



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:	Christopher Kinsman Manager AAC 01444 892549
Address: (Include postcode)		Ardingly Activity Centre, Ardingly Reservoir, Ardingly, West Sussex RH17 6SQ 01444 892549			
Group:		Mid Sussex Triathlon Club		Location of first-aider:	AAC Staff on duty
Date:		April to October Every Saturday morning 08.30 – 10.00 Every Tuesday evening 18.00 – 19.30		Location of Defibrillator	Office in centre
Time:		As above		Location of telephone:	Office in centre
Participants:	Number:	Variable up to approx. 50		Location of toilets:	In centre
	Age:	Range between 16 - 75		Location of changing rooms:	In centre
	Ability:	Mixed		Location of first-aid kit:	On every launch
Lead coach name:		Uncoached sessions		Stocked and maintained:	x Yes <input type="checkbox"/> No
Venue documents read and understood (please ✓ appropriate box):		Normal operating procedures: x Yes <input type="checkbox"/> 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 <input type="checkbox"/> No			
		Emergency action plan (EAP): x Yes <input type="checkbox"/> No			
Name of person conducting risk assessment:			Signed:		Date:
Jeremy Paine					

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
Deep cold water shock causing panic or hypothermia and possible drowning	All swimmers especially over confident and inexperienced	Likelihood: Medium Impact: High	No	<ul style="list-style-type: none"> • Swimmers sign in and out with Spotter on the Pontoon • Set swim course described during briefing • Spotter on shore in radio contact with Kayaker and shore staff • Spotter watching swimmers • 1 - 2 Kayakers on water watching swimmers and other vessels • All swimmers wear visible caps and wetsuits • Full safety briefing given to swimmers at every swim session • Periodic practise drill for rescue • Briefing and instructions given to Spotters and Kayakers • Launch in radio contact on standby ready to attend any problems, with First Aid kits onboard. • Water temperature regularly monitored. Will only swim within BTF guidelines • Swimmers declare existing relevant medical condition. Spotter and Kayakers made aware. • New swimmers offered floats and swim buddy 	Spotter Kayaker Activity Centre Staff Swimmers JW/JP	Likelihood: Low Impact: High	April 2017 – JP/JW
Deep cold water causing medical emergency or possible drowning	All swimmers and kayakers	Likelihood: Medium Impact: High	No	<ul style="list-style-type: none"> • Swimmers sign in and out with Spotter on the Pontoon • Set swim course described during briefing • Spotter on shore in radio contact with Kayaker and shore staff 	Spotter Kayaker Activity centre Staff Swimmers JP/JW	Likelihood: Low Impact: High	

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				<ul style="list-style-type: none"> • Spotter watching swimmers • 1 - 2 Kayakers on water watching swimmers and other vessels • All swimmers wear visible caps and wetsuits • Full safety briefing given to swimmers at every swim, session • Periodic practise drill for rescue • Briefing and instructions given to Spotters and Kayakers • Launch on standby ready to attend any problems, in radio contact with First Aid kits onboard. • Water temperature regularly monitored. Will only swim within BTF guidelines • Swimmers declare existing relevant medical condition. Spotter and Kayakers made aware. 			
Poor water quality. Green Algae, Fouling (Illness, Stomach problems, Weil's disease)	All swimmers	Likelihood: Medium Impact: Medium	<input type="checkbox"/> 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 Pontooner	Likelihood: Low Impact: Medium	
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 • Swimmers have visible caps. • Swimmers advised to sight regularly 	Spotter Kayaker Swimmers	Likelihood: Low Impact: Medium	

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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	
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 	AAC JP/JW Swimmers	Likelihood: Low Impact: Low	
Inclement weather. Too hot, too cold, storms. (overheating, hypothermia, panic, lightning strike)	All swimmers	Likelihood: Medium Impact: High	No	<ul style="list-style-type: none"> Spotters aware of weather conditions and any other hazards and will usher Kayakers and swimmers out of the water if necessary. Swimmers briefed to sight on the Kayaker regularly 	Spotter Kayakers	Likelihood: Low Impact: Medium	
Injury hitting marker buoys or tethering lines	All swimmers	Likelihood: Medium 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	
Swimming too close to water tower (collision)	All swimmers	Likelihood: Medium 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 	Spotters Swimmers	Likelihood: Low Impact: Medium	
		Likelihood: Impact:	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:			Likelihood: Impact:	

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		Likelihood: Impact:	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:			Likelihood: Impact:	
		Likelihood: Impact:	<input type="checkbox"/> No <input type="checkbox"/> Yes If 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):



