



Swim England
Hazard Identification and Risk Assessment Form

Risk Assessment for: Calverton & Bingham Swimming Club – Presentation Evening / Club social event

Undertaken by: Mark Patterson

Date: 6th January 2023

Identified Hazard	Persons at Risk	Risk Significance			Action required	Date Action taken
		Low	Med	High		
Wires and Equipment / slips and trips	All person	x			Before event; make sure there are no loose wires on the floor, or any other equipment that could create a trip hazard. Make sure there is a clear route throughout the venue, allowing easy access / exit	Day of event
Risk of fire (evacuation procedure)	All person	x			Fire exits to be kept clear at all times. Lead person from venue to advise on all alarm sounds, and to be present during event in case of emergency. They would lead any evacuation. Ensure that posters show clear path to fire exits.	Day of event
Awareness of first aid Procedure	All persons	x			Individual who has organised event should be aware of where first aid kit is kept, and who is able to administer care if required.	Day of event
Location of nearer defibrillator	All persons	x			Individual who has organised event should be aware of where unit is kept, and who is able to administer care if required.	Day of event



Other venue procedures / EAP	Swimmers	x			When hiring a venue, the organisers should receive and read the venue EAP. Prepare a Risk assessment for event. Club accident book should be taken to event and emergency contact details should be available for those attending.	Prior to event / day of event
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Signed Mark Patterson

Date 06/01 / 2023