

<b>Activity</b>		<b>Location</b>	Corby East Midlands International Pool	<b>Date</b>	
<b>Venue Specific Information</b>	Parking is in front or behind the Pool and is <b>pay and display</b> . This is a public facility, though the pool area <b>may</b> be closed to the public during the gala, the gymnasium and health suite will remain open.				

ISSUES	SATISFACTORY/ SAFE/LOW RISK (injury unlikely or only minor)	NOT SATISFACTORY/ UNSAFE/ SIGNIFICANT RISK (injury probable if not resolved)	WHO AFFECTED?	CONTROL REMEDIES PROPOSED
<b>A. PEOPLE: 1. Swimmer/ team managers:</b> 1. Are there any times when group sizes or teacher/student ratios make a situation unsafe? 2. Are students supervised at all times? Are there any times when additional supervision is required but not provided? Are there any times when students are not supervised that give cause for concern? 3. Are there any control/discipline/behaviour problems by any student/group with any adult teaching them that causes safety concerns? 4. Is clothing appropriate for competition and does it fit the competitor (e.g. goggles, swim hats)? 5. Is the policy to remove jewellery and other personal effects applied consistently? 6. Is safety equipment/personal protection available and used where needed – e.g. lifesaving equipment? 7. Is movement to between team area on poolside and starting blocks safe and orderly? 8. Are first-aid equipment, procedures and responsibilities known by staff and (where appropriate) students?	1. Low Risk 2. Satisfactory 3. Low Risk 4. Low Risk 5. Low risk 6. Satisfactory 7. Low risk 8. Satisfactory			1. Schools to provide suitable player/ staff ratios. 2. Teachers/ Team managers in charge are responsible for pupils remaining in their designated area and their safe transition to starting position. Event staff to remind school staff that a member of staff is to chaperone pupils to the changing facilities if needed. 3. School Games Code of conduct sent out at the start of the invitation process. 4. Details of kit sent out in pre event correspondence. Teachers to ensure pupils are suitably dressed. 5. In line with NCC and ESFA Guidelines all jewellery must be removed. Event staff/ referees and school staff to monitor. 6. School staff are responsible for ensuring all participants have correct equipment that is fitted appropriately prior to entry to the poolside area. 7. Access to the poolside area is maintained in accordance with host facilities policy. Spectators instructed to remain in the viewing area and public access areas of the pool at all times. Only participants, school staff and event staff are to enter the changing and poolside areas, unless any extenuating circumstances arise (in which case access will be granted on a case by case basis by event staff) 8. All schools informed to bring a basic first aider with the team to the event, where this is not possible the first aid providers will be member of staff from the event team. Lifeguards will be present and appropriate RLSS guidelines around lifeguard rotation will be followed.
<b>B. PEOPLE: 2. Officials</b> 1. Do officials adequately supervise races at all times? 2. Are first-aid equipment, procedures and responsibilities known by staff and (where appropriate) students? 3. Are emergency evacuation procedures known?	1. Safe 2. Satisfactory 3. Safe			1. Young Leaders will oversee the races. These Young Leaders will have received training in advance to ensure they are safe and skilled to fulfil the role. 2. Where YL's are not possible teachers from the schools attending will referee. YL's will have been given activity specific training by the SSP staff (i.e. stopwatches and protocol) prior to competition, and will receive suitable water safety training and briefing by pool staff.
<b>C. PEOPLE 3. Spectators</b> 1. Watching of matches 2. Code of conduct 3. Is movement to the playing areas safe and orderly? Is	1. Safe 2. Safe 3. Satisfactory			1. Spectators are to only watch races from the viewing gallery. They are not to access the changing facilities or poolside areas without express permission of event staff. 2. Schools made aware of parents code of conduct set out by

