

Merton Pisces Swimming Club

Gala Risk Assessment



Name of Club:	Merton Pisces Swimming Club				
Risk Assessment for:	Galas				
Undertaken by:	Mr. H.Green	Role:	Head Coach	Date:	03-01-2023
	<i>Name of Inspector / person</i>		<i>Role of approved assessor / club position</i>		<i>Assessment Date</i>

What are the Hazards?	Who is at risk	Risk rating prior to controls	Controls considered	Risk rating after controls	Actioned by	Done Monitor Complete
<u>Gala Location Carpark</u> <ul style="list-style-type: none"> ● Movement of Vehicles ● Collision with Vehicles ● Lighting & Weather ● Unfamiliar area 	<ul style="list-style-type: none"> ● Swimmers ● Parents ● Guardians ● Coaches ● Volunteers 	<ul style="list-style-type: none"> ● High 	<ul style="list-style-type: none"> ● Swimmers reminded to use caution when going to and from swimming pool via Car Park. (Parental control) ● Use laid out walkways & Check Car Park Lighting ● Car park should be checked by Leisure management Team regularly for loss of unattended children wandering about 	<ul style="list-style-type: none"> ● Medium 	<ul style="list-style-type: none"> ● Coaches ● Parents ● Guardians ● Volunteers ● Facility Operator 	Monitor
<u>General Entry & Exit</u> <ul style="list-style-type: none"> ● Unfamiliar area ● Unfamiliar building ● Getting lost ● Entering wrong area 	<ul style="list-style-type: none"> ● Swimmers ● Parents ● Guardians ● Coaches ● Volunteers 	<ul style="list-style-type: none"> ● Medium ● High 	<ul style="list-style-type: none"> ● High chance of anyone getting lost, make sure everything is signposted and clear for everyone where to go. ● Parents/Guardians must watch the children at all times. ● Club volunteers and coaches to support swimmers and make sure they know where to go and how to get to the pool. 	<ul style="list-style-type: none"> ● Medium 	<ul style="list-style-type: none"> ● Coaches ● Parents ● Guardians ● Volunteers ● Facility Operator 	Monitor
<u>Entrance & reception area</u> <ul style="list-style-type: none"> ● Slips, Trips & Falls ● Inadequate/Defective Lighting ● Shoes & Bags left around ● Item blocking doorways ● Emergency exits may be obstructed 	<ul style="list-style-type: none"> ● Swimmers ● Coaches ● Volunteers ● Parents 	<ul style="list-style-type: none"> ● High 	<ul style="list-style-type: none"> ● Check floor is clear and there are no spillages. ● Lighting Checked by Leisure management Team regularly ● No bags to be left in the entrance foyer. Checked by everyone ● Leisure management Team to regularly check ● All staff to make sure all doorways and emergency exits are clear of any obstruction. 	<ul style="list-style-type: none"> ● Medium 	<ul style="list-style-type: none"> ● Coaches ● Volunteers ● Parents ● Guardians ● Facility Operator ● Stewards 	Monitor
<u>Spectators Entry & Exit</u> <ul style="list-style-type: none"> ● Unfamiliar area ● Unfamiliar building ● Getting lost ● Entering wrong area 	<ul style="list-style-type: none"> ● Swimmers ● Coaches ● Volunteers ● Parents 	<ul style="list-style-type: none"> ● High 	<ul style="list-style-type: none"> ● High chance of anyone getting lost, make sure everything is signposted and clear for everyone where to go. ● Parents/Guardians must watch the children at all times. ● Make sure spectators area is well signposted. Leisure management Team to regularly check and help visitors. 	<ul style="list-style-type: none"> ● Medium 	<ul style="list-style-type: none"> ● Coaches ● Volunteers ● Parents ● Guardians ● Facility Operator 	Monitor

