



Risk 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:		Ardingly Reservoir		Venue Contact Name & Contact Details:	Manager AAC
Address: (Include postcode)		Ardingly Activity Centre, Ardingly Reservoir, Ardingly, West Sussex RH17 6SQ			
Group:		Mid Sussex Triathlon Club	Location of first-aider:	AAC Staff on duty	
Date and Time:		May to October Every Saturday morning 08.15 – 09.45 Every Tuesday evening 18.00 – 19.30	Location of Defibrillator	Office in Activity Centre	
Participants:	Number:	Variable up to approx. 60	Location of toilets:	In Activity Centre	
	Age:	Minimum age 15	Location of changing rooms:	In Activity Centre and also gazebos along the keyside	
	Ability:	Mixed – But only known and competent swimmers	Location of first-aid kit:	On every launch	
Lead coach name:		Uncoached sessions	Stocked and maintained:	x Yes No	
Venue documents read and understood (please ✓ appropriate box):		Normal operating procedures: x Yes No	Additional notes:	This is a managed venue with a member of staff on duty and present during swim times	
		Health and safety policy: x Yes No			
		Emergency action plan (EAP): x Yes No			

Name of person conducting risk assessment:	Signed:	Date:
Debbie Ware	Debbie Ware	25.04.25

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
Deep cold water shock causing panic or hypothermia and possible drowning	All swimmers but especially over-confident and inexperienced	Likelihood: Low Impact: High		<ul style="list-style-type: none"> • Shorter course should be used/available when the water temperature is below 16C • Swimmers must wear a wetsuit below 18C. Swimmers without a wetsuit must wear a tow-float • Swimmers wade into the water • Safety practice drill to be done on the first swim session of the year with all swimmers and safety staff made aware of incident procedures prior to practice. • All swimmers to wear a bright neoprene swim cap so as to be visible at all times • Launch in radio contact on standby ready to attend any problems, with First Aid kits onboard. • Swimmers with medical condition which might affect their swimming asked not to swim. • First time swimmers to be accompanied by a swim buddy for the first lap 	Spotter Kayaker Activity Centre Staff Swimmers Safety Team	Likelihood: Low Impact: High	April 2025 DW

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
Swimmer having a medical emergency whilst swimming	All swimmers and kayakers	Likelihood: Low Impact: High	No	<ul style="list-style-type: none"> Safety drill to be done on the first swim session of the year with all swimmers and safety staff made aware of incident procedures prior to practice. Spotter and kayakers instructed to be vigilant for any incidents and be in radio contact between themselves and safety launch and shore staff All swimmers wear visible neoprene caps and wetsuits, or tow float if no wetsuit Briefing and instructions given to Spotters and Kayakers Swimmers with medical condition which might affect their swimming will be asked not to swim. 	Spotter Kayaker Activity centre Staff Swimmers Safety Team	Likelihood: Low Impact: High	April 2025 DW
Specific safeguarding for 15-18 year old (youth) swimmers	Youths 15-18yrs of age	Likelihood: Low Impact: Medium		<ul style="list-style-type: none"> The youth AND Parent/Guardian need to confirm that they can comfortably swim at least 400m. Where the venue has never seen the child or young person participate in open water swimming, then a competency test must be completed in open water where the venue (spotter on that day) confirms the swimmer is able to swim 25m independently without support. 			

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				<ul style="list-style-type: none"> Youth must demonstrate ability to 'self-rescue' (turn onto back and float). The responsible parent or guardian is to be present at all times whilst the youth is on site: before, during, and after swimming A wetsuit, tow-float and bright swim cap must be worn Youths and Adults should come already changed into their wetsuit if possible Adults and youths should not share changing areas – youths should use the Activity Centre changing rooms if available or bring appropriate post swim cover such as a poncho towel or dry robe to travel home in. 			
Overheating due to hot water/hot weather	Swimmers	Likelihood: Low Impact: medium	<ul style="list-style-type: none"> Yes If yes, who: AAC Manager	<ul style="list-style-type: none"> Wearing of wetsuits is optional over 18C. Swimmers without a wetsuit must wear a tow-float 	Safety Team	Low	April 2025 DW
Poor water quality. Green Algae, Fouling (Illness, Stomach problems, Weil's disease)	All swimmers	Likelihood: Medium Impact: Medium	<ul style="list-style-type: none"> Yes If yes, who: AAC Manager	<ul style="list-style-type: none"> Comprehensive regular water testing by Activity Centre and results communicated to Club Visible check for Algae on the day No swimming if deemed unsafe 	AAC Manager Safety team	Likelihood: Low Impact: Medium	April 2025 DW

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Others users. Rowers, Sailing boats, launch boats, Paddle boards, Kayakers etc (Collision)	All swimmers and Kayakers	Likelihood: Medium Impact: Medium	No	<ul style="list-style-type: none"> Designated swim area at end of Reservoir, communicated to all users. Kayakers patrol boundary to warn other users and wayward swimmers Swimmers wear bright swim caps. Swimmers advised to sight regularly 	Spotter Kayaker Swimmers	Likelihood: Low Impact: Medium	April 2025 DW
Fishermen. Line, hook (entanglement)	All swimmers and Kayakers	Likelihood: Low Impact: Low	No	<ul style="list-style-type: none"> Fishing area away from swim area Swimmers advised to sight regularly 	Spotter Swimmers	Likelihood: Low Impact: Low	April 2025 DW
Injury walking to slipway, down slipway, through rocky shallow water	All swimmers and Kayakers	Likelihood: Medium Impact: Low	No	<ul style="list-style-type: none"> Warning signs in place Reminder to members to take care and wear suitable footwear especially if water levels are low 	AAC. Spotter delivering briefing. Swimmers	Likelihood: Low Impact: Low	April 2025 DW
Injury hitting marker buoys or tethering lines	All swimmers	Likelihood: Low Impact: Low	No	<ul style="list-style-type: none"> Swimmers briefed to be careful of buoys and lines, give them sufficient space and to sight regularly 	Spotter Swimmers	Likelihood: Low Impact: Low	April 2025 DW
Inclement weather – Too hot, too cold, heavy rain or thunderstorms	All swimmers	Likelihood: Low Impact: Low	No	<ul style="list-style-type: none"> Safety team assess and cancel/ end swim session if deemed necessary In the event of a thunderstorm, all swimming will be suspended. 	Spotter/Safety team	None	April 2025 DW

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Swimming too close to water tower (collision)	All swimmers	Likelihood: Low Impact: Medium	No	<ul style="list-style-type: none"> Swimmers briefed on site to keep within designated swim area and keep away from water tower and to site regularly Kayakers to maintain vigilance for swimmers swimming away from designated swim area and redirect them as needed 	Swimmers, Kayakers	Likelihood: Low Impact: Medium	April 2025 DW

Layout of site.

