

Appendix M

Considerations for those involved in Primary School Swimming Galas

Event organisers are advised to read the attached article written by AfPE (Peter Whitlam 2010), '*Risk Management Considerations for Centrally Organised Sports Event.*' This provides guidance for Risk Assessing school galas in 3 sections appropriate for:

- i. **Venue**
- ii. **Event Organisers**
- iii. **School staff**

The following is intended to support those (1) co-ordinating or (2) bringing pupils to Primary School Swimming Galas.

1. A Risk Assessment needs to be undertaken by the gala organiser/s. This will include:
 - local authority/partnership/head teacher/parent/carer approvals
 - event meets Oxfordshire requirements and guidance
 - schedule provides appropriate activity and recovery periods
 - pupils on side of the pool during events
 - numbers of pupils in the water at any one time
 - -depths pupils will be swimming in
 - Pre-known ability of pupils involved in the event (number/age/ability/gender requirements applied)
 - ratios of qualified Swimming Teachers and Swim England Fundamentals of School Swimming qualified teachers to pupils (qualifications checked) is appropriate for number/age/ability of pupils
 - ratios of lifeguards to pupils are appropriate
 - Contingency plan thought through – cover the 'what ifs'
 - emergency action procedures planned and communicated
 - check what insurance is provided and arrange additional where necessary. Inform schools of cover
 - initiate and maintain ongoing risk assessment throughout event and intervene if necessary
 - potential hazards identified and pupils forewarned
 - any shared use issues
 - suitability of venue/activity/opposition for pupils involved
 - re-hydration provision
 - monitor programme schedule – appropriate?
2. Schools attending the gala should be referred to Appendix A of the Oxfordshire Safe Practice in School Swimming Policy, Model Risk Assessment for visit to a pool, which they will be required to complete and send a copy to the organisers. This will include information on swimming ability of pupils; Special Educational Needs; medical conditions etc. Alternatively, they may wish to use the Risk Assessment format provided by AfPE, '*Risk Management Considerations for Centrally Organised Sports Event.*'

3. Where pupils are swimming in three areas of the pool: shallow/middle/deep, organisers need to consider the number of lifeguards required; e.g. a minimum of one lifeguard in each section of the pool.
4. Each school need to bring two Swim England Support Teacher of School Swimming qualified staff to be on poolside with the pupils at all times (plus additional staff where required in the Risk Assessment).
5. The organisers need to consider the number of pupils likely to be in the water at any one time and ensure that the Swim England recommended guidelines for Level 2 Swimming Teachers (or equivalent) are followed.
6. All additional accompanying school staff on pool side must have read and understood the pool's NOP/EAP and understand their role on poolside.
7. Where pupils are swimming in deep water, the minimum requirement outlined to schools prior to the event is that pupils must be able to swim a minimum of 50 metres confidently.