

Risk Assessment

Date:	26/02/2024
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Assessors Name:	Graeme Morgan	Reference Number:	RA2	Review Date:	26/02/2025
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Endorsed By:	Sarah Judson	Signature:		Position:	Club Secretary	Date:	1/4/24
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Description of assessment	Coaching Staff (Poolside Coaching – Generic)
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Location Details	Freeman’s Quay Leisure Centre / Durham School / Other Pools whilst working as a coach at competitions
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Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
Drowning (This can be primary drowning by traditional means or through secondary drowning following a submersion incident)	Coaches / other staff and volunteers	4	5	20		<ul style="list-style-type: none">All sessions will have either lifeguard cover (as at FQLC) which is in line with the PSOP for the facility, or lifeguards provided by DCA who are competent to work in that facility. Lifeguards will be qualified to NPLQ and have attended appropriate ongoing training.All poolside helpers (from DCA) are fully supervised by a coach who is qualified and	<ul style="list-style-type: none">Medical screening as appropriate with data sharing where risk level dictates – data sharing between Head Coach and club secretary as required	To be checked against best practice (Welfare Officer) Club secretary to arrange with Head Coach for completion	Ongoing	2	2	4	

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						<p>competent or by an experienced member of DCA staff.</p> <ul style="list-style-type: none"> Swimmers grouped according to age and ability to prevent submersion incidents. This will reduce need for rescue intervention and will thereby reduce risk to coaches. PSOP for FQLC is compliant with HSG 179 / MHSAWR 1992 & 1999 and has a full EAP in place. Staff who train with DCC staff in lifeguard training sessions have completed induction sessions at the leisure centre 	<ul style="list-style-type: none"> Full induction to each pool to be completed and recorded. These are to be done by a competent person 									
Slips trips and falls	Coaching staff and volunteers	4	4	16		<ul style="list-style-type: none"> Coaching staff and volunteers to check poolside area prior to session Equipment to be stored out of the way of walkways and high traffic areas Pool staff to be requested to clean / squeegee floor if excess water is present Coaching and gala equipment to be correctly used for intended purpose, and to be stored when out of use. Access to diving 	<ul style="list-style-type: none"> None at this time – substantial control and risk mitigation in place 				2	2	4			

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						<p>blocks to be controlled by coaching staff during training.</p> <ul style="list-style-type: none"> Timing pads and associated equipment to be fitted by pool staff and cables to be appropriately tied. Blocks at FQLC are permanent fittings negating need to any removal by coaches or gala team Coaching team to have completed induction process to identify risks and be fully aware of the facility – this will assist in knowledge of premises hazards and mitigation in place at each facility 									
Medical conditions (such as asthma, epilepsy, diabetes)	Swimmers Coaching staff and volunteers Gala Officials Gala Spectators	3	2	6		<ul style="list-style-type: none"> Medical screening to take place of DCA staff and volunteers as usual, with volunteers encouraged to disclose any illness/injury/disability NPLQ / NRASTC staff providing safety cover are trained in first aid and recognition of medical conditions 	<ul style="list-style-type: none"> None at this time 				2	2	4		

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						<ul style="list-style-type: none"> Lifeguards and club officials to respond in line with the EAP for the facility. FQLC is fully accessible (except for the mezzanine area above the reception) 							
Strains / Sprains	Coaches	3	2	6		<ul style="list-style-type: none"> Coaches to be aware of premises hazards and to ensure they walk on poolside and surrounding areas. 	<ul style="list-style-type: none"> None at this time 			2	2	4	
Dehydration	Coaching staff and poolside volunteers	4	2	8		<ul style="list-style-type: none"> Coaches to bring water bottles Water refills are available at FQLC and these are easily accessible. Drinks machines are available to purchase additional drinks with local shops and amenities nearby 	<ul style="list-style-type: none"> None at this time 	<p>Head Coach to ensure appropriate breaks are available in the coaching timetable.</p> <p>Coaches who are working on lifeguard provision to ensure appropriate breaks are taken as per RLSS NPLQ Gen10 guidance and that laid out in HSG 179</p>		2	2	4	

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Tiredness / inattention / loss of concentration	Coaching staff and poolside volunteers					<ul style="list-style-type: none"> Coaches to be on poolside coaching for a maximum of 3 hours without substantial break Coaches to balance existing jobs with coaching commitments. Cover provision is available if coaches n (especially volunteers) need to be off poolside or in need of time off See provision for hydration listed above Welfare support is available for all coaches through the club Welfare Officer Diet and hydration advice is available through the club Sports Nutritionist 	<ul style="list-style-type: none"> None at this time 	<p>Head Coach to ensure appropriate breaks are available in the coaching timetable.</p> <p>Coaches who are working on lifeguard provision to ensure appropriate breaks are taken as per RLSS NPLQ Gen10 guidance and that laid out in HSG 179</p>	2	2	4	
Compliance with Working Time Regulations	Coaching staff and poolside volunteers	4	2	8		<p>It is recognised that due to the nature of volunteer coaching, most of the Club Coaches and Volunteers who work on the poolside have other jobs or attend college full time. Notwithstanding this, the Club has a Duty of Care to ensure that such arrangements are safe for the coaches and also the swimmers.</p> <p>For those working more that 48 hours per week (covering any role/job/employment) in total, the Club will ask those affected to sign a disclaimer stating they wish to be</p>	<ul style="list-style-type: none"> To be actioned by Club Secretary 		2	2	4	

