

# BARTON CAMP

## RISK ASSESSMENT FOR **SWIMMING (Canals, Rivers the Sea etc)**

Assessment to be agreed and signed for by: ..... Position: ..... Date: .....

What Task, Activity or Environment being assessed?	What are the Hazards or Dangers?	Who or What is affected?	Degree of potential injury?	Controls to either eliminate or reduce the risk of an accident happening.	Probability of an accident happening	The Risk Rating?
Swimming, in the sea, lakes or waterways.	<b>1. Clothing</b>	Pupils & Staff	Minor Injury	<ul style="list-style-type: none"> <li>• Ensure pupils have appropriate access to clothing, towels and changing facilities. <b>Pre-Plan.</b></li> <li>• Staff, helpers and children should be briefed as to what clothing and footwear should be worn during the duration of the visit.</li> <li>• The weather should be a contributing factor as to what clothing will be needed for the visit; hot weather, windy conditions and possible rain should all be taken into consideration.</li> </ul>	<b>Remote</b>	<b>Low Risk</b>
	<b>2. Illness, Shock, Cramp &amp; hypothermia</b>	Pupils & Staff	Minor Injury	<ul style="list-style-type: none"> <li>• Each adult should be aware of the emergency telephone numbers, medical information and have access to contact the emergency services.</li> <li>• The party leader to have First Aid knowledge.</li> <li>• A first aid box must accompany staff on the visit.</li> <li>• Ensure all students are aware of sudden immersion in cold water and the resulting effects that can follow.</li> <li>• Supervising staff keep closely observe pupils, and each other at all times to ensure no-one is in difficulties.</li> </ul>	<b>Possible</b>	<b>Low Risk</b>
	<b>3. Dangerous Location.</b>	Pupils & Staff	Serious Injury	<ul style="list-style-type: none"> <li>• Areas like harbours, jetties, lock gates and busy boat lanes should be avoided because of the presence of shipping, boats, jet-skis &amp; powerboats etc.</li> <li>• Party Leader should be aware of these dangers and location of life saving aids and explain to the group.</li> </ul>	<b>Low</b>	<b>Low Risk</b>

**Continued on next sheet**

**Continuation Sheet 1**

	<b>4. Weak Swimmers. (Drowning or someone getting into difficulties)</b>	Pupils & staff	Serious Injury	<ul style="list-style-type: none"> <li>• Be aware of and identify pupil's abilities beforehand.</li> <li>• Carry out "Dynamic" risk assessments of individual pupils as required.</li> <li>• Explain the use of buoyancy aids, lifejackets etc and implement use at all times, particularly for weaker swimmers. <b>Know where they are located.</b></li> <li>• Ensure that no-one wades out deeper than their own waist height</li> <li>• Be aware that rivers and streams are prone to sudden increase of flow, if in doubt do not proceed with the activity - seek local information and check the weather forecast reports for possible heavy rain.</li> <li>• Explain to all on the visit the signals for distress and recall, and be aware that it is not always possible to tell when someone is in difficulties.</li> </ul>	<b>Possible</b>	<b>Medium Risk</b>
	<b>5. Supervision</b>	Pupils, staff & the public.	Serious Injury	<ul style="list-style-type: none"> <li>• Group leader has responsibility at all times.</li> <li>• Group leader appoints a deputy in case of emergencies.</li> <li>• Leaders do not join in play activities at the same time.</li> <li>• Ensure surveillance at all times, even where lifeguards are on duty; consider staff split into Land &amp; Water.</li> <li>• Staff should not swim unless helping a child.</li> <li>• Regular head counts are made of the pupils</li> <li>• The lead teacher will assess the ages and maturity of the pupils in deciding the ratio of adults to pupils on the visit. The recommended ratio of adults – children is 1:8 for ages 5-8, 1:10 for ages 9-10 and 1;15/20 for older pupils. Party leader decides on the ratio of adults – children to take into account children with SEN and those who have a history of absconding or poor behaviour</li> <li>• Avoid crowded areas if at all possible.</li> <li>• Very young pupils should only be allowed to paddle up to their knees with supervision if paddling in the sea.</li> </ul>	<b>Possible</b>	<b>Medium Risk</b>
<b>Continued on next sheet</b>						
<b>Continuation sheet 2</b>						

