



RISK ASSESSMENT FORM

PLEASE NOTE: Only typed versions are now accepted, please do not submit hand written documents.

EVENT NAME: Mid Sussex Triathlon Club 5-3-1 Charity Swim

EVENT DATE: Saturday 1st August 2015

No. of day memberships required: (Not known)

The codes and symbols required for completing the risk assessment can be found at the end of this document

Risk assessment conducted by:	Mark JORDAN		
Date of original risk assessment:	2 nd April 2014	Date of last review:	1 st July 2015

Event:	Mid Sussex Triathlon Club 5-3-1 Charity Swim			Date:	1 st August 2015			
Venue:	Ardingly Reservoir, The Lodge, Ardingly Reservoir, Ardingly, West Sussex			Post Code:	RH17 6SQ			
Start Area Location:	Slipway, Ardingly Reservoir		Finish Area Location:	Slipway, Ardingly Reservoir				
Style:	Triathlon		Duathlon		Adventure		Other	X
Swim	OW	X	Pool		Distance		Lake/Sea	
Cycle Distance		Run Distance (1)			Run Distance (2)			
Detail Other Non - Standard Race Stage/Distances	Open water swim – (1) 5 kms, (2) 3 kms and (3) 1 km							
Promoting Club/Organisation:	Mid Sussex Triathlon Club							
Organiser/Promoter:	Mark Jordan							
Mobile Telephone Number:	07841360461							
Home Telephone Number:	01444412874							
Email Address:	emaj1@mac.com							
Race Website:	http://www.midsussextriathlonclub.com/events/club-events/mstc-5-3-1-swim.aspx							
Organiser's Address:	Mari Fjora, Franklands Village, Haywards Heath, West Sussex RH163RL							
	Town	Haywards Heath		Post Code	RH163RL			
Race Timings:	Start	2pm, 4.15pm & 5.30pm		Finish	4.15pm, 5.30pm & 6.30pm			
Local Authority:	West Sussex CC & Mid Sussex District Council			Approval received:	N/A			
Police Authority:	Sussex Police			Approval received:	N/A			
Safety Officer:	Tom JORDAN							
Safety Officer Email Address:	natalie757@hotmail.com							
Route/Circuit/Venue Name:	Ardingly Reservoir							
Senior Official on the Day:	Mark JORDAN							
Est. No of Participants	50							

NB: if you have motorcycle officials booked for the event please also complete the NEG Motorcycle Registration form which is available from the event organiser's website.

The Medical provisions will be trained to the required standard. All marshals will be trained and briefed.

Signed : M Jordan	(Event organiser/promoter)
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RISK ASSESSMENT – SWIM STAGE OPEN WATER

Event:	Mid Sussex Tri Club 5-3-1 Charity Swim		
Event Date:	1 st August 2015	Start Time:	2pm
Max number of entries:	50	Disability Entries:	

Safety Requirements and the action to be taken

Safety boat function:	A RIB safety boat will on the water staffed by RLSS OWLQ staff, together with 3-5 canoeists.
Emergency procedure:	The EAP is set out at the bottom of this risk assessment
Transfer to notified hospital:	Princess Royal Hospital, Haywards Heath, West Sussex, RH16 4EX
Doctor present:	Dr David RICKETTS

Hazard Description	Risk Level (H/M/L)	Person at risk (A – H)	Action to be implemented to reduce risk to low	By Whom
Weather Lightening storm	L	A, B & C	<ul style="list-style-type: none"> Event will be stopped and, if necessary cancelled 	TJ*
Approach to/leaving the cafe/changing rooms: Access road at top of slope leading from/to car park and (eventually) College Lane	L	A, B & C	<ul style="list-style-type: none"> Warning signs in place Reminder to all attendees to take care at all times – risk assessment published on club website and has to be read as a condition of entry (3) 	MJ*, TJ
Spectator access to safe viewing areas	L	B	<ul style="list-style-type: none"> Clearly designated viewing areas – on south and east banks of the reservoir. Reservoir is fenced. Restricted gated access to slipway <p>Event information material</p>	MJ, TJ

