

# Risk Assessment

Date:	30/01/2024
-------	------------

Assessors Name:	Graeme Morgan	Reference Number:	RA4	Review Date:	30/01/2025
-----------------	---------------	-------------------	-----	--------------	------------

Endorsed By:	Sarah Judson	Signature:		Position:	Club Secretary	Date:	1/4/24
--------------	--------------	------------	--	-----------	----------------	-------	--------

Description of assessment	Swimming Gala (Competition Event)
---------------------------	-----------------------------------

Location Details	Freeman's Quay Leisure Centre
------------------	-------------------------------

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)	Swimmers participating in session  Coaches / other staff and volunteers	4	5	20		<ul style="list-style-type: none"><li>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.</li><li>Pool area to be kept secure when not in use. No swimmer to enter pool without qualified supervision on the poolside</li></ul>	<ul style="list-style-type: none"><li>Medical screening as appropriate with data sharing where risk level dictates – data sharing between coach and club secretary for DCA swimmers</li><li>Where swimmers from external clubs attend, their own coaches are responsible for medical assessment and screening.</li><li>Where external competition officials attend, then they will be briefed by an</li></ul>	To be checked against best practice  (Welfare Officer)		2	2	4	

# Risk Assessment

						<ul style="list-style-type: none"> <li>All poolside helpers (from DCA) are fully supervised by a coach who is qualified and competent or by an experienced member of DCA staff.</li> <li>Swimmers groups according to age and ability to prevent submersion incidents.</li> <li>Underwater activity (such as surface diving and initial phase from dive start) to be controlled by starter and monitored by competition officials.</li> <li>PSOP for FQLC is compliant with HSG 179 / MHSWR 1992 &amp; 1999 and has a full EAP in place. Bather loading for warm up sessions to be in-line with the NOP.</li> </ul>	<p>experienced member of DCA staff prior to going onto poolside. Lifeguards will be in attendance throughout the gala, inclusive of the warm up sessions.</p> <ul style="list-style-type: none"> <li>It should be noted that the nominal bather load set for the main pool at FQLC is substantially below the "operational maximum" as defined by calculations in HSG 179.</li> </ul>									
Slips trips and falls	Swimmers  Coaching staff and volunteers  Competition Officials	4	4	16		<ul style="list-style-type: none"> <li>Coaching staff and volunteers to check poolside area prior to session</li> <li>Equipment to be stored out of the way of walkways and high traffic areas</li> <li>Pool staff to be requested to clean / squeegee floor if excess water is present</li> </ul>	<ul style="list-style-type: none"> <li>None at this time – substantial control and risk mitigation in place</li> </ul>			2	2	4				

# Risk Assessment

						<ul style="list-style-type: none"> <li>• Marshalling team to control and monitor access and egress into the pool and changing rooms, intervening in cases of unsafe behaviour / running / throwing items etc.</li> <li>• Coaching and gala equipment to be correctly used for intended purpose, and to be stored when out of use. Access to diving blocks to be controlled by marshalling staff, or by timekeeper at the start and finish of race.</li> <li>• Timing pads and associated equipment to be fitted by pool staff and cables to be appropriately tied.</li> <li>• Blocks at FQLC are permanent fittings negating need to any removal by coaches or gala team</li> <li>• Gala Team to be appropriately briefed by their respective team leader (volunteers / officials / timekeeping / marshalling etc)</li> </ul>							
--	--	--	--	--	--	---	--	--	--	--	--	--	--

# Risk Assessment

<b>Head Injury / Spinal Injury, Injury caused by collision</b>	Swimmers  Coaching staff and volunteers (should a severe fall take place)	4	5	20		<ul style="list-style-type: none"> <li>Diving area (as defined by each Pool Operator) to be used.</li> <li>Diving blocks only to be used by competent swimmers who have been properly trained (preferable to competitive start award)</li> <li>Swimmers to swim in as directed to avoid collisions – this includes warm up sessions</li> <li>Backstroke flags to be available at all times. To be 5m from the each end of the pool. This is accurately measured at FQLC.</li> <li>NPLQ staff are fully spinal injury trained.</li> <li>Tumbleturns to take place in depth no less than 0.9m (Swim England guidance)</li> <li>Diving must have a minimum forward clearance of 7.6m</li> <li>Diving not to be into depth of less than 1.35m, which is the minimum allowed with a competitive start award.</li> <li>Appropriate safety announcements to be made at the start of the event and at appropriate times throughout the day – this</li> </ul>	<ul style="list-style-type: none"> <li>When DCA is providing staffing cover, NPLQ staff should always be used. Lifeguards will be in attendance throughout the gala, inclusive of the warm up sessions.</li> </ul>		Ongoing	2	2	4	
--	---	---	---	----	--	--	--	--	---------	---	---	---	--

