###### BRITISH TRIATHLON LOGO SUITE FINAL-01.jpgRisk Assessment Form

This form should be completed with a list of hazards that affect the session, and should be written from a coaching perspective, not a venue management perspective. For each risk assessment there should be associated Emergency Action plan to be used in case a risk occurs.

|  |  |  |  |
| --- | --- | --- | --- |
| Venue: | Cumnor House School Swimming pool | Venue Contact Name & Contact Details: | Amanda Brown01825 790347 |
| Address:(Include postcode) | Cumnor House SchoolLondon RoadDanehillNr Haywards HeathRH17 7HT |
| Group: | Mid Sussex Triathlon Club | Location of first-aider: | Lifeguard on duty |
| Date: | Monday evenings 7 – 8pm | Location of Defibrillator | Office in Pool building |
| Time: | As above | Location of telephone: | Office in Pool building |
| Participants: | Number: | Maximum of 15, at 5 per lane | Location of toilets: | One toilet poolside |
| Age: | Minimum age 16 | Location of changing rooms: | In centre (not available during Covid precautions) |
| Ability: | Mixed – only known and competent swimmers | Location of first-aid kit: | Office in Pool building |
| Lead coach name: | Both coached and uncoached | Stocked and maintained: | x Yes No |
| Venue documents read and understood (please ✓ appropriate box): | Normal operating procedures:x Yes No | Additional notes: |  |
| Health and safety policy:x Yes No |  |  |
| Emergency action plan (EAP):x Yes No |  |  |

|  |  |  |
| --- | --- | --- |
| Name of person conducting risk assessment: | Signed: | Date: |
| Jeremy Paine | *JPaine* | October 2020 |

