

Updated: April 2022
Review: September 2023

Appendix 3b: North Devon Leisure Centre swimming pool Normal Operating Procedure (NOP) and Emergency Action Plan (EAP)

Currently the leisure centre is not allowing the NOP & EAP to be sent to external parties as it is constantly changing with Covid.

Appendix 4a: Exe Valley Leisure Centre Risk Assessment



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|---------------------------|---|---------------------------------|------------|---|-------------------|----|
| Service: | Leisure | Date of Risk Assessment: | 21.06.2021 | | | |
| Team: | LMLC/EVLC | Next review due date: | July 2022 | | | |
| Task/Activity | 21 School Swimming Lessons (General) | | | | | |
| Overall Risk Score | Before: Severity | 5 | Likelihood | 4 | Total Risk Status | 20 |
| | After: Severity | 5 | Likelihood | 2 | Total Risk Status | 10 |



| HAZARD <i>Describe specific hazards in your area</i> | WHO MIGHT BE HARMED AND HOW | EXISTING CONTROL MEASURES | COMMENTS / FURTHER ACTION REQUIRED <i>If none, state why</i> | OFFICER TO ACTION | TARGET DATE | SIGN OFF AS DONE |
|--|---|---|--|--------------------------|--------------------|-------------------------|
| Quality and Standard of Swim Teachers | General Public Personal Injury Physical and/or mental injury caused by abuse. | <ul style="list-style-type: none"> All schools must provide a full Risk Assessment prior to acceptance of their booking All Teachers must hold the appropriate qualification for the lessons they are teaching. All Teachers and helpers must have an enhanced DBS check completed by the school Schools to have segregated section of the Pool and Village Changing Room | | | | |

| HAZARD <i>Describe specific hazards in your area</i> | WHO MIGHT BE HARMED AND HOW | EXISTING CONTROL MEASURES | COMMENTS / FURTHER ACTION REQUIRED <i>If none, state why</i> | OFFICER TO ACTION | TARGET DATE | SIGN OFF AS DONE |
|--|--|--|--|--------------------------|--------------------|-------------------------|
| | | <ul style="list-style-type: none"> Schools are to ensure the Village Changing Rooms are patrolled whilst their children are changing. Annual letter sent to schools to confirm all teachers and helpers hold the required qualifications | | | | |
| Teaching equipment being left unattended or in an untidy manner | Employees General Public Contractors <i>Personal Injury</i> | <ul style="list-style-type: none"> Slips, Trips & Falls training is carried out as part of the induction training. Lifeguards & Duty Officers are instructed to look out for any teachers leaving equipment in a dangerous manner, rectify the hazard and engage with the instructor regarding house-keeping requirements Expectations and housekeeping included within the staff induction | | | | |

| HAZARD <i>Describe specific hazards in your area</i> | WHO MIGHT BE HARMED AND HOW | EXISTING CONTROL MEASURES | COMMENTS / FURTHER ACTION REQUIRED <i>If none, state why</i> | OFFICER TO ACTION | TARGET DATE | SIGN OFF AS DONE |
|---|---|--|--|-------------------|-------------|------------------|
| Diving and Jumping into the Pool | Employees General Public <i>Personal Injury</i> | <ul style="list-style-type: none"> • Only Level 2 qualified Teachers can teach diving into the Main Pool • No Diving is allowed in depths less than 1.8 metres • Only Racing and Plunge dives are to be taught • No jumping is allowed into the Learner Pool | | | | |
| Overcrowding of classes | General Public <i>Personal Injury</i> | <ul style="list-style-type: none"> • Maximum class numbers are to be set which take into account the ability and level of the pupils • The ratio of instructors to pupils is to be set at 1:20* with helpers used where necessary for general school swimming lessons • The ratio of instructors to pupils is to be set at 1:12 with helpers used where necessary for beginner students | *Currently set at 1:12 for all levels due to COVID restrictions. | | | |

| HAZARD <i>Describe specific hazards in your area</i> | WHO MIGHT BE HARMED AND HOW | EXISTING CONTROL MEASURES | COMMENTS / FURTHER ACTION REQUIRED <i>If none, state why</i> | OFFICER TO ACTION | TARGET DATE | SIGN OFF AS DONE |
|---|--|---|---|-------------------|-------------|------------------|
| Pupils getting into difficulties when out of their depth | General Public <i>Personal Injury</i> | <ul style="list-style-type: none"> The pupil must be able to swim a minimum of 10 metres on front and back The pupil is only allowed to go beyond the no armbands sign when a qualified swimming teacher is in close proximity. | | | | |
| <u>SITE SPECIFIC</u> | | | | | | |
| <u>EVLC</u> | | | | | | |
| <u>LMLC</u> | | | | | | |

*Please refer to the Risk Assessment Procedure

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| Manager's Signature:  | Date: 21.06.2021 |
| Head of Service's Signature:  | Date: 30.06.2021 |
| "Officer to Action" Key (eg JS – John Smith – Office Manager) | |