



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:		Dolphin Leisure Centre	Venue Contact Name & Contact Details:	Sarah Hicks 01444 457337
Address: (Include postcode)		The Dolphin Pasture Hill Road Haywards Heath West Sussex RH161LY		
Group:		Mid Sussex Triathlon Club	Location of first-aider:	Lifeguard on duty
Date:		Thursday evenings 8.30pm – 9.30pm	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:		Steve Mcmenamin	Stocked and maintained:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Venue documents read and understood		Normal operating procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Additional notes:	
(please ✓ appropriate box):		Health and safety policy: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

	Emergency action plan (EAP): <input checked="checked" type="checkbox"/> Yes <input type="checkbox"/> No
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Name of person conducting risk assessment:	Signed:	Date:
Jeremy Paine	<i>JPaine</i>	December 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
<p><u>COVID 19</u> Swimmers catching or transmitting Covid 19 virus from/to others as a result of attending venue</p>	<p>All including Coach and Lifeguard</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 pool, and whilst in the water, swimmers must maintain appropriate social distancing</p> <p>To minimise the need for rescue only competent known swimmers allowed</p> <p>Maximum of 5 swimmers per lane and 15 swimmers overall to comply with ‘bubble’ guidance with BTF. Booking system put in place to manage this.</p> <p>Times altered to give centre staff time to clean equipment. Any areas used by swimmers cleaned by club members before leaving</p> <p>Swimmers will come to the pool swim ready and follow the guidance from the centre which has been circulated to all members. Separated entry and exit points, and leaving the building soon after swim. No crossover points.</p>		<p>Likelihood Low Impact - High</p>	<p>Dec 2020</p>

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				<p>Briefing available to swimmers when they book.</p> <p>‘Return to Play’ form completed by all members resuming training, asking if any symptoms of Covid.</p> <p>Swimmers not to swim if they have a medical condition which raises the likelihood of problems</p> <p>Lifeguard present at every session.</p> <p>Coach to ask all swimmers about symptoms before each swim</p>			

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<p>POOLSIDE:</p> <ul style="list-style-type: none"> • 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: Medium Impact: Medium	No	<ul style="list-style-type: none"> • 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: Low Impact: Low	Dec 2020

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<p>WATER/POOL:</p> <ul style="list-style-type: none"> • 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 	<p>SWIMMERS / COACHES SPECTATORS</p>	<p>Likelihood: High Impact: High</p>	<p>Yes</p> <p>Close liaison with Pool manager for updates on water quality</p>	<p>ENSURE SIGNAGE IS IN PLACE</p> <ul style="list-style-type: none"> • 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 	<p>Club Member Liaison</p>	<p>Likelihood: Low Impact: Low</p>	<p>Dec 2020</p>

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ORGANISATION <ul style="list-style-type: none"> • SWIMMERS NOT FOLLOWING POOL / LANE ETIQUETTE • SWIMMERS HITTING THEIR HEAD DOING BACKSTROKE 	Swimmers	Likelihood: Medium Impact: medium	Yes CHECK WEEKLY WITH SWIMMERS FOR ANY UNDERLYING MEDICAL ISSUES	CHECK BASIC SWIM COMPETENCE OF ANY NEW SWIMMER (ENSURE MINIMUM OF 200M UNAIDED SWIMMING) <ul style="list-style-type: none"> • 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: Low Impact: Low	Dec 2020
PARTICIPANTS: <ul style="list-style-type: none"> • UNABLE TO COMPLETE 200M FRONT CRAWL • ANY PHYSICAL 	SWIMMERS/ COACHES	Likelihood: Low Impact: High	<ul style="list-style-type: none"> • Yes If yes, who: CHECK WEEKLY	CHECK BASIC SWIM COMPETENCE OF ANY NEW SWIMMER (ENSURE MINIMUM OF 200M UNAIDED SWIMMING)	Lead Coach/ Pool Staff	Likelihood: Low Impact: Low	Dec 2020

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<p>OR LEARNING DISABILITIES</p> <ul style="list-style-type: none"> • UNDERLYING MEDICAL CONDITIONS, ILLNESS OR INJURY • SWIMMERS UNABLE TO UNDERSTAND OR HEAR INSTRUCTIONS • UNDER THE INFLUENCE OF ALCOHOL OR DRUGS 			WITH SWIMMERS FOR ANY UNDERLYING MEDICAL ISSUES	<ul style="list-style-type: none"> • 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 <p>ENSURE ALL MOVEABLE ITEMS NOT REQUIRED FOR THE SESSION ARE MOVED AWAY FROM POOLSIDE</p> <ul style="list-style-type: none"> • POINT OUT ITEMS TO SWIMMERS AS POTENTIAL TRIP HAZARDS <p>COACH/LIFEGUARD WATCH SWIMMERS FOR SIGNS OF ILL HEALTH OR UNDER THE INFLUENCE</p>			
<p>POOLSIDE EQUIPMENT:</p> <ul style="list-style-type: none"> • REMOVABLE ITEMS STORED AROUND POOLSIDE INCLUDE: STARTING BLOCKS, POOL 	Swimmers/ Coaches/ Lifeguard	Likelihood: High Impact: Medium	No	<p>ENSURE ALL MOVEABLE ITEMS NOT REQUIRED FOR THE SESSION ARE MOVED AWAY FROM POOLSIDE</p> <ul style="list-style-type: none"> • POINT OUT ITEMS TO SWIMMERS AS POTENTIAL TRIP HAZARDS 	Lead Coach/ Pool Staff	Likelihood: Low Impact: Low	Dec 2020

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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							
VENUE ACCESS: • STEEP STEPS DOWN TO POOL ENTRANCE CAN BE SLIPPERY IN WET/COLD WEATHER	SWIMMERS/ COACHES/ LIFEGUARD	Likelihood: Low Impact: HIGH	No	MAKE ALL ATTENDEES AWARE AS APPROPRIATE	LEAD COACH/ LIFEGUARD/ POOL MANAGER	Likelihood: Low Impact: Low	Dec 2020

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HUMAN RESOURCES: <ul style="list-style-type: none"> • LIFE GUARD NOT IN PLACE • SWIMMER / LIFEGUARD RATIO OF 1:40 EXCEEDED (LANE SWIMMING) • COACH / ATHLETE RATIO 	SWIMMERS/ COACHES/ LIFEGUARD	Likelihood: Medium Impact: HIGH	No	ENSURE LIFEGUARD IS IN PLACE PRIOR TO SESSION START <ul style="list-style-type: none"> • 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: Low Impact: Medium	Dec 2020
		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):

FIRE EVACUATION BUILDING PLAN - HAYWARDS HEALTH
GROUND FLOOR