			Marshals x 2 at top of slipway and 1 marshal at water's edge by slipway	
Approach to/leaving the café/changing rooms: <ul style="list-style-type: none"> People moving/removing/loading/preparing boats, canoes, windsurfing boards and sails and other equipment on access road and adjacent tarmac' areas 	L	A,B & C	<ul style="list-style-type: none"> The reservoir is closed to all other activities at the time of the event (19). Warning to all participants and spectators to take care approaching and leaving the area (3). 	MJ, TJ
Approach to the water: <ul style="list-style-type: none"> Uneven concrete approach from either concrete path or grass to slipway. Slope to water's edge All participants at risk of: <ul style="list-style-type: none"> slipping, tripping and/or falling cuts and abrasions 	M	A,B & C	<ul style="list-style-type: none"> Warning to all participants to take care approaching and leaving the area (3). Warning to all participants to wear shoes/flip-flops to the entry area and take care Marshals x 2 at top of slipway and 1 marshal at water's edge	MJ, TJ
Approach to the water – water's edge Stone lined bottom to water. All participants at risk of: <ul style="list-style-type: none"> slipping, tripping and/or falling cuts and abrasions 	L	A & C	Warning to all participants to take care when entering the water (3) - NO DIVING or JUMPING 1 x marshal at water's edge	MJ, TJ
Open water swimming <ul style="list-style-type: none"> Drowning 	L	A	<ul style="list-style-type: none"> Only competent swimmers will be participating No person will enter the water unless and until sanctioned by the session leader. The swim course lanes are set within a relatively small and controlled part of the reservoir. All swimmers will have eyesight of the waters edges. All swimmers can be seen by 	MJ, TJ

			<p>safety boat, canoes, spotters and spectators at all times</p> <ul style="list-style-type: none"> • All participants will wear wet suits and high visibility swim hats as set out at Rule 9.3 - 9.6 on page 14 BTF, Rule Book & <i>Management of Open Water Swimming Events Guidance</i>. • All participants are at least reasonably competent open water swimmers – as a condition of entry • All swimmers will comply with MSTC Open Water Swimming Policy – as set out in the risk assessment agreed to by all participants and reiterated during safety briefing (3). • Swimmers in the 5km and 3km sessions must have drink/energy gels available on west jetty (3). <p>Participants made aware of the risks and action to take in event of an incident.</p> <p>Warning to all participants to be aware of risks, to try to maintain swim line discipline at all times, to spot frequently and to be aware of other swimmers (3)</p> <ul style="list-style-type: none"> • 1 mechanised safety boat will be on the water, crewed by RLSS qualified lifeguards carrying VHF radios • 5-7 canoes paddling along the swim course, at various intervals in accordance with BTF Rule 10.2, page 14, BTF Rule Book • Land based spotters carrying VHF radio, whistle, mobile phone and life-buoy 	
<p>Open water swimming:</p> <ul style="list-style-type: none"> • Swimming related 			<ul style="list-style-type: none"> • All swimmers will wear wet 	<p>MJ,</p>

physiological conditions, e.g., cramp, dehydration, tiredness, exhaustion.	L/M	A	<p>suits as set out at Rule 9.6 on page 14 BTF, Rule Book & <i>Management of Open Water Swimming Events Guidance</i>..</p> <ul style="list-style-type: none"> • Water temperature will be within BTF/ASA advised temperature tolerance levels • On water safety available throughout session as set out above • The session has been split into three distances to allow some recovery between sessions, to take on fluid and other nutrition – for those wishing to do all 3 distances. • Swimmers in the 5km and 3km sessions must have drink/energy gels available. <p>All swimmers will be advised in briefing (3).</p> <p>Doctor at venue</p>	TJ
Open water swimming: Other swimmers swimming action and/or swim line indiscipline – risk of collision	L	A	<ul style="list-style-type: none"> • Warning to all members to be aware of risk, to try to maintain swim line discipline at all times, to spot frequently and to be aware of other swimmers (3). • All swimmers must keep the marker buoys to their right at all times (3). 	MJ, TJ
Open water swimming: Swimming into/hitting buoys	L	A		MJ, TJ
Open water swimming Other users of/on water	L	A & C	<ul style="list-style-type: none"> • The area of the reservoir where the swim session has been will be closed to all other users of the reservoir. • Swimmers will remain within the designated swim route. • Water safety craft, canoeists and session leader/safety coordinator will monitor any other activity and advise 	MJ, TJ