<p>access to each facility safely managed?</p> <p>4. Are first-aid equipment, procedures and responsibilities known by staff and (where appropriate) students?</p> <p>5. Are emergency evacuation procedures known?</p>	<p>4. Safe</p> <p>5. Safe</p>			<p>event organisers. Any parent there is representing that school. Parents/ Supporters will be the responsibility of the school to ensure behaviour is maintained. Where this is not possible event staff will take control.</p> <p>3. Access to the poolside and changing areas is maintained in accordance with host facilities policy. Spectators instructed to use the stairway up to the viewing area on arrival.</p> <p>4. Members of the event team will be first aid trained and a clear first aid point will be available. For emergency first aid, dial 999 and member of event staff or host school to go to main reception and wait for emergency aid.</p> <p>5. All event staff to know these details from host school and pass on where appropriate.</p>
<p><b>D. Equipment: 1. Playing Equipment</b></p> <p>1. Is equipment used only for the purpose it was designed and in good condition?</p>	<p>1. Safe</p>			<p>1. All equipment will be suitable for the age, size, strength, ability and experience of the teams involved and in line with nationally recognised guidelines.</p> <p>2. Potentially hazardous equipment (e.g. swimming aids such as woggles) will be stored in a safe place where pupils cannot access them.</p> <p>3. Water temperature and chemical balances will be kept with the requirements of the ASA, venue specifications and UK law. Facilities will be kept in good condition and regularly monitored.</p>
<p><b>D. Equipment: 2. Additional Equipment</b></p> <p>1. Are there any other equipment-related safety concerns that require attention? (List them here):</p> <ol style="list-style-type: none"> <li>1. Booms and moveable floors</li> <li>2. Bags</li> <li>3. Hairdryers</li> <li>4. Showers</li> </ol>	<p>1. Safe</p> <p>2. Safe</p> <p>3. Safe</p> <p>4. Safe</p>			<p>1. Trained staff to operate prior to competition. Staff to remain in the vicinity whilst floors are being moved. Audible alarm throughout process. No access to the pool during the process.</p> <p>2. Score table, pupil/staff possessions and seating for teams will be against the wall throughout. No object will be left on the floor around the table to avoid trips.</p> <p>3. Staff to supervise use. Any faults to be reported to venue staff immediately.</p> <p>4. Temperature centrally regulated and monitored by venue staff. Faults to be reported immediately</p>
<p><b>E. ORGANISATION: 1. Teams/ Referees:</b></p> <ol style="list-style-type: none"> <li>1. Are race lists always known/ checked?</li> <li>2. Non swimming teams/pupils</li> <li>3. Briefings</li> </ol>	<p>1. Safe</p> <p>2. Safe</p> <p>3. Safe</p>			<p>1. Event staff to provide a race card, school staff to assign pupils to events and ensure safe and timely transition from team area to start as directed by event staff.</p> <p>2. Swimmers and staff not participating will remain in their designated area, as far from poolside as possible, with all equipment and possessions correctly stored.</p> <p>3. Event staff to hold a briefing with staff before the competition starts. Briefing to include RA policies and format of the competition.</p>
<p><b>F. ORGANISATION: 1. Spectators:</b></p> <ol style="list-style-type: none"> <li>1. Spectators viewing area</li> </ol>	<p>1. Safe</p>			<p>1. Event staff to direct parents to recommended viewing areas. Once in the viewing area, spectators are to remain seated and follow directions of event staff and relevant signage</p>
<p><b>G. Facilities:</b></p> <ol style="list-style-type: none"> <li>1. Changing facilities</li> <li>2. Poolside</li> <li>3. Toilets</li> <li>4. Fire and Evacuation Procedures.</li> <li>5. Car park.</li> </ol>	<p>1. Satisfactory</p> <p>2. Satisfactory</p> <p>3. Satisfactory</p> <p>4. Safe</p> <p>5. Satisfactory</p> <p>6. Satisfactory</p>	<p>2. Significant Risk</p>	<p>Pupils Staff Young Leaders</p>	<p>1. Changing Facilities are available for all swimmers. Members of staff from respective schools will be in charge of the changing of clothes for all of their athletes. Event staff recommendation made beforehand that arriving in sportswear is more suitable than on sight changing.</p> <p>2. Pupils, staff and Young Leaders briefed on water safety</p>

<p>6. Strobe/flash lighting                  7. Starting equipment</p>	<p>7. Satisfactory</p>			<p>prior to competition. Swimming capabilities to be known by staff. Lifeguards in attendance on poolside prior to, during and after competition. Venue staff trained to RLSS standards. All poolside individuals to transition by walking around poolside, never running. Poolside to be kept clear of trip hazards.</p> <p>3. Toilet Facilities are available for all on sight. Members of staff from respective schools will be in charge of transferring children to the toilet.</p> <p>4. Evacuation point is the main car park outside Corby Pool</p> <p>5. Venue car park is in front of the main entrance. There is sufficient space for pupils to safely assemble outside the venue without entering the car park, including the adjoining James Ashworth VC Square. Pupils outside the building are to be supervised by school staff at all times, unless responsibility is taken by a parent for their child.</p> <p>6. Warnings to be given to staff and public when strobe lighting effects will be used</p> <p>7. Regular service and maintenance of equipment to ensure it remains water proof.</p>
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