



RISK ASSESSMENT INFORMATION

CLUB POLICY DOCUMENT

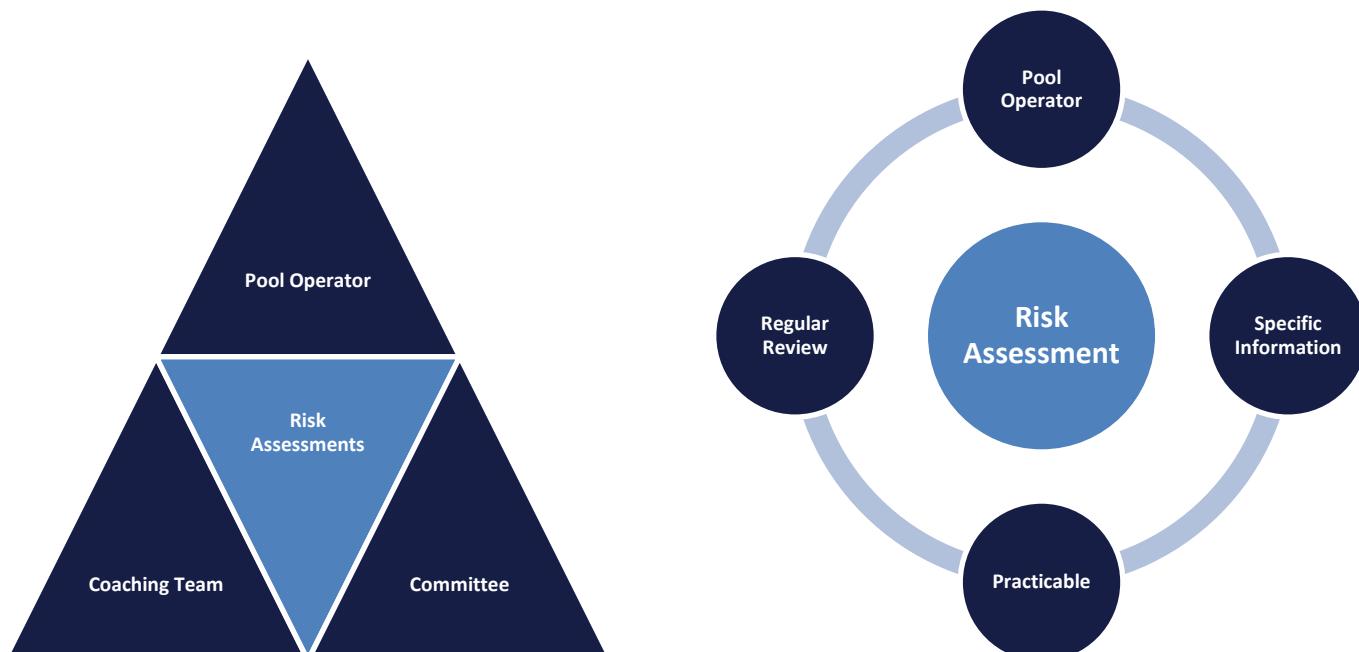
CLUB RISK ASSESSMENTS

A risk assessment is an examination of the possible risks and hazards that could occur and cause harm. Once potential dangers have been identified it is essential to put measures in place to minimise the risk of them occurring, and plan what to do if any of them should happen. Sports organisations have a duty of care to their paid staff, volunteers and athletes. The Management of Health and Safety at Work Regulations also places a duty on employers to assess risk to those who may be affected by their activities which includes staff and volunteers.

It is important that UOAPS has the appropriate risk assessments in place to enable the Club to carry out its activities in a safe manner. There is a key relationship to consider when creating or updating risk assessments. Working with the pool operator is vital.

The pool operator will have up to date Pool Safety Operating Procedures (Normal Operating Procedures and Emergency Action Plans) which are important to have to complete risk assessments accurately. Working with the pool operator to understand the key processes, procedures and additional requirements that the club should be aware of, is important.

The operator will also need to have risk assessments in place, and it is advisable that the club work with the pool operator and view their appropriate risk assessments as to ensure there is no conflicting information or processes. Ensure that the information used within a risk assessment is specific to the club and facility is very important. Within the club, involving the knowledge and expertise within the coaching and committee teams is also important to ensure all of the available appropriate information is factored into the risk assessments.





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WHAT TO RISK ASSESS?

