

# Risk Assessment

Date:	22/05/2025
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Assessors Name:	Graeme Morgan	Reference Number:	RA7	Review Date:	22/05/2026
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Endorsed By:	Sarah Judson	Signature:		Position:	Club Secretary	Date:	23/5/25
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Description of assessment	Generic Squad Training – Generic Risk Assessment
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Location Details	Freeman’s Quay Leisure Centre
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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)	Swimmers participating in session  Coaches / other staff and volunteers	4	5	20		<ul style="list-style-type: none"><li>Sessions are led by an appropriately qualified and experienced coach, deemed to be competent in line with NGB guidelines</li><li>All sessions with 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></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</li></ul>	To be checked against best practice (Welfare Officer)		2	2	4	

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						<ul style="list-style-type: none"> <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 coach.</li> </ul>										
<b>Slips trips and falls</b>	Swimmers  Coaching staff and volunteers	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> <li>Coaches 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 coaching staff.</li> </ul>	<ul style="list-style-type: none"> <li>None at this time</li> </ul>				2	2	4			

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<b>Head Injury / Spinal Injury, Injury caused by collision</b>	<p>Swimmers</p> <p>Coaching staff should a severe fall take place</p>	4	5	20		<ul style="list-style-type: none"> <li>Diving to only be undertaken by Coach / Teacher qualified to minimum of level 2 and competent in teaching of diving/starts.</li> <li>Diving area (as defined by each Pool Operator) to be used.</li> <li>Diving blocks only to be used by competent swimmers under direction of level 2 qualified and competent coaches/teachers</li> <li>Swimmers to swim in appropriate lane order (either clockwise or anti clockwise) as directed to avoid collisions</li> <li>Backstroke flags to be available at all times.</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> </ul>	<ul style="list-style-type: none"> <li>When DCA is providing staffing cover, NPLQ staff should be used where available. If not, then NRASTC staff must be used, but should be aware they are not trained in all spinal techniques – sessions to be appropriately curtailed to minimis risk.</li> </ul>	<p>Staffing cover is supervised by Lead Aquatics Coach</p>	<p>Ongoing</p>	2	2	4	
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<b>Medical conditions (such as asthma, epilepsy, diabetes)</b>	Swimmers Coaching staff and volunteers	3	2	6		<ul style="list-style-type: none"> <li>Medical screening to take place</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> </ul>	*None at this time			2	2	4	
<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 to be appropriately qualified and competent in the delivery of stretches / mobilisation</li> <li>To be completed in appropriate area which is safe from obstruction and with a good floor surface</li> <li>Stretch and mobilisation to be directed by qualified and competent coach</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> <li>Head Coach / Secretary to check content of stretching and mobilisation on current coaching course syllabus to ensure appropriateness of qualification</li> <li>No to be led by volunteer helpers who</li> </ul>	Lead Aquatics Coach	Ongoing	2	2	4	

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							are not qualified and competent						
<b>Dehydration</b>	Swimmers Coaching staff and poolside volunteers	4	2	8		<ul style="list-style-type: none"> <li>Swimmers all to have water bottles as part of their standard kit</li> <li>Coaches to bring water bottles</li> <li>Water refills are available at all pools we use as a club for training and these are easily accessible.</li> </ul>	<ul style="list-style-type: none"> <li>None at this time</li> </ul>			2	2	4	
<b>Entrapment / Entanglement</b>	Swimmers	2	5	10		<ul style="list-style-type: none"> <li>NPLQ trained staff (or NRASTC) on duty for safety cover – both qualifications cover entrapment and entanglement</li> <li>All pools used by DCA are 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 training</li> <li>Lane ropes to be put in by pool staff while pool is clear</li> </ul>	<ul style="list-style-type: none"> <li>None at this time</li> </ul>			1	4	4	

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						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. <ul style="list-style-type: none"><li>Ropes not fit for use are taken out of action until repaired. Spare ropes and pads are available</li></ul>								
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"><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></ul>	<ul style="list-style-type: none"><li>None at this time</li></ul>				2	2	4	

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						<ul style="list-style-type: none"> <li>Lane ropes to be stored when out of use – either on trollies</li> </ul>									
<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.</li> <li>Other pools used by DCA do not have diving blocks</li> <li>Leisure Centre Staff to do any removals and all maintenance</li> </ul>	<ul style="list-style-type: none"> <li>None at this time</li> <li>Risk has been eliminated</li> </ul>			1	1	1			
<b>Associated Specific Task – use of audio visual training equipment</b>	Coaches Volunteer Helpers	2	5	10		<ul style="list-style-type: none"> <li>Coaches to move equipment which is on appropriate trolley</li> <li>Only to be used away from water and with appropriate electric cut out / trip switches</li> <li>Not to be used directly on poolside</li> </ul>	<ul style="list-style-type: none"> <li>None at this time</li> </ul>			1	5	5			



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Associated Specific Task – use of pool training equipment (floats etc)	Swimmers Coaches Volunteer Helpers	4	2	8		<ul style="list-style-type: none"> <li>Coaches to ensure training equipment is appropriately stored when not in use</li> <li>Swimmers to ensure their own personal equipment is tidy and also serviceable</li> </ul>	<ul style="list-style-type: none"> <li>None at this time</li> </ul>			2	2	4	
Risks of slips / trips and falls													
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 from the Local Authority</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> <li>Coaches and Committee members to be aware of hidden disabilities and specific learning needs.</li> </ul>			2	3	6	

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						<ul style="list-style-type: none"> <li>• Club has several coaches and committee members trained in disability awareness and disability swimming.</li> <li>• Club Policies to be aligned to Swim England Wave Power documentation – latest revision 2024.</li> </ul>								
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# Risk Assessment

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.

## 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

# 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/volunteers 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]