills where depth, competence and lesson plan make this safe; prohibit unsafe or unsupervised entries. • Teachers supervise their own class during entry and exit and use pool steps/edge safely. • Do not demonstrate an activity if doing so would leave the class without effective supervision; allow swimmers to exit the water to view the demonstration a safe distance from the pool edge, use verbal/visual instruction or an assistant where appropriate. • Report to Amy Down any damaged steps, ladders or fixtures and stop using them until made safe.
Slips, trips, falls and manual handling Risks to teachers: wet poolside/changing-room floors; clutter; carrying lane ropes or teaching aids; muscle strain; falling into the pool.	• Wear suitable indoor only poolside footwear when teaching from dry side and walk at all times. • Keep teaching aids, lane ropes and personal items clear of circulation and rescue routes. • Visually check equipment before use; remove damaged or unsuitable equipment from service and report it to the poolside team member/lifeguard or Amy Down. • Use safe lifting technique and avoid lifting/carrying loads that are awkward or too heavy; seek assistance with lane ropes or bulky equipment. • Regularly report/remove excess water where this is within the team's procedure and notify the lifeguard/poolside team member of unsafe surfaces.

	• Keep equipment at the pool edge tidy during lesson times. • Physical support without floatation equipment must only be used in shallow water. • Physical support is to be kept to an absolute minimum unless performing a rescue and for support in lessons limited to equipment, hands, head, shoulders and arms for usual lesson support with the acceptance of such support from the swimmer.
Non-swimmers, disabled/SEN swimmers and medical conditions Risks: increased likelihood of distress, injury or drowning; teacher over-reliance on physical support; medical episode during lesson.	• Swimmers will be placed in an appropriate class and water depth where suitable and sufficient supervision can be provided. Should teachers feel their allocated section depth is not suitable they must report this immediately to the poolside team member/lifeguard. • Review medical/SEN information on the register before the lesson and ensure the assistant (where allocated) and lifeguard/poolside team member is aware of relevant risks. • Parents/carers are required to make team members and the swim school aware of any medical conditions via Swimphony prior to their first lesson. • Parents/carers are required to make team members/swim school aware of any new medical conditions via email and on their Swimphony portal. • Parents/carers are required to provide medication such as inhalers for each lesson; ensure it is accessible in accordance with procedures. • Use assistants where appropriate for swimmers needing additional supervision, without exceeding safe class ratios.

	• Adapt activities to the individual swimmer; do not require a swimmer to attempt a skill beyond their safe ability. • Where a venue does not have use of a hoist facility. Pool users must be able to safely enter and exit the pool without this facility.
Behaviour, safeguarding and necessary physical contact Risks: fighting, dunking, bullying, acrobatics or unsafe games; allegations or inappropriate contact; teacher injury while managing behaviour.	• Teach water safety and pool rules as part of lesson structure and challenge unsafe behaviour immediately. • Swimmers who actively create risk are removed from the activity/asked to sit out to be reminded of suitable behaviours and pool rules; continued behaviour may result in exclusion after consultation with parents/carers by either the poolside team member or Amy Down. • Use physical support only when necessary for safe teaching, in an appropriate, professional and explainable manner. • Follow Mer-Fin Swim and venue specific safeguarding procedures and always maintain appropriate professional boundaries. • All team members over 16 must have a valid DBS certificate and undertake suitable safeguarding training regularly. • Where behaviour cannot be managed without compromising supervision, stop/adapt the lesson and seek support from the lifeguard/poolside team member. If the lifeguard/poolside team member is not available, the swimmer whose behaviour may compromise supervision must be excluded from the lesson and returned to their parent/carer.

