

(Programme Name) **SAMPLE risk assessment**



Note: this is a sample document only and indicates what kinds of information to include. We strongly recommend you seek more information about Water Safety, such as OSCN's Water Safety Handbook and E-learning module

This document refers to use of a school pool. Public pools pose their own particular hazards: variable water depths, water slides, floating play structures, noise and behaviour of the public. We recommend you ask the pool operator for their risk assessment document and house rules and become familiar with these in advance of any visit.

Activity details	Swimming in school pool, after school session, 3.45-5.00pm		
	FORM COMPLETED BY Name:	Signature:	Date:
	ACTIVITY APPROVED BY Name:	Signature:	Date:

Review (e.g. at end of swimming season)	Comments:		
	Recommendations:		
	REVIEW MADE BY Name:	Signature:	Date:

Details of hazards / risks (<i>people, equipment, environment</i>)	Action taken to reduce the risk of harm
Supervision – inadequate coverage	<ul style="list-style-type: none"> - staff supervising will be mature and experienced - the minimum staff ratio at the pool will be..... - at least one qualified first aider will be at the pool, at all times - staff are positioned for best visibility; staff swap positions every 10 minutes
Too many swimmers in pool – overcrowding, collisions, trampling	<ul style="list-style-type: none"> - the maximum number of children in the pool is..... - buddy system in the pool, head count before entering water, regular head and buddy check, clearly account for children who have left water - children to enter and exit pool in an orderly fashion, must wait for staff permission - keep our swimmers separate from the public, where possible
Different ages/abilities of swimmers	<ul style="list-style-type: none"> - separate swimmers into different groups and allocate to appropriate pool areas
Swimmer in difficulty	<ul style="list-style-type: none"> - staff to be trained on signs of swimmers in difficulty - flotation aids will be on hand and utilised when any warning signs
Behaviour in and around the pool – running/pushing into pool	<ul style="list-style-type: none"> - firmly enforced rules and consequences; one warning only, then out of the pool for rest of the session especially walking around the pool - children briefed by staff before entering pool area - provide fun, structured activities suitable for all ages/abilities - finish session before children become bored
Staff fatigue, inattention	<ul style="list-style-type: none"> - a senior supervisor will monitor other staff for fatigue / distraction - if feeling fatigued, staff should ask to be relieved
Water depth, especially sudden changes	<ul style="list-style-type: none"> - notify children, set clear boundaries and supervising staff to be positioned to monitor these areas - mark boundaries for water depth using cones/ropes

**For a complete copy of this document and editable version (word format)
Please log in at www.oscn.nz/resources**