			<p>accordingly.</p> <ul style="list-style-type: none"> All members to be made aware of other craft 	
Open water swimming: Overheating	L	A	<ul style="list-style-type: none"> All swimmers will wear wet suits as part of the general safety policy Water temperature and ambient temperature will be within BTF advised temperature tolerance levels as set out at Rule 9.6 on page 14 BTF, Rule Book & <i>Management of Open Water Swimming Events Guidance</i>. On water safety available throughout session as set out above Swim session lengths have been set to ensure that swimmers completing all three distances can rest between sessions, to take on fluid and other nutrition and to reassess participation Swimmers in the 5km and 3km sessions must have energy and/or drink available. 	MJ, TJ
Open water swimming: Hypothermia	L	A		
Water condition/quality: Ingestion of/ immersion in polluted water	L	A & C	<p>A check will be made before swimming that there is no visible algal scum in the designated swimming area.</p> <p>Water testing to meet EU bathing standards.</p> <p>Event will be cancelled if other than safe to swim.</p>	MJ, TJ
Medical conditions of individual members: Asthma, diabetes, anaphylaxis	L/M	A & C	<p>Before entering the water, all swimmers will:</p> <ul style="list-style-type: none"> Complete the pre-swim entry in the session register. 	MJ, TJ

			<p>This includes the person's name, address, an emergency contact telephone number and information about any medical condition</p> <ul style="list-style-type: none"> • Those with a medical condition will inform the session leader/safety coordinator of the condition and the type and whereabouts of any medication. • The coordinator/coach will inform the RLSS OWLQ about any swimmers who have a medical condition and the type and whereabouts of any medication. <p>Note: all competitors have been informed that individual members remain responsible for self-administering any medication.</p> <p>The same principles apply to all marshals</p>	
<p>Leaving the water: All participants at risk of:</p> <ul style="list-style-type: none"> • slipping, tripping and/or falling • minor cuts and abrasions to feet from uneven surface and debris 	L	A & C	<ul style="list-style-type: none"> • Warning to all participants to take care when leaving the water (3) • Flip-flops or shoes advised as for entry to water 	MJ, TJ
<p>Emergency access – For ambulance recovery of any casualties</p>		A,B & C	EA established for the access. Initial call will give details of access and particular pick-up points	MJ, TJ

Additional Risks Identifies List	Risk Level (H/M/L)	Person at risk (A – H)	Action to be implemented to reduce risk to low	By Whom
<p>Canoeists Risk of:</p> <ul style="list-style-type: none"> • Drowning • Sun exposure • Dehydration 	L/M	C	<ul style="list-style-type: none"> • All canoeists will be briefed about possible exposure to risks and encouraged to take water with them, put on 	MJ, TJ

			<p>sun cream and wear a hat.</p> <ul style="list-style-type: none"> • All will wear life jackets • All will have whistles for emergency use • All will be within eyesight of land based marshals/spotters and safety boat and within 50 metres of land • Safety boat on water staffed by RLSS OWLQ staff. • All canoeists will return to land after each stage of the event 	
<p>Slipway marshals</p> <ul style="list-style-type: none"> • Slip, trip fall • Dunking in the water/drowning • Sun exposure • Dehydration 	L	C	<ul style="list-style-type: none"> • Marshalls at this point will be experienced swimmers • They will be briefed about potential risks of slipping • They will have whistles for emergency use • They will be briefed about possible exposure to risks and encouraged to take water with them, put on sun cream and wear a hat (3). • They will be able get away from the slipway during each event and move to the shade, refresh etc. 	MJ, TJ

*TJ =Tom Jordan – Safety Officer

*MJ = Mark Jordan – Event Organiser

Mid Sussex Triathlon Club Policy for Open Water Swimming

General

Please remember that when an athlete takes part in any training session or race as a member of the Mid Sussex Tri Club:

- That person is individually accountable and responsible for themselves and their own actions, and
- Each individual is responsible for his or her own medical condition and will, if necessary, self medicate for their own conditions. The safety co-coordinator or session leader is not responsible for giving any medication. However each athlete has a duty to report any medical condition to the group leader.