Risk Assessment Form

| **Location & Description of Hazard:** | **People at Risk:** | **Level of Risk** (High/Medium/Low): | **Advice Required:** (from whom) | **Action(s) to Mitigate/ Remove Risk:** | **Person responsible for resolution:** | **Residual Risk:** After resolution | **Dates Reviewed** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| COVID 19Swimmers catching or transmitting Covid 19 virus from/to others as a result of attending venue | All including Coach and Lifeguard | Likelihood – MediumImpact - High | Govt and BTF guidance | Throughout their time at the school, including the car park, the walk to and from the pool, and whilst in the water, swimmers must maintain appropriate social distancingTo minimise the need for rescue only competent known swimmers allowedMaximum of 5 swimmers per lane and 15 swimmers overall to comply with ‘bubble’ guidance with BTF. Booking system put in place to manage this. Times altered to give centre staff time to clean equipment. Any areas used by swimmers cleaned by club members before leavingSwimmers will come to the pool swim ready and follow the guidance from the school which has been circulated to all members. Separated entry and exit points, and leaving the building soon after swim. No crossover points. Video showing this available to members. Briefing available to swimmers when they book. ‘Return to Play’ form completed by all members resuming training, asking if any symptoms of Covid. Swimmers not to swim if they have a medical condition which raises the likelihood of problemsLifeguard present at every session. Coach to ask all swimmers about symptoms before each swim |  | Likelihood LowImpact - High | July 2020 |
| **POOLSIDE:** • LIGHTING – GOOD LIGHTING LEVELS, NO GLARE • NOISE – ACOUSTICS ARE CHALLENGING• 25M POOL – VISIBILITY IS NOT AN ISSUE• SLIPPERY SURFACE WHEN WET• PLANT ROOM – CHEMICALS, RISK OF CHLORINE GAS  | SWIMMERS / COACHES / SPECTATORS  | Likelihood: MediumImpact: Medium |  No | • ENSURE ALL LIGHTS ARE ON FOR SESSION • ENSURE SWIMMERS ARE INSTRUCTED NOT TO RUN AROUND POOLSIDE • SCHOOL POOL STAFF TRAINED IN HANDLING POOL CHEMICALS  | Lead Coach/ Lifeguard/ Pool Staff | Likelihood: LowImpact: Low | Oct 2020JP |
| **WATER/POOL:** • 1.8M DEEP AT DEEPEST POINT SO TOUCHING THE POOL FLOOR AND STAYING ABOVE WATER IS NOT POSSIBLE • WATER TEMPERATURE USUALLY 26 DEGS• LOW WATER QUALITY RISKING SICKNESS • LOW WATER QUALITY AFFECTING BREATHING AND/OR VISIBILITY • POOL TILES ARE IN GOOD CONDITION – CHECK REGULARLY FOR ANY CHANGE  | SWIMMERS / COACHES SPECTATORS  | Likelihood: HighImpact: High |  YesClose liaison with Pool manager for updates on water quality | ENSURE SIGNAGE IS IN PLACE• BRIEF SWIMMERS ON SHALLOW & DEEP END LOCATIONS AND DEPTHS• LIAISE WITH POOL STAFF TO GET UPDATES ON WATER QUALITY AND POSSIBLE ISSUES • NO DIVING• ADVISE ALL SWIMMERS TO BRING PLENTY OF FLUIDS DUE TO WARM AIR & WATER TEMPERATURES  | Club Member Liaison | Likelihood: LowImpact: Low | Oct 2020JP |
| **ORGANISATION**• SWIMMERS NOT FOLLOWING POOL / LANE ETIQUETTE• SWIMMERS HITTING THEIR HEAD DOING BACKSTROKE  | Swimmers | Likelihood: MediumImpact: medium | YesCHECK WEEKLY WITH SWIMMERS FOR ANY UNDERLYING MEDICAL ISSUES  | CHECK BASIC SWIM COMPETENCE OF ANY NEW SWIMMER (ENSURE MINIMUM OF 200M UNAIDED SWIMMING) • ALLOW SWIMMERS TO MOVE TO SIDE / END TO REST IF FEELING FATIGUED OR UNWELL • CHECK AT EVERY SESSION FOR ANY MEDICAL ISSUES OR INJURY – OVERT OR UNDERLYING, AND MODIFY SESSION OR EXCLUDE PARTICIPATION AS REQUIRED • CHECK REGULARLY FOR SWIMMER UNDERSTANDING FOLLOWING INSTRUCTION  | Coach/ Individual swimmers | Likelihood: LowImpact: Low | Oct 2020JP |
| **PARTICIPANTS:** • UNABLE TO COMPLETE 200M FRONT CRAWL• ANY PHYSICAL OR LEARNING DISABILITIES • UNDERLYING MEDICAL CONDITIONS, ILLNESS OR INJURY • SWIMMERS UNABLE TO UNDERSTAND OR HEAR INSTRUCTIONS • UNDER THE INFLUENCE OF ALCOHOL OR DRUGS  | SWIMMERS/ COACHES | Likelihood: LowImpact: High |  YesIf yes, who: CHECK WEEKLY WITH SWIMMERS FOR ANY UNDERLYIN G MEDICAL ISSUES  | CHECK BASIC SWIM COMPETENCE OF ANY NEW SWIMMER (ENSURE MINIMUM OF 200M UNAIDED SWIMMING) • ALLOW SWIMMERS TO MOVE TO SIDE / END TO REST IF FEELING FATIGUED OR UNWELL • CHECK AT EVERY SESSION FOR ANY MEDICAL ISSUES OR INJURY – OVERT OR UNDERLYING, AND MODIFY SESSION OR EXCLUDE PARTICIPATION AS REQUIRED • CHECK REGULARLY FOR SWIMMER UNDERSTANDING FOLLOWING INSTRUCTION ENSURE ALL MOVEABLE ITEMS NOT REQUIRED FOR THE SESSION ARE MOVED AWAY FROM POOLSIDE • POINT OUT ITEMS TO SWIMMERS AS POTENTIAL TRIP HAZARDS COACH/LIFEGUARD WATCH SWIMMERS FOR SIGNS OF ILL HEALTH OR UNDER THE INFLUENCE | Lead Coach/ Pool Staff | Likelihood: LowImpact: Low | Oct 2020JP |
| **POOLSIDE EQUIPMENT:**• REMOVABLE ITEMS STORED AROUND POOLSIDE INCLUDE: STARTING BLOCKS, POOL COVER, WATER POLO GOALS, PLASTIC CHAIRS, EQUIPMENT STORAGE CRATES, SWIMMERS EQUIPMENT & DRINKS, WATER DISPENSER, OFFICE TABLE• IMMOVABLE ITEMS AROUND POOLSIDE INCLUDE SPECTATOR BENCHES, WIPE BOARD  | Swimmers/ Coaches/ Lifeguard | Likelihood: HighImpact: Medium | No | ENSURE ALL MOVEABLE ITEMS NOT REQUIRED FOR THE SESSION ARE MOVED AWAY FROM POOLSIDE • POINT OUT ITEMS TO SWIMMERS AS POTENTIAL TRIP HAZARDS  | Lead Coach/ Pool Staff | Likelihood: LowImpact: Low | Oct 2020JP |
| **VENUE ACCESS:** • STEEP STEPS DOWN TO POOL ENTRANCE CAN BE SLIPPERY IN WET/COLD WEATHER  | SWIMMERS/COACHES/LIFEGUARD | Likelihood: LowImpact: HIGH |  No | MAKE ALL ATTENDEES AWARE AS APPROPRIATE  | LEAD COACH/ LIFEGUARD/POOL MANAGER | Likelihood: LowImpact: Low | Oct 2020JP |
| **HUMAN RESOURCES:**• LIFE GUARD NOT IN PLACE• SWIMMER / LIFEGUARD RATIO OF 1:40 EXCEEDED (LANE SWIMMING) • COACH / ATHLETE RATIO  | SWIMMERS/COACHES/LIFEGUARD | Likelihood: MediumImpact: HIGH | No | ENSURE LIFEGUARD IS IN PLACE PRIOR TO SESSION START• ASSESS PARTICIPANT NUMBERS AND ENSURE THEY MEET RATIOS FOR LIFEGUARD & COACHING (MAXIMUM OF 15 DURING COVID)• ESTABLISH COACHED AND UNCOACHED LANES IF REQUIRED DUE TO RATIOS  | Club Member in charge of Lettings | Likelihood: LowImpact: Medium | Oct 2020JP |
|  |  | Likelihood: Impact: |  No YesIf yes, who: |  |  | Likelihood: Impact:  |  |
|  |  | Likelihood: Impact: |  No YesIf yes, who: |  |  | Likelihood: Impact:  |  |

Add more pages as required

|  |
| --- |
| **Insert Diagram(s) of layout of venue with key safety elements marked (this page is intended to be shared between Risk Assessment and EAP):** |