<p>Early Visitor Entry & Exit</p> <ul style="list-style-type: none"> • Spectators entering pool side • No stewards to monitor movements of spectators or swimmers. • Swimmers entering pool side before support staff are there. 	<ul style="list-style-type: none"> • Swimmers • Coaches • Volunteers • Parents 	<ul style="list-style-type: none"> • Medium 	<ul style="list-style-type: none"> • Be prepared for early arrivals and that some stewards or Leisure centre staff are on hand to keep people safe. • Make sure there is a lifeguard on the poolside at all times to prevent early accidents of both spectators, swimmers and stewards. 	<ul style="list-style-type: none"> • Low 	<ul style="list-style-type: none"> • Coaches • Volunteers • Facility Operator • Lifeguards 	<p>Done</p>
<p>Poolside spectator area</p> <ul style="list-style-type: none"> • Spectator area surfaces may become slippery. • Trips or falls or highly likely. • Spectators move onto poolside. • Spectator falling into the pool. 	<ul style="list-style-type: none"> • Swimmers • Parents • Guardians • Coaches • Volunteers 	<ul style="list-style-type: none"> • High 	<ul style="list-style-type: none"> • Spectators must always be monitored at all times, by stewards & lifeguards. • Swimmer should not enter spectators' area. • No persons to go from spectator area to poolside. • Warning announcements should be given regularly. • All staff should monitor spectators at all times. • High risk of injury, slips or falls when moving about. 	<ul style="list-style-type: none"> • Medium 	<ul style="list-style-type: none"> • Coaches • Volunteers • Facility Operator • Lifeguards • Stewards 	<p>Monitor</p>
<p>Swimmers Entry & Exit</p> <ul style="list-style-type: none"> • Swimmers leaving unattended • Swimmers in an unmonitored area. • Under 18's at risk when alone. • Risk of abduction • Strangers in the changing rooms 	<ul style="list-style-type: none"> • Swimmers • Parents • Guardians • Coaches • Volunteers • Stewards 	<ul style="list-style-type: none"> • High 	<ul style="list-style-type: none"> • All swimmers under 18 should be watched at all times. • All club coaches should always know where their swimmers are. • Any child on their own should be questioned as to where they are going and should where possible be accompanied. • All staff to be aware of any children trying to leave on their own • Poolside stewards advise swimmers not to leave building before collection by parents-In line with ASA Child Protection Policy. Reference to Club Parents Code of Conduct 	<ul style="list-style-type: none"> • Medium 	<ul style="list-style-type: none"> • Coaches • Volunteers • Facility Operator • Lifeguards • Stewards 	<p>Monitor</p>
<p>Changing Rooms.</p> <ul style="list-style-type: none"> • Slips, Trips and Falls • Inadequate/Defective lighting • Slippery or defective floors. • Defective seating. • Defective floors. • Shoes and bags left on floor areas or blocking walkways. 	<ul style="list-style-type: none"> • Swimmers • Coaches • Volunteers • Club Captains • Stewards • Lifeguards 	<ul style="list-style-type: none"> • Medium 	<ul style="list-style-type: none"> • Lighting Checked by Leisure management Team regularly • Make sure floors are clean and dry and cubicles and seating should be checked by Leisure management Team regularly and club staff. • Swimmers to put all items in lockers & check no items are left in changing area. • Regular checks for bags, coats or other items left unattended. • No bags to be left on floors or seating area. • Unfamiliar adults in the changing rooms should be challenged. 	<ul style="list-style-type: none"> • Low 	<ul style="list-style-type: none"> • Coaches • Volunteers • Facility Operator • Club Captains 	<p>Done</p>
<p>Pool Side</p> <ul style="list-style-type: none"> • Slip Trips and Falls • Inadequate/Defective lighting. • Slippery or defective floors. • Pool depth signage. • Injury through inappropriate behaviour. • Injury Through Accident 	<ul style="list-style-type: none"> • Swimmers • Coaches • Volunteers • Lifeguards • Stewards 	<ul style="list-style-type: none"> • Medium 	<ul style="list-style-type: none"> • Inspections by Leisure management Team regularly • Signage for depths. Check all signage is in place. • Behavioural Guidelines to be included in Code of conduct • Code of conduct to be given to each Swimmer. • Lifeguards are in attendance. • Surrounding areas are clean and dry checked by Leisure management Team regularly • NO equipment on pool edge. • NO equipment blocking emergency EXITS. 	<ul style="list-style-type: none"> • Medium 	<ul style="list-style-type: none"> • Lifeguards • Coaches • Volunteers • Stewards • Facility Operator 	<p>Monitor</p>