Training, qualifications, competence, fatigue and teacher wellbeing Risks: unsafe instruction, delayed response in an emergency, reduced vigilance, stress/fatigue or prolonged in-water exposure.	• Unsupervised teachers must hold Swim England Level 2 or equivalent; teacher-trainees are supervised by a fully qualified level 2 teacher. • Regular teachers should hold a valid lifesaving qualification such as NRSTAC or equivalent. Cover/ad-hoc teachers or new teachers without one must be specifically lifeguarded until they have attended and completed the relevant course • Team members who are undergoing teacher-training are to be supervised by a fully qualified Swim England level 2 or equivalent team member. • All regular team members undertake annual role training; NPLQ holders complete annual training and competency tests. • All team members over 16 must have a valid DBS certificate and undertake suitable safeguarding training regularly. • Teachers must know the venue emergency arrangements and Mer-Fin Swim procedures before taking responsibility for a class. • In-pool teachers should leave the water and seek support from the lifeguard/poolside team member or Amy Down if they become cold, unwell, dizzy or otherwise unable to teach safely.
Arrival, waiting, handover, register and unauthorised access Risks: child entering poolside/water before teacher is ready; missing swimmer; incorrect handover at lesson end.	• Parents/guardians remain responsible for children until the teaching team is ready to receive them and resume responsibility promptly at lesson end. • Teachers check the register and account for swimmers before entry to the water and during the lesson. Any swimmers who are not on the teacher's electronic register attempting to join their

	class should be checked with the lifeguard/poolside team member or Amy Down prior to entering the water. • Swimmers enter poolside/water only when directed by a Mer-Fin Swim team member. • Parents/carers to follow the published collection procedure for non-swimmers/flight-risk children; promptly return swimmers to the responsible parent/carer. • Keep poolside access and exit routes clear and report access problems to the lifeguard/poolside team member and Amy Down. • Do not leave a class unsupervised to deal with late arrivals, parent queries or administration; refer these to the lifeguard/poolside team member or to email Amy Down.
Pool hall environment, temperature, visibility, chemicals and teaching equipment Risks to teachers: cold/heat stress, skin/eye/respiratory irritation, reduced visibility, collision/entrapment, damaged equipment.	• Do not deliver lessons when water is cloudy or visibility is reduced, or where lighting failure/dim lighting prevents safe supervision. • Lessons are not delivered where water temperature is below 28°C, or poolside/changing-room air temperature is below 26°C or above 30°C. • Report excessive chemical smells; if discomfort is unreasonable or safe teaching is affected, lessons must not continue. • Teachers should report skin, eye or respiratory irritation and leave the affected environment if symptoms interfere with safe teaching.

	• Check teaching aids before use; use equipment only for its intended purpose and position it so it cannot obstruct emergency access. • Glare or other visibility problems must be addressed by changing teaching position/activity or stopping the lesson if safe observation cannot be maintained.
Emergency response, rescue and teacher incapacity Risks: drowning, serious injury, medical emergency, fire/evacuation; teacher injured or unable to supervise during response.	• Know your role in the venue and Mer-Fin Swim emergency procedures before teaching. • Keep emergency/rescue equipment and access routes immediately available. • On a serious incident, follow the lifeguard/poolside team members direction, stop the lesson and clear bathers from the pool as required. • Call 999 promptly for serious injury/medical emergency in accordance with procedures; provide first aid/rescue only within your training and role. • If the teacher becomes unwell or injured, stop teaching, secure the class with another competent team member and do not continue until safe to do so. • All accidents/incidents must be reported and recorded; venue issues are also reported to Prestfelde School by Amy Down.
Bodily fluids, infection and hygiene Risks to teachers: exposure to vomit, faeces, blood or other bodily fluids; slip/hygiene hazard; illness transmission.	• Follow the specific venue's pool operating procedures. • Only continue lessons if confirmed by the lifeguard/poolside team member it is safe to do so.

	• Avoid direct contact with bodily fluids and always use appropriate protective equipment/procedures. • Young persons (persons under 16years old) must not be involved in chemical handling or clean-up of bodily fluids. • Wash hands/shower as appropriate after contact and report any exposure or illness concern to the Amy Down. • All contamination incidents are reported to the venue by Amy Down.
Post-lesson duties, equipment storage and reporting Risks: reduced supervision at transition, trip hazards left for the next class, missed incident/defect reporting.	• Complete swimmer handover before undertaking equipment storage that could distract from supervision. • Return equipment safely to the designated storage area and leave poolside clear for the next class/emergency access. • Report accidents, near misses, safeguarding concerns, damaged equipment and venue defects promptly to the lifeguard/poolside team member or Amy Down. • Share relevant safety information with the lifeguard/poolside team member or Amy Down where a hazard or swimmer-specific concern remains. • Lessons must not continue or restart until any unresolved hazard that prevents safe supervision has been controlled.