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						<p>exempted from this requirement as per the Working Time Regulations 1998.</p> <p>Less than 11hours between shifts – it is noted that due to the nature of swimming club training there are some late finishes and some early morning training. This should be avoided at all costs as shorter turnaround times will bring with it a higher risk of incident / injury / loss of concentration in general terms.</p> <p>Welfare monitoring of all volunteer and paid coaches an poolside helpers will be ongoing, with concerns to be raised to a member of the Club Executive or the Welfare Officer if needed. However, it is also recognised that the Head Coach will be responsible for safety and welfare monitoring of the coaching team under normal circumstances and normal operations.</p> <p>Should specific risk assessments be required for an individual member of the coaching or poolside team, then this will be arranged via the Club Secretary and completed by an appropriately competent and qualified person.</p>	<ul style="list-style-type: none"> To be checked by Club Secretary and any risks identified to be assessed on an individual basis Ongoing As and when required 							
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Stress / Mental Ill Health in the Workplace Stress due to intensive working whilst on poolside and exposure to competition	Coaching staff and poolside volunteers	3	3	9		<ul style="list-style-type: none">Compliance with L74 HSE Guidance (2024 revision)Provision of Mental Health First Aid trained staff within the Club	<ul style="list-style-type: none">None at this time						
Associated Specific Task – fitting and removing of lane ropes (falls / collision with poolside / trips and slipping / falling into water)	Coaches Volunteer Helpers	4	3	12		<ul style="list-style-type: none">Lane ropes to only be fitted by Leisure Centre Staff or DCA Coaches. Club Volunteer Helpers can do so under supervisionLane ropes to be checked on each use for defects. If issues are found, use spare lane ropes if available and report damage to the pool operatorNPLQ and NRASTC staff are trained to deal with injuries that may come from lane ropes.Lane ropes to be stored when out of use	<ul style="list-style-type: none">None at this time			2	2	4	

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Associated Specific Task – fitting and removal of diving blocks (falls / collision with poolside / trips and slipping / falling into water / bodily harm and injury due to weight of diving blocks)	Coaches Volunteer Helpers	4	3	12		<ul style="list-style-type: none">Blocks at FQLC are permanent fittings negating need to any removal by coaches. Leisure Centre Staff to do any removals and all maintenance	<ul style="list-style-type: none">None at this time Risk has been eliminated			1	1	1	
Safeguarding Risks – Children and Vulnerable Adults	Any Club Member	2	4	8		<ul style="list-style-type: none">Coaches to be DBS checked and have participated in safeguarding trainingClub has Mental Health First Aid capacity availableClub has an experienced and extremely	<ul style="list-style-type: none">Specific / personal risk assessments to be created as and when needed to ensure safety of all club members			2	3	6	

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						<p>knowledgeable Welfare Officer to oversee Safeguarding Risks</p> <ul style="list-style-type: none">• Club has access to independent Safeguarding advice through Swim England• Club has access to Safeguarding support if required form the Local Authority• Club has several coaches and committee members trained in disability awareness and disability swimming.• Club Team Managers to be allocated to every gala (internal and external) and all to be appropriately trained for the role and DBS checked.• Club Policies to be aligned to Swim England Wave Power documentation – latest revision 2023.	<ul style="list-style-type: none">• Committee Members to attend training regarding Equality Act 2010 if required <p>Coaches and Committee members to be aware of hidden disabilities and specific learning needs.</p>						
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Guidance Notes

SEVERITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

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Additional comments:

- 1. This risk assessment needs to be discussed with employees before they operate the plant/equipment to ensure compliance with all control measures through their understanding
- 2. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment
- 3. The risk assessment is to be reviewed on an annual basis, or sooner if changes are made to the plant or working practices, or after an accident/near miss
- 4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document

Assessor 1 name:		Signature:		Date:	
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Assessor 2 name:		Signature:		Date:	
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Risk Assessment

I, the undersigned, have been fully briefed on this risk assessment and other control measures in place to reduce the risk of injury to the lowest possible level. I fully understand my duties as an employee, to follow the control measures in this risk assessment and the method statement.

[illegible]