



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 08.15 – 09.45 Every Tuesday evening 17.30 – 19.00 | | Location of Defibrillator | Office in centre |
| Participants: | Time: | As above | | Location of telephone: | Office in centre |
| | Number: | Variable up to approx. 60 - No more than 40 in one session – 2 x 45 min sessions | | Location of toilets: | In centre (not available during Covid precautions) |
| | 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: | On every launch |
| Lead coach name: | | Uncoached sessions | | Stocked and maintained: | x Yes No |
| Venue documents read and understood | | 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 |
| (please ✓ appropriate box): | | Health and safety policy: x Yes No | | | |

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 |
|--|--------------------------------|--|---------------------------------|---|------------------------------------|---------------------------------|------------------|
| <p>Swimmers catching or transmitting Covid 19 virus from/to others whilst at AAC</p> | <p>All including AAC staff</p> | <p>Likelihood - Medium Impact - High</p> | <p>Govt and BTF guidance</p> | <p>Throughout their time at the Centre, including the car park, the walk to and from the reservoir, and whilst in the water, swimmers must maintain 2 metre social distancing</p> <p>To minimize the need for rescue only competent known swimmers allowed</p> <p>No new members</p> <p>No Taster or Guest swimmers</p> <p>Maximum of 40 swimmers in the water at any one time. If over 40 session will be split into two. Booking system put in place to manage this.</p> <p>Times altered to give centre staff time to clean equipment. Times strictly enforced.</p> <p>Swimmers to change in their car or well away from the water entrance and away from others.</p> <p>Briefing to be sent to swimmers when they book.</p> | | <p>Low</p> | <p>July 2020</p> |

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|-----------------------------------|-----------------|-------------------------------------|---------------------------------|--|------------------------------------|---------------------------------|----------------|
| | | | | <p>The AAC building is not available to swimmers</p> <p>Swimmers to make their way directly to the water, signing in as they go, maintaining distance from others.</p> <p>Similarly on the way out, sign out and leave. No hanging around.</p> <p>Swimmers not to swim if they have a medical condition which raises the likelihood of a rescue</p> <p>AAC to provide all water borne safety craft, which is cleaned and prepared in accordance with Govt guidelines</p> <p>MSTC to provide land based spotter.</p> <p>All booking in and out and financial arrangements to be managed by MSTC to minimize time spent at the reservoir</p> | | | |

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|--|--|-------------------------------------|---------------------------------|---|--|---------------------------------|----------------|
| Deep cold water shock causing panic or hypothermia and possible drowning | All swimmers especially over confident and inexperienced | Likelihood: Medium Impact: High | | <ul style="list-style-type: none"> • Swimmers sign in and out with Spotter on the Pontoon • Wearing of wetsuits is mandatory • 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 (AAC staff) • All swimmers wear visible caps and wetsuits • Full safety briefing sent to swimmers at every swim session • 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 with medical condition which might affect their swimming asked not to swim. | Spotter Kayaker Activity Centre Staff Swimmers JW/JP | Likelihood: Low Impact: High | July 2020 |

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|---|---------------------------|-------------------------------------|---------------------------------|--|--|---------------------------------|----------------------|
| Deep cold water causing medical emergency and 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 watching swimmers • 1 - 2 Kayakers on water watching swimmers and other vessels (AAC staff) • All swimmers wear visible caps and wetsuits • Full safety briefing sent to swimmers at every swim session • 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 with medical condition which might affect their swimming asked not to swim. • | Spotter Kayaker Activity centre Staff Swimmers JP/JW | Likelihood: Low Impact: High | March 2019 -JP/JW |

