###### 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  [christopher.kinsman@btinternet.com](mailto:christopher.kinsman@btinternet.com) |
| --- | --- | --- | --- | --- |
| 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 ☐ 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: |
| --- | --- | --- |
| Steve McMenamin |  | 06/01/2022 |

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 | * 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 | Likelihood: Low  Impact: High | 06/01/2022 - SMAC |
| Deep cold water causing medical emergency or possible drowning | All swimmers and kayakers | Likelihood: Medium  Impact: High | No | * 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 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. | Spotter  Kayaker  Activity centre Staff  Swimmers | Likelihood: Low  Impact: High | 06/01/2022 - SMAC |
| Poor water quality. Green Algae, Fouling (Illness, Stomach problems, Weil’s disease) | All swimmers | Likelihood: Medium  Impact: Medium | • Yes  If yes, who: AAC Manager | * 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 | 06/01/2022 - SMAC |
| Others users. Rowers, Sailing boats, launch boats, Paddle boards, Kayakers etc (Collision) | All swimmers and Kayakers | Likelihood: Medium  Impact: Medium | No | * 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 | 06/01/2022 - SMAC |
| Fishermen. Line, hook (entanglement) | All swimmers and Kayakers | Likelihood: Low  Impact: Low | No | * Fishing area away from swim area * Swimmers advised to sight regularly | Spotter  Swimmers | Likelihood: Low  Impact: Low | 06/01/2022 - SMAC |
| Injury walking to slipway, down slipway, through rocky shallow water | All swimmers and Kayakers | Likelihood: Medium  Impact: Low | No | * Warning signs in place * Reminder to members to take care and wear suitable footwear | AAC  Swimmers | Likelihood: Low  Impact: Low | 06/01/2022 - SMAC |
| Inclement weather. Too hot, too cold, storms. (overheating, hypothermia, panic, lightening strike) | All swimmers | Likelihood: Medium  Impact: High | No | * Spotters aware of weather conditions and any other hazards and will Kayakers usher swimmers out of the water if necessary. Swimmers briefed to sight on the Kayaker regularly | Spotter  Kayakers | Likelihood: Low  Impact: Medium | 06/01/2022 - SMAC |
| Injury hitting marker buoys or tethering lines | All swimmers | Likelihood: Medium  Impact: Low | No | * Swimmers briefed to be careful of buoys and lines, give them sufficient space and to sight regularly | Spotter  Swimmers | Likelihood: Low  Impact: Low | 06/01/2022 - SMAC |
| Swimming too close to water tower (collision) | All swimmers | Likelihood: Medium  Impact: Medium | No | * Swimmers briefed on site to keep within designated swim area and keep away from water tower | Spotters  Swimmers | Likelihood: Low  Impact: Medium |  |
|  |  | Likelihood:  Impact: | • No  • Yes  If yes, who: |  |  | Likelihood:  Impact: |  |
|  |  | Likelihood:  Impact: | • No  • Yes  If yes, who: |  |  | Likelihood:  Impact: |  |
|  |  | Likelihood:  Impact: | • 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):** |
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