PREVENTION

It is not always possible to avoid emergency situations, but common sense will often avoid them.

If an emergency situation occurs the single most important essential is to MAKE SURE YOU ARE SAFE before helping. Having extra casualties does not help any situation.

ICE (In Case of Emergency)

All members are strongly advised to have a **mobile phone** when taking part in all training sessions.

Members should record emergency contact details under ICE in the mobile phonebook. Many club members will have the Road ID ankle bracelet. This should be worn for all club activities.

Contact details for site managers

TJ Chris Kinsman (Manager)
Ardingly Reservoir
Ardingly
Sussex
RH17 6SQ
Telephone: 01444 892 549

Access arrangements for club

The reservoir sits at the end of ARDINGLY ROAD. It runs off of COLLEGE ROAD. There are no vehicle height restrictions on the approach road but there are a number of speed ramps (sleeping policemen).



SPECIFIC SITUATIONS

DROWNING

There will be no 'floating' during club swimming sessions except in designated areas when appropriate. Anyone seen floating will be considered to be in difficulties of some sort and will be assisted by any other member who notices them. Aimless swimming also implies that something is wrong.

There will be one or more spotters for inland open water. That person(s) will carry a mobile phone, a whistle and have the club's first aid kit and safety buoy. If the whistle is blown it means that the spotter feels that there is a potential emergency situation.

Once the situation has been assessed in the water the priority is to get that swimmer out of the water quickly and safely.

HEAD INJURY

Collisions do occur in swimming. If a significant head injury occurred that was likely to incapacitate a swimmer, it is likely that the swimmer will be 'floating' or aimless. In this case the action plan for drowning is initiated.

HEART ATTACK

The population of the triathlon club is ageing!! Apparently fit and healthy athletes can still have heart attacks. Most heart attacks would give the individual time to swim to the shore, but they can be sudden and severe. They can certainly suddenly incapacitate somebody. Most people with heart attacks have sudden onset of chest pain, usually described as feeling like there is a weight or pressure on the chest.

In most situations the person would realise themselves that something serious may have happened and would adopt the recognised emergency position of floating on one's back and raising an arm to attract the attention of other swimmers or spotters. If it is very sudden they may just be floating or aimless as a heart attack may trigger a cardiac arrest.

All suspected heart attack victims requires immediate assistance from the emergency services via 999.

STROKE

A stroke will occur without warning in many cases. It will suddenly incapacitate. It most commonly would leave someone weak or unable to move on one side.

The emergency procedure is exactly the same as for a heart attack. Safe exit from the water if swimming and immediate assistance from the emergency services via 999.

HYPOTHERMIA

This can and does creep up on a cold day, or with wetsuit failure. Hypothermia slows down brain function and makes people confused. It is most likely to occur, if at all during the three disciplines while swimming.

In the water it is most likely to make someone swim aimlessly as concentration goes. It is unlikely the individual would realise it himself or herself by this stage, so it is a situation that is best prevented. Again, aimless swimming must always be considered a sign that someone is in difficulty.

The emergency treatment is to get them out of the cold and initially warm them up with external layers.

DIABETES

The biggest risk with diabetes and exercise is hypoglycaemia - blood sugar level getting too low. It has an onset very similar to hypothermia, so it comes on gradually and is difficult for the individual to recognise once it happens. The first signs to other swimmers would again be aimless swimming, and eventually floating. Yet again, aimless swimming must always be considered a sign that someone is in difficulty.

The emergency treatment is to get some sort of sugar in to them once they are safely out of the water.

HYPERTHERMIA

Overheating is much more likely when running rather than when swimming. Drinking appropriate fluids during exercise, and taking extra care if it is especially hot, best prevent it. E.g. training early or late in the day.