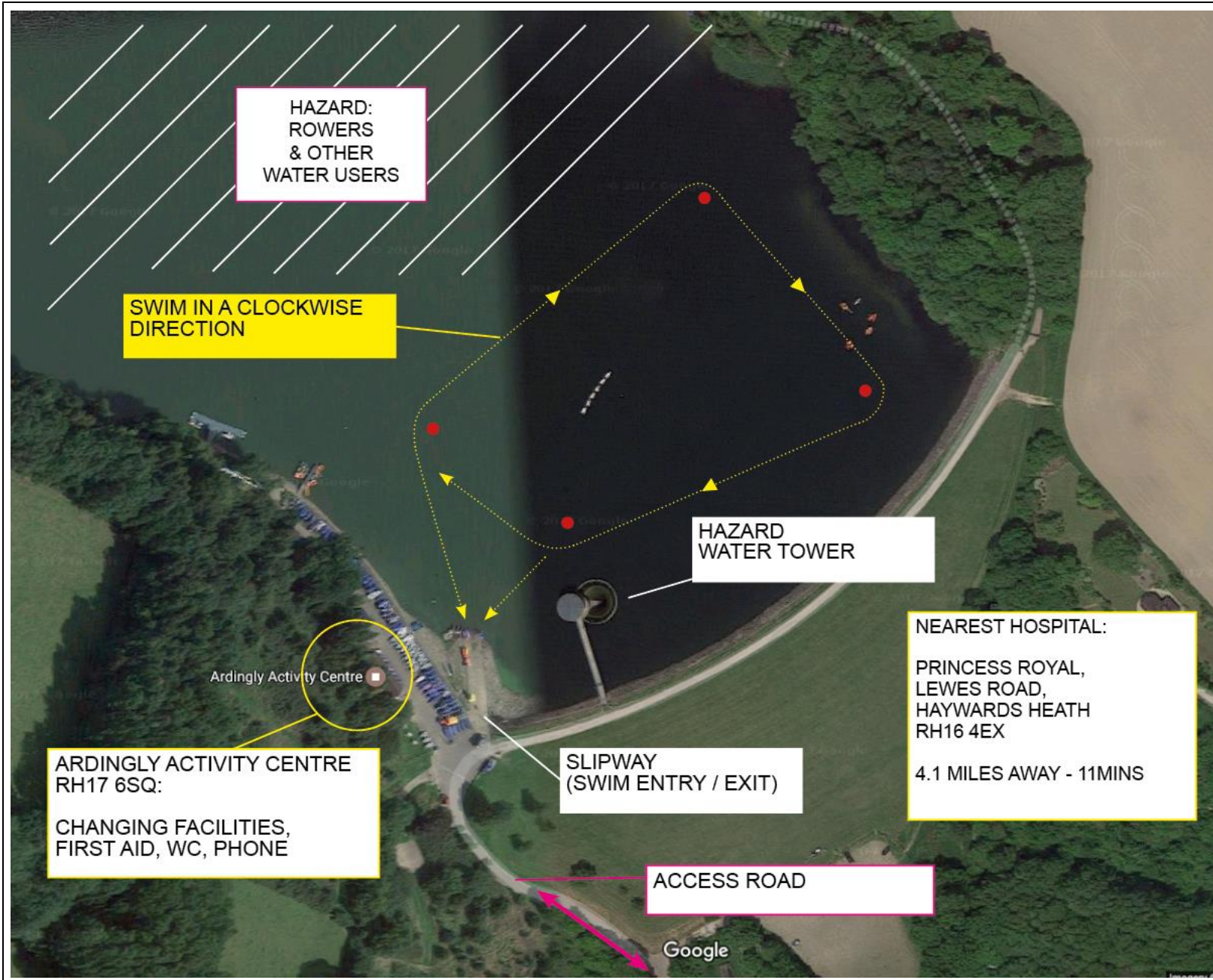
| Location & Description of Hazard: | People at Risk: | Level of Risk (High/Medium/Low): | Advice Required: (from whom) | Action(s) to Mitigate/ Remove Risk: | Person responsible for resolution: | Residual Risk: After resolution | Dates Reviewed |
|--|-----------------|--------------------------------------|--|---|------------------------------------|-----------------------------------|----------------------|
| Overheating due to hot water/hot weather | Swimmers | Likelihood: Medium Impact: medium | No | Review weather and temperature, cancel swim or limit time in water | Safety Team | Low | July 2020 |
| 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 | March 2019 -JP/JW |

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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 Swimmers have visible caps. Swimmers advised to sight regularly | Spotter Kayaker Swimmers | Likelihood: Low Impact: Medium | July 2020 - JP/JW |
| 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 | July 2020 - JP/JW |
| 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. Spotter delivering briefing. Swimmers | Likelihood: Low Impact: Low | July 2020 - JP/JW |
| 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 | July 2020 - JP/JW |
| Inclement weather – Too hot, too cold, heavy rain or thunderstorms | | | | <ul style="list-style-type: none"> Safety team assess and cancel/ end swim session if deemed necessary | | | |

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|---|-----------------|--------------------------------------|--|---|------------------------------------|-----------------------------------|-------------------|
| 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 | July 2020 - JP/JW |
| | | Likelihood: Impact: | <ul style="list-style-type: none"> No Yes If yes, who: | | | Likelihood: Impact: | |
| | | Likelihood: Impact: | <ul style="list-style-type: none"> No 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):



HAZARD:
ROWERS
& OTHER
WATER USERS

SWIM IN A CLOCKWISE
DIRECTION

HAZARD
WATER TOWER

NEAREST HOSPITAL:
PRINCESS ROYAL,
LEWES ROAD,
HAYWARDS HEATH
RH16 4EX
4.1 MILES AWAY - 11MINS

ARDINGLY ACTIVITY CENTRE
RH17 6SQ:
CHANGING FACILITIES,
FIRST AID, WC, PHONE

SLIPWAY
(SWIM ENTRY / EXIT)

ACCESS ROAD

Ardingly Activity Centre

Google