# Risk Assessment

						will include the start of any warm up session and in accordance with Swim England guidelines regarding water depth and diving risks.								
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"><li>Medical screening to take place of DCA swimmers as usual, with volunteers encouraged to disclose any illness/injury/disability</li><li>NPLQ / NRASTC staff providing safety cover are trained in first aid and recognition of medical conditions</li><li>Coach/parent/swimmer discussions to agree management of medical conditions where appropriate</li><li>Lifeguards and club officials to respond in line with the EAP for the facility.</li><li>Officials and coaches from external clubs to be encouraged to disclose medical conditions that may pose a raised risk.</li><li>Any external officials with disabilities (hidden or otherwise) to be asked to disclose so appropriate</li></ul>	*None at this time				2	2	4	

# Risk Assessment

						<p>reasonable adjustments can be made.</p> <ul style="list-style-type: none"> <li>FQLC is fully accessible (except for the mezzanine area above the reception)</li> </ul>									
<b>Strains / Sprains</b>	Swimmers	3	2	6		<ul style="list-style-type: none"> <li>Coaches to be aware of swimmer age and physical development/ability</li> <li>Coaches from external clubs to be responsible for any stretch/mobilisation work for their own swimmers. This will not be the responsibility of DCA.</li> </ul>	<ul style="list-style-type: none"> <li>Exercises to be directed and led by a coach throughout – not to be supervised by other swimmers</li> <li>When stretch is taking place, coach to monitor for effectiveness and also to eliminate unorthodox or dangerous techniques</li> </ul>	<p>Head Coach for DCA</p> <p>Coaches from external clubs to be responsible for their own swimmers.</p>	Ongoing	2	2	4			
<b>Dehydration</b>	<p>Swimmers</p> <p>Coaching staff and poolside volunteers</p> <p>Gala volunteers</p> <p>Spectators</p> <p>Gala Officials</p>	4	2	8		<ul style="list-style-type: none"> <li>Swimmers all to have water bottles as part of their standard kit for DCA teams</li> <li>Coaches to bring water bottles</li> <li>Water refills are available at FQLC and these are easily accessible.</li> <li>Drinks machines are available to purchase additional drinks with local shops and amenities nearby</li> </ul>	None at this time			2	2	4			

# Risk Assessment

Entrapment / Entanglement / Injury from Lane Ropes and Timing Pads	Swimmers	2	5	10		<ul style="list-style-type: none"><li>NPLQ trained staff on duty for safety cover – qualifications cover entrapment and entanglement</li><li>FQLC, used by DCA for galas is adapted to minimise these risks</li><li>Moveable floor at FQLC only to be moved when pool is completely empty of swimmers and by trained staff only.</li><li>Swimmers to wear swimming hats when competing, including for warm up sessions</li><li>Anti-turbulence ropes and timing pads to be put in by pool staff while pool is clear and done to specific task directions with ropes being at an acceptable tension with no exposed metal wire or damaged discs that could cause injury.</li><li>Ropes and pads not fit for use are taken out of action until repaired. Spare ropes and pads are available</li></ul>	None at this time				1	4	4	
--	----------	---	---	----	--	---	-------------------	--	--	--	---	---	---	--

# Risk Assessment

						<ul style="list-style-type: none"><li></li></ul>							
<b>Associated Specific Task – fitting and removing of lane ropes</b>  <b>(falls / collision with poolside / trips and slipping / falling into water)</b>	Coaches Volunteer Helpers	4	3	12		<ul style="list-style-type: none"><li>Lane ropes to only be fitted by Leisure Centre Staff or DCA Coaches. Club Volunteer Helpers can do so under supervision</li><li>Lane 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 operator</li><li>NPLQ and NRASTC staff are trained to deal with injuries that may come from lane ropes.</li><li>Lane ropes to be stored when out of use</li></ul>	None at this time			2	2	4	



