



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			
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 centre
Participants:	Number:	Variable up to approx. 60		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 – But only known and competent swimmers		Location of first-aid kit:	On every launch
Lead coach name:		Uncoached sessions		Stocked and maintained:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Venue documents read and understood (please ✓ appropriate box):		Normal operating procedures:		Additional notes:	This is a managed venue with a member of staff on duty and present during swim times
		x Yes No			
		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	19.04.21

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
Swimmers catching or transmitting Covid 19 virus from/to others whilst at AAC	All including AAC staff	Likelihood – Medium Impact - High	Govt and BTF guidance	<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 2m social distancing</p> <p>Times altered to give centre staff time to clean equipment. Times strictly enforced.</p> <p>The grassy area by the white gazebo (away from the slipway) will be used as a bag drop area: swimmers will leave their bags there and collect after swimming. Swimmers can change into their dry clothes on the grass behind the bund, away from the swim and bag drop area. Social distance will be maintained at all times.</p> <p>Briefing to be sent to swimmers when they book.</p> <p>The AAC building is not available to swimmers</p> <p>Swimmers to make their way directly to and from the water from the bag drop area, signing in as they go and out, maintaining distance from others.</p>	Everyone	Low	April 2021 DW

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				<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 but 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 Safety Team	Likelihood: Low Impact: High	April 2021 DW

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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 Safety Team	Likelihood: Low Impact: High	April 2021 DW

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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	April 2021 DW
Poor water quality. Green Algae, Fouling (Illness, Stomach problems, Weil's disease)	All swimmers	Likelihood: Medium Impact: Medium	• 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 2021 DW
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 have visible caps. Swimmers advised to sight regularly 	Spotter Kayaker Swimmers	Likelihood: Low Impact: Medium	April 2021 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 2021 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 2021 DW

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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 2021 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 	Spotter/Safety team	None	April 2021 DW
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 and to site regularly Kayakers to maintain vigilance for swimmers swimming away from designated swim area 	Swimmers, Kayakers	Likelihood: Low Impact: Medium	April 2021 DW
		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):