	<b>6. Weather Conditions</b>	All on the visit	Minor Injury	<ul style="list-style-type: none"> <li>Seek local information from the Lifeguard, Coastguard, Harbourmaster or Local Tourist Information Centre</li> </ul>	<b>Possible</b>	<b>Low Risk</b>
	<b>7. Unclean Water</b>	All on the visit	Minor Injury	<ul style="list-style-type: none"> <li>Lead staff should designate a “safe” swimming area and brief the group on the limits as to where they can and cannot swim.</li> </ul>	<b>Possible</b>	<b>Low Risk</b>
	<b>8. Local Hazards.</b> Cliff Tops, Cliff Faces, Rocky Areas, Barbed Wire, Sewage Pipe, Glass & other Waste.	Pupils, Staff and the Public	Serious Injury	<ul style="list-style-type: none"> <li>All pupils are to be kept away from these areas; party leader explains the dangers to the group.</li> <li>If in doubt, advice is sought from the local coastguard, police or local authority.</li> <li><b>NO</b> activity will be allowed to take place if any danger is known to party leader or any other supervising staff/helpers.</li> </ul>	<b>Possible</b>	<b>Medium Risk</b>
	<b>9. Eating</b>	Pupils & Staff	Minor Injury	<ul style="list-style-type: none"> <li>Ensure anyone wanting to enter the water has not eaten for at least ½ hour prior to swimming.</li> </ul>	<b>Possible</b>	<b>Low Risk</b>
	<b>10. Sunburn</b>	Pupils & Staff	Minor Injury	<ul style="list-style-type: none"> <li>Younger children should wear close knit long-sleeved clothing.</li> <li>Sun hats should be worn if available</li> <li>Staff should not administer Sun-creams. If supervising adult is qualified to administer medication, and parents/carers have given written consent, cream/bloc is clearly labelled, Sun creams or Sun blocs may be administered. Older children can self-administer if parental consent is given in writing.</li> <li>Plenty of drinking water or drinks (<b>NOT FIZZY</b>) should be made available to protect children from dehydrating.</li> </ul>	<b>Possible</b>	<b>Low Risk</b>
	<b>11. Transport</b>	All users of the site	Serious injury	<ul style="list-style-type: none"> <li>Barton Camp does not provide transport for visiting schools to use to visit local sites and amenities etc.</li> </ul>	<b>Remote</b>	<b>No Risk</b>

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Continuation sheet 3

	<b>12. Local Conditions.</b> Rip Tides, Currents, Unstable or Uneven Bottom, Rocks, Breakwaters, Sand Banks, Deep Water.	<b>Pupils, Staff and the Public</b>	<b>Serious Injury</b>	<ul style="list-style-type: none"> <li>• Avoid water, which is rushing, deep or where full information is unknown.</li> <li>• Timing of tides etc must be checked and understood by all members of the group.</li> <li>• All party members should be aware of warning signs and notices and other potential dangers.</li> <li>• Local advice is sought from coastguard, police, local authority or beach wardens.</li> <li>• Party leader or deputy should have relevant life saving qualification to effect a rescue if necessary.</li> </ul>	<b>Possible</b>	<b>Medium Risk</b>
	<b>13. Local Marine Life</b>	<b>Pupils, Staff and the Public</b>	<b>Minor Injury</b>	<ul style="list-style-type: none"> <li>• Information should be sought from local information sources to determine the extent of local marine life.</li> <li>• Care should be exercised if jellyfish are present, determined by the season.</li> <li>• Pupils should be told not to attempt to pick-up any crabs etc in case they receive a nasty nip or pinch.</li> </ul>	<b>Possible</b>	<b>Low Risk</b>
	<b>14. Abuse, Bullying or Harassment.</b>	<b>Pupils, Staff and the Public.</b>	<b>Minor Injury</b>	<ul style="list-style-type: none"> <li>• Pupils should report any unwanted attention from members of the public immediately to the leader of the group.</li> <li>• All adult helpers having unsupervised access to participants during changing times or swimming must be CRB checked.</li> </ul>	<b>Possible</b>	<b>Low Risk</b>
	<b>15. Bad or Unacceptable Behaviour</b>	<b>Pupils, Staff and the Public.</b>	<b>Minor Injury</b>	<ul style="list-style-type: none"> <li>• Extra supervision maybe necessary for pupils with special needs or for those that may abscond.</li> <li>• Anyone exhibiting bad behaviour will be kept under close supervision by an accompanying adult. Staff/Pupil ratios will have to take this into account.</li> <li>• A code of conduct to be drawn up before the activity so pupils know and understand the level of behaviour required for the visit.</li> </ul>	<b>Low</b>	<b>Low Risk</b>

Written by Geoff Dowle.

Date written: **February 7<sup>th</sup> 2007.** Date for review: **February 2009.**