# Risk Assessment

<b>Associated Specific Task – fitting and removal of diving blocks</b>  (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"> <li>Blocks at FQLC are permanent fittings negating need to any removal by coaches. Leisure Centre Staff to do any removals and all maintenance</li> </ul>	<ul style="list-style-type: none"> <li>None at this time</li> </ul> Risk has been eliminated			1	1	1	
<b>Associated Specific Task – Supervision and participation in Warm Ups</b>  (falls / collision with poolside / trips and slipping / falling into water)	Coaches Swimmers Gala Volunteers Gala Officials	4	3	12		<ul style="list-style-type: none"> <li>Warm up to be controlled so as to align age/ability in same lane or session</li> <li>Warm up to be sufficient to be physiologically beneficial</li> <li>Ensure compliance with Swim England guidelines for Competitions (Warm-ups/Swim Downs) Swim England guidance documents.</li> <li>Lane direction to be properly enforced to avoid collisions</li> <li>Starts practices only to be undertaken when clearance given by the announcer – who will announce which</li> </ul>							

# Risk Assessment

						lanes can be used for this purpose							
<b>Associated Specific Task – Scoreboard and results station operators</b>  <b>(falls / collision with poolside / trips and use of stairs to control tower area.</b>	Gala Volunteers Gala Officials	4	4	16		<ul style="list-style-type: none"><li>Footwear to be worn by all using steep staircase.</li><li>Access to control tower area to be strictly limited to those needing access specifically for purpose of results and scoreboard operations</li><li>Electronic equipment to be regularly safety tested</li></ul>	<ul style="list-style-type: none"><li>None at this time</li></ul> <p>It is noted that this staircase will remain a risk to those who use it until it is eventually replaced by DCC</p>			2	4	8	
<b>Associated Specific Task – Provision of Food and Refreshments</b>  <b>(allergies and food intolerance)</b>	Gala Volunteers Gala Officials Club Coaches	2	4	8		<ul style="list-style-type: none"><li>Requests for those with allergise to identify their specific needs when invites for food are sent out</li><li>Food supplied by reputable caterers who are aware of allergies and have high food hygiene ratings</li><li>Separate food and rest areas are available at FQLC should allergies become an issue.</li></ul>	<ul style="list-style-type: none"><li>None at this time</li></ul>			2	2	4	

# Risk Assessment

<b>Associated Specific Task – Use of Spectator Balcony and Viewing Area</b>	Gala Volunteers Gala Officials Club Coaches Spectators Swimmers	3	3	9		<ul style="list-style-type: none"> <li>Gala door staff to comply with FQLC Operating procedures to ensure maximum spectator capacity of 218 within the gallery area</li> <li>Gala team to monitor that the spectator areas are not overcrowded and remain within NOP acceptable levels, but also to ensure that poolside capacity is within acceptable limits and changing room / small pool areas are monitored as required.</li> <li>Overcrowding can cause significant issues, not just for welfare and safety (of access and egress) but also for responding to emergencies and locating people as a matter of urgency.</li> </ul>	<ul style="list-style-type: none"> <li>None at this time</li> </ul>			2	2	4	
<b>Associated Specific Task – Sales area for table top sales of goods and food</b>	Gala Volunteers Gala Officials Club Coaches Spectators Swimmers	2	2	4		<ul style="list-style-type: none"> <li>Tables to be arranged in reception area so as not to impede movement around the centre or to block any exits.</li> <li>Goods and food to be sold to be properly packaged and any allergy risks ascertained by gala team from customers</li> <li>Any electric supply to be connected to leisure centre</li> </ul>	<ul style="list-style-type: none"> <li>None at this time</li> </ul>			1	2	2	

# Risk Assessment

						sockets using safety tested cables.							
Safeguarding Risks – Children and Vulnerable Adults	Any Club Member	2	4	8		<ul style="list-style-type: none"><li>Coaches to be DBS checked and have participated in safeguarding training</li><li>Club has Mental Health First Aid capacity available</li><li>Club has an experienced and extremely knowledgeable Welfare Officer to oversee Safeguarding Risks</li><li>Club has access to independent Safeguarding advice through Swim England</li><li>Club has access to Safeguarding support if required form the Local Authority</li><li>Club has several coaches and committee members trained in disability</li></ul>	<ul style="list-style-type: none"><li>Specific / personal risk assessments to be created as and when needed to ensure safety of all club members</li><li>Committee Members to attend training regarding Equality Act 2010 if required</li></ul> <p>Coaches and Committee members to be aware of hidden disabilities and specific learning needs.</p>			2	3	6	

# Risk Assessment

[illegible]

# Risk Assessment

## 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.

# Risk Assessment

**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:	
------------------	--	------------	--	-------	--

Assessor 2 name:		Signature:		Date:	
------------------	--	------------	--	-------	--

## 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]