# Risk Assessment Swimming

# Event name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Event Date** |  | | **Key Contacts**  Event managers/ Coaches Mob.   |  |  |  | | --- | --- | --- | | Name | Club/School | Mobile | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |
| **Event Address** |  | |
| **Event Manager** |  | |
| **Total Number of athletes & volunteers** | |  |  | | --- | --- | | **Athletes** |  | | **volunteers** |  | | **1:4 ratio reached** |
| **Primary First Aid Contact** | **Name: Mobile Number:** | **First aid kit location:   Date of Expiry:** |
| **Emergency Numbers** | **Police/Fire/Ambulance -** 111  **Poisons -** 0800 764 766 | |

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| **High Risk** | **Medium Risk** | **Low Risk** |

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| **Risk** | | **Risk severity pre** | **Risk Reduction / Controls** | **Risk severity post** |
| **Venue Specific** | 1. Getting lost, not knowing venue facilities or meeting points. 2. General venue risks. 3. Natural emergency. |  | 1. Event manager or venue is required to do H&S induction and emergency evacuation procedures with all team managers before the beginning of the event. 2. Brief all team managers on the format for the day, facilities e.g. toilets and venue specific risks. Please see event briefing document for more guidance. 3. Site specific RAMS made available to all managers prior to event if required |  |
| **Sport specific**  Swimming | 1. Drowning. 2. Slipping on wet floor. 3. Trapped on lane ropes/ladders. 4. Shallow water causing paralysing injuries (jump/diving). 5. Indecent exposure of athletes. |  | 1. Qualified lifeguards on Duty. All blind spots in pool covered. 2. Ensure no running on poolside, and slippery surfaces are covered with rubber matting or cornered off. 3. Ladders and lane ropes are secure and checked thoroughly before event. 4. No Jumping/diving into shallow water. Shallow end clearly marked and explained. 5. Ensure athletes have access to appropriate changing facilities to limit the chance of exposure are safe from potential incidents. Ensure athlete togs are worn correctly before entering the pool. Also refer to the SONZ Safeguarding policy in reference to making sure photography/filming of an athlete is appropriate and within applicable consent requirements. |  |
| **Risk** | |  | **Risk Reduction / Controls** |  |
| **People** | 1. Participants unwell/sick. 2. Allergies/ Medical conditions. 3. Injuries. 4. Athlete experience level. 5. Poor communication. 6. General public. 7. Inexperienced staff/Volunteers. |  | 1. No participants/volunteers or staff are permitted into the event if they are feeling unwell and are to stay home. Contact Tracing is to be completed at every event. The use of the infrared thermometers is also to be used at every event. Cold like symptoms, and/or displaying a fever on the infrared thermometers is to result in removal from venue (and event) and contact tracing should be monitored. 2. Athletes/Coaches/Guardians to carry necessary medication & Medical forms. 3. Appropriate warm up and stretching.   Coaches to bring along own first aid kits & ensuring dates have not expired.   1. All athletes to have undertaken at least 10 weeks of training before competition. Event expectations and rules clearly outlined before attending, and during the event. Monitored closely from coaches throughout. 2. Clear & simple communication. Event manager to give brief to coaches prior to event. 3. Coaches/event manager to observe any personnel that look suspicious and unfamiliar. All reported to Event Manager to investigate immediately. Clear guidance to get into event with signs excluding public if necessary. 4. All volunteers need to be registered and completed a valid police check. All club volunteers to attend event briefing at the start of the event. No inexperienced volunteers to be left alone without help/direction prior. |  |
| **Environment** | **Indoor & Outdoor**   1. Transport / Parking. 2. Playing area. 3. Slippery surface. 4. Exposure to noise. 5. Natural disaster. 6. Exposure to elements. |  | 1. Event signage outside for traffic if required. Extra vigilance when exiting and entering vehicles with athletes in cark parks and main roads to get to and from event. 2. Site inspection before, during and after the event. 3. If possible dry slippery surface or clearly mark hazard areas. If areas are unsafe or pool surrounds hazardous then activity or access should stop until the facility has rectified. 4. Appropriate sound levels used regarding venue. 5. Clearly marked entrances, exits, assembly point covered in H&S briefing. 6. Review forecast and cancel/postpone if necessary, for outdoor events. Risks of heat exposure/sunburn appropriate clothing to be worn by athletes, sun cream & water made available for outdoor swimming events. Athletes and volunteers to rest in shade in between competing. Waterproof gear, warm clothing. Responsibility lies with individual and team coaches. |  |
| **Equipment** | 1. Cluttered areas. 2. Faulty equipment. 3. Incorrect use of equipment. 4. Incorrect clothing / footwear. 5. Sound system. |  | 1. All equipment not in use stored correctly. 2. Ensure equipment is appropriate for competition and safe for athletes to use. 3. Ensure equipment in use has appropriate supervisors. 4. Club coaches/volunteers to check clothing and footwear is appropriate. 5. Ensure Sound system levels are clear and audible throughout the venue. |  |
| **Medical Incident Process** | | | | |
| All coaches should have copies of athlete’s medical forms on hand.  **If there is a medical incident:**  **Get the first aider, call 111.**  **In the case of a serious incident please call your RSC or CEO as soon as reasonably possible**  Volunteer to [**fill out an incident report**](file:///C:\Users\DavidHibberd\Downloads\Incident-ampamp-Accident-Reporting-Fo%20(5).docx) and give to the Event Manager at the end of event> this is submitted to the RSC > logged into the H&S file > reviewed by H&S committee. | | | | |
| **Contact Tracing** | | | | |
| * A contact trace register must be created and held at the event for the venue and events director of all those present * Any athlete, coach or volunteer that is displaying any cold like symptoms are not permitted to attend. * Each team will be responsible for replacing a coach/volunteer to ensure that the 1:4 ratio is maintained. * Hand Sanitiser, soap and hand towels to be present at events to aid in preventing spread of any germs * If an athlete or volunteer falls ill during the event the Events Manager is to be made aware and all precautionary measures taken if applicable, including alerting venue & MOH. | | | | |

I confirm that the above action items have been implemented and all measures have been taken to keep athletes and volunteers safe during the event.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Event Manager ) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_