<p>Equipment</p> <ul style="list-style-type: none"> • Pool steps and starting blocks are secure and useable. • Line ropes are fixed securely and tight enough. • Any monitoring equipment is correctly installed and safe. 	<ul style="list-style-type: none"> • Swimmers • Volunteers • Stewards 	<ul style="list-style-type: none"> • Medium 	<ul style="list-style-type: none"> • No equipment to be left blocking the sides of the pool. • Leisure management team to ensure equipment maintenance (Including fixings (blocks, steps, lanes)) • Cleaning of all items by Leisure management team regularly, • Check height of swimming pool floor before session begins. • Depths correctly signposted. 	<ul style="list-style-type: none"> • Low 	<ul style="list-style-type: none"> • Volunteers • Stewards • Facility Operator • Lifeguards 	<p>Done</p>
<p>Pool / Venue Hazards</p> <ul style="list-style-type: none"> • No backstroke flags in place (Swimmers may hit their heads) 	<ul style="list-style-type: none"> • Swimmers 	<ul style="list-style-type: none"> • Medium 	<ul style="list-style-type: none"> • Ensure both sets of backstroke flags are put in place at correct distance (5m) from ends of pool by Leisure centre staff and remain in place for the duration of the session or gala. 	<ul style="list-style-type: none"> • Low 	<ul style="list-style-type: none"> • Lifeguards • Facility Operator • Coaches • Stewards 	<p>Done</p>
<p>Diving</p> <ul style="list-style-type: none"> • Banging head/body on the pool • Slipping or falling from starting blocks. • Collision 	<ul style="list-style-type: none"> • Swimmers. 	<ul style="list-style-type: none"> • Medium • High 	<ul style="list-style-type: none"> • Leisure management team to ensure adequate signage indicating shallow and deep-water depths • Leisure management team to ensure starting blocks are fitted correctly. • Swimmers management by stewards to prevent collision 	<ul style="list-style-type: none"> • Low 	<ul style="list-style-type: none"> • Lifeguards • Coaches • Volunteers • Facility Operator • Stewards 	<p>Monitor</p>
<p>In the Pool</p> <ul style="list-style-type: none"> • Chemicals in the pool. • Excess Chlorine in Pool) Breathing problems. • Irritation of the eye. • Swimming aids left around Pool • Injury through inappropriate behaviour. • Injury Through Accident or Collision 	<ul style="list-style-type: none"> • Swimmers. • Swimmers. 	<ul style="list-style-type: none"> • Medium • Medium 	<ul style="list-style-type: none"> • Lifeguards are in permanent attendance. • Inspections by Leisure management on regular basis. • Coaches & volunteers to monitor activities. • Monitor swimmers health. (Red eyes, breathing etc) • Make sure poolside's are always clear. • Watch for struggling swimmers. • Make sure everyone is doing their assigned jobs. • Swimmers to abide by the code of conduct and Guidelines 	<ul style="list-style-type: none"> • Low • Low 	<ul style="list-style-type: none"> • Lifeguards • Coaches • Volunteers • Stewards • Facility Operator 	<p>Monitor</p>
<p>Around the Pool</p> <ul style="list-style-type: none"> • Swimmers entering pool area before Coaches, • Helpers and lifeguards are in-situ. • Swimmers may enter or fall into water unsupervised. 	<ul style="list-style-type: none"> • Swimmers • Stewards • Lifeguards • Coaches 	<ul style="list-style-type: none"> • Medium 	<ul style="list-style-type: none"> • No Swimmers to enter poolside area before Coaches / Poolside Helpers Volunteers and / or Leisure centre Lifeguards are in position. • Be vigilant of anyone on the poolside. Coaches and volunteers can fall in too. 	<ul style="list-style-type: none"> • Low 	<ul style="list-style-type: none"> • Stewards • Lifeguards • Coaches • Volunteers 	<p>Done</p>
<p>Around the Pool</p> <ul style="list-style-type: none"> • Wet Swimmers barefooted on the poolside may become slippery. • Coaches, Volunteers & other personnel may slip or fall. 	<ul style="list-style-type: none"> • Swimmers • Stewards • Lifeguards • Coaches 	<ul style="list-style-type: none"> • Medium 	<ul style="list-style-type: none"> • All personnel to wear the correct footwear of the poolside and to be aware of wet areas. • Leisure management Team to ensure where possible sides are clean and dry for the safety of everyone. 	<ul style="list-style-type: none"> • Low 	<ul style="list-style-type: none"> • Stewards • Lifeguards • Coaches • Volunteers 	<p>Monitor</p>

Hygiene measures <ul style="list-style-type: none"> • No Food & Drink on the pool side. (Water Bottles excluded) • No Food & Drink in the changing rooms. 	<ul style="list-style-type: none"> • Swimmers • Coaches • Volunteers • Lifeguards 	<ul style="list-style-type: none"> • High 	<ul style="list-style-type: none"> • Leisure management team to inspect and keep changing rooms clean. • Coach to ensure no food is brought on to pool side. • Signage “No Food on the Pool Side” (Water Bottles excluded) 	<ul style="list-style-type: none"> • Medium 	<ul style="list-style-type: none"> • Club Volunteers • Facility Operator • Lifeguards 	Monitor
Dehydration <ul style="list-style-type: none"> • Plastic Water Bottles Only • Lack of hydration can cause medical problems 	<ul style="list-style-type: none"> • Swimmers. 	<ul style="list-style-type: none"> • Medium 	<ul style="list-style-type: none"> • Swimmers advised to drink regularly whilst swimming. • Swimmers should only drink water. • Other liquids can pollute the pool. • No glass bottles or cans to be on the poolside. 	<ul style="list-style-type: none"> • Low 	<ul style="list-style-type: none"> • Coaches • Lifeguards • Stewards • Club volunteers 	Monitor
First aid Provision <ul style="list-style-type: none"> • Qualified Trained First Aiders • Qualified Lifeguards 	<ul style="list-style-type: none"> • Swimmers • Poolside staff • Volunteers • Coaches 	<ul style="list-style-type: none"> • Low 	<ul style="list-style-type: none"> • Communication network in place (Phone for emergency services) • A fully qualified Lifeguards supplied by Leisure management team and regularly checked and retrained. • A fully stocked first aid kit is easily accessible. • Adequate levels of trained first aiders on site. 	<ul style="list-style-type: none"> • Low 	<ul style="list-style-type: none"> • Lifeguards • Coaches • Stewards • Facility Operator 	Done

Gala Risk Assessment should be done by the club that is hosting the gala.

However, the responsibility lies with the visiting club as to determine how safe the environment is and should do their own risk assessment as well. A copy of this risk assessment should be available to all visiting swim teams.

The ‘Risk Assessment for Swimming Competition Events’ should be completed at every event.

Health & safety reports and guidelines should also be available from the Leisure centre Management team.