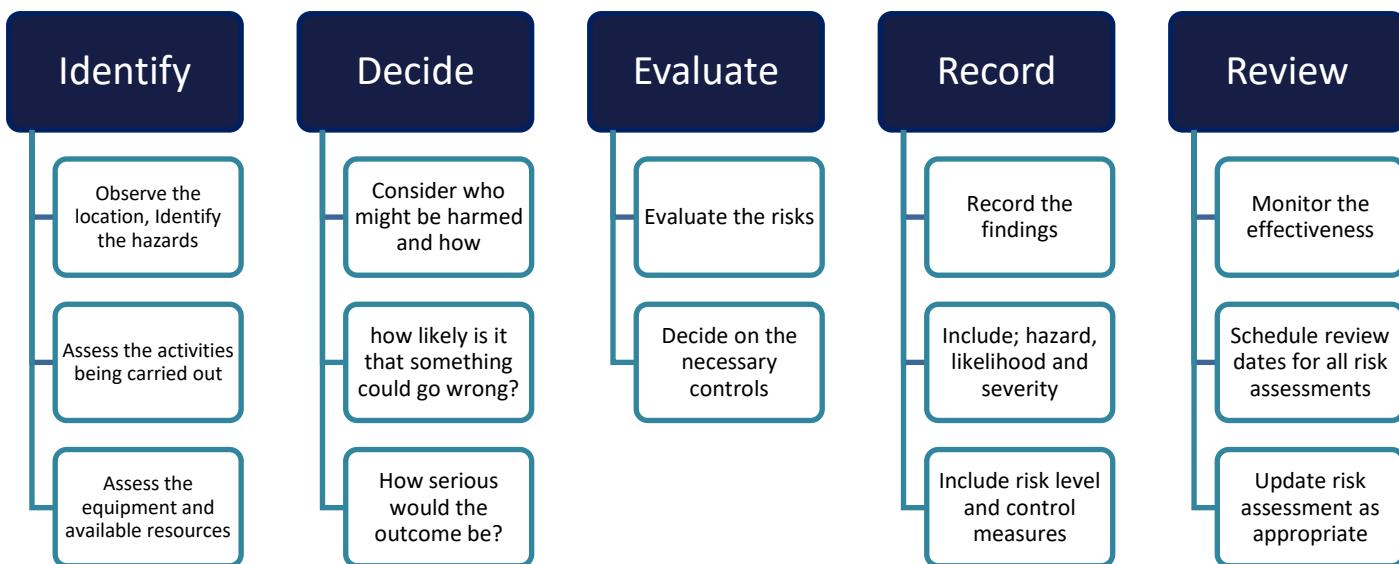
Some of the activities that UOAPS usually needs to consider completing a risk assessment for are detailed below. This is not an exhaustive list and all clubs will have slightly different requirements:

Club Swimming training	Equipment use	Moving around facility (i.e poolside)	Supervision of activity (Ratios & Rescue)	Home competition considerations	Away competition considerations
Home Camp considerations	Away Camp considerations	Land/dry training	Team travel	Coaching Activity	Accommodation considerations
Food & Catering considerations	Use of Changing Areas	Arrival & Leaving Facility	Social/Fundraising Activities		

RISK ASSESSMENT PROCESS

Hazard	Something that has the potential to cause harm
Risk	The likelihood of someone being harmed

There are five component stages to conducting a risk assessment:





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RISK ASSESSMENT COMPLETION

Risk matrix & guide to terminology

LR	SR		RR		
Likelihood rating	Severity rating		Risk rating = (LR x SR)		

Likelihood	Very likely	5	10	15	20	25
	likely	4	8	12	16	20
	Fairly likely	3	6	9	12	15
	Unlikely	2	4	6	8	10
	Very Unlikely	1	2	3	4	5
		Insignificant	Minor	Moderate	Major	Catastrophic
Severity						

Risk rating & Corresponding action

Risk Rating (P x I)	Action
20-25	Stop Activity , take immediate action
15-16	Urgent Action required , take immediate action, stop activity if necessary, maintain existing controls
8-12	Action required , improve situation within a specified timescale
3-6	Monitor , look to improve at next review or if there is a significant change
1-2	No Action required , but ensure controls are maintained and reviewed

CONTROLLING RISKS

When identifying control measures to reduce the level of risk consider the following information. Eliminating the hazard is the most effective through to personal protective equipment (PPE) which is the least effective but in some occasions the only option or used as an additional control. Work closely with pool operators to work out collectively the best solution.

1. Eliminate the Hazard	• Identify whether this is possible, but also consider whether this is practical
2. Reduce the Hazard	• Consider ways to reduce the hazard • Consider whether alternative options are realistic and achievable
3. Prevent people coming into contact with the hazard	• Consider how you can reduce the number of people coming into contact with the hazard
4. Introduce a safe system of work	• Set out a standard of how the activity should be conducted as safely as possible • Ensure there is awareness and set a standard of behaviour
5. Provide personal protective equipment	• Provide PPE to the people involved in the task (cleaning equipment for example)



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GUIDE TO COMPLETING A RISK ASSESSMENT

Step 1

- Detail what the hazard is

Step 2

- Detail who may be harmed by the hazard

Step 3

- Detail how the people identified in step 2 could be harmed

Step 4

- Detail any steps/equipment/actions that have already been put in place to control the risk of the hazard causing harm

Step 5

- Identify the Likelihood of the hazard causing harm to people and then identify the severity of injury the person is likely to sustain from the hazard
- Multiply the likelihood factor and the severity factor to establish the risk rating and then using the risk rating table identify what level of action is required for the hazard

Step 6

- Detail any additional control measures that could be put in place to reduce the hazard

Step 7

- Detail who is responsible for actioning the additional control measures

Step 8

- Detail when the additional control measures should be put in place by