WEIL'S DISEASE

This is included merely to increase awareness.

It is rare but swimmers and rowers have been known to contract it. The main symptom is a flu-like illness 2-12 days after exposure. Since flu-like illnesses are in themselves not that common during the lake swimming season it is highly recommended to be suspicious if this does happen and to make your doctor aware that you do swim in the lake. Weil's disease is treated with antibiotics. Although it is rare it can be reduced further by avoiding swimming in the lake if one has any open wounds, or covering them with waterproof plasters.

ANAPHYLAXIS

Most people who have this (it is a severe and potentially life threatening allergic reaction) know that they are at risk and usually carry their own supply of adrenaline. It is their individual responsibility to ensure they have this with them at all times and let others (leader, spotter, other athletes) know if they are prone to it and where they carry their adrenaline.

ASTHMA

Most asthmatics will not be exercising if they feel they are having an asthma attack. However occasionally asthma attacks are not recognised by the individual and can then suddenly become severe. In this situation the emergency position should be adopted if possible. This can be a life threatening condition so safe exit from the water and immediate assistance from the emergency services may be required via 999.

FIRST AID KIT

The First Aid Kit will be available with the group leader at the lake. It will only contain simple items that could be used by ANY club member.

- Plasters
- Sling and safety pins
- Bandages

- Antiseptic cream
- Antiseptic wipes
- Gauze
- Vaseline

The lake kit will separately contain the alert whistles, and the spotter's binoculars.

If you have any queries or need assistance in completing your risk assessment please do not hesitate to contact the events team on 01509 226161 or events@britishtriathlon.org

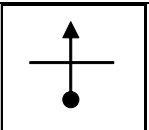
Please return all completed Risk Assessments to events@britishtriathlon.org

Guidance notes for completing a Risk Assessment

- HAZARD** means the potential to cause harm
- RISK** means the degree of likelihood that a hazard will cause harm
- PERSONS AT RISK** who may be affected by the risk
- RISK** therefore reflects both the likelihood that harm will occur and its severity
- RISK ASSESSMENT** is controlling the level of risk; might be summarised as follows

LOOK....EVALUATE....ACT....REVIEW

Example

Whole event codes (1-8) 1,2,3,4,5,6				A	B	C
ID No.	Miles/Kms from Start location	Details of Hazard		Risk rating level	Persons at risk from hazard	Additional measures to reduce risk to LOW
1	2.3		Straight on at cross roads	M	A	11,23

Generic Risk Assessment Codes

Column B		Column C	
Hazard Risk Rating Level	Persons At Risk	Measures to Reduce Risk to Low. (Items 1-8 to be included in ALL events, and the whole course)	
H = HIGH	A - Competitors	Code No.	
		1	Code of Practice advanced signing on approach to course
		2	Code of Practice safety signs every mile
M = MEDIUM	B - Spectators	3	Safety briefing to all competitors
		4	Safety briefing to all marshals
L = LOW	C - Organisers/ marshals	5	Compliance with traffic law by Competitors/Officials/Marshals
		6	All marshals to wear Hi-Vis clothing
	D - On-coming traffic	7	Advanced liaison with interested parties
		8	Event vehicles to be identifiable
	E - Passing traffic	9	Road closure
		10	Additional approach signs
	F - Crossing from right	11	Junction to be marshalled by : _____ Number of marshals
		12	Traffic signals to be manually controlled
	G - Crossing from left	13	Traffic signals to be marshalled
		14	Motorcycle Police escort
	H - Others: specify	15	Motorcycle safety marshal
		16	Pedestrian crossings to be marshalled
		17	Marshals to have method of communication
		18	Officials to be identifiable
		19	Not open during event
		20	Establish time of other events and review
		21	Protective barriers in front of spectators
		22	Physical protection (e.g. straw bales)
		23	Signposted for competitors
		24	Protected by traffic coning
		25	Protect access/egress for emergency vehicles
		26	Uniformed Police/ Traffic Warden
		27	Marshal with authority to stop traffic (when legislation allows)
		28	Specify

Directional symbols

