

# Harwich, Dovercourt & Parkeston Swimming Club

## Risk Assessments/Procedures

Reviewed by Lesley Wiles 29 November 2022



### GENERAL

Identified Hazard	Persons at Risk	Risk Rating Before Controls	Control Measures	Risk Rating After Controls
<b>Car Park:</b> <ul style="list-style-type: none"> <li>• Movement of vehicles</li> </ul>	<ul style="list-style-type: none"> <li>• Swimmers</li> <li>• Coaches</li> <li>• Parents/Guardians</li> <li>• Vounteers</li> </ul> <b>Collision with vehicles</b>	Medium	<ul style="list-style-type: none"> <li>• All swimmers are reminded to use caution when going to and from the swimming pool via the car park (parental control)</li> <li>• Use laid out walkways</li> </ul>	Low
<b>Entrance Foyer/Reception:</b> <ul style="list-style-type: none"> <li>• Inadequate/defective lighting</li> <li>• Bags/belongings blocking route way</li> </ul>	<ul style="list-style-type: none"> <li>• Swimmers</li> <li>• Coaches</li> <li>• Parents/Guardians</li> <li>• Vounteers</li> </ul> <b>Slips. Trips and Falls</b>	Medium	<ul style="list-style-type: none"> <li>• Lighting checked by swimming pool management on a regular basis</li> <li>• All swimmers, parents etc to be reminded that bags should not be left in the entrance foyer/Reception</li> </ul>	Low
<b>Changing Rooms:</b> <ul style="list-style-type: none"> <li>• Inadequate/defective lighting</li> <li>• Slippery or defective floors</li> <li>• Bags/belongings left on floor or blocking route way</li> </ul>	<ul style="list-style-type: none"> <li>• Swimmers</li> <li>• Parents/Guardians</li> </ul> <b>Slips. Trips and Falls</b>	Medium	<ul style="list-style-type: none"> <li>• Lighting and flooring checked by swimming pool management on a regular basis</li> <li>• All swimmers, parents etc to be reminded that bags/clothing should not be left in the changing rooms whilst children are swimming but put in lockers or brought poolside</li> <li>• Bags to be put on, under or close to seating whilst children are changing</li> </ul>	Low
<b>Poolside:</b> <ul style="list-style-type: none"> <li>• Inadequate/defective lighting</li> <li>• Slippery or defective floors</li> <li>• Bags/belongings blocking route way</li> <li>• Injury through inappropriate behaviour</li> <li>• Injury through accident</li> </ul>	<ul style="list-style-type: none"> <li>• Swimmers</li> <li>• Coaches</li> <li>• Vounteers</li> </ul> <b>Slips. Trips and Falls</b>	Medium	<ul style="list-style-type: none"> <li>• Lighting and flooring checked by swimming pool management on a regular basis</li> <li>• First Aider available at all times (swimming pool staff)</li> <li>• All bags/belonging should be left as close to the wall as possible, not blocking fire exits or route ways (poolside helpers to monitor)</li> <li>• Coaches/poolside helpers to ensure that swimmers walk and not run when poolside</li> <li>• Coaches/poolside helpers to ensure that no equipment is left on pool edge or blocking fire exits</li> <li>• Coaches/poolside helpers to monitor children's behaviour</li> </ul>	Low
<b>Entry into Pool:</b> <ul style="list-style-type: none"> <li>• Depth of water</li> <li>• Method of entry</li> <li>• Diving</li> </ul>	<ul style="list-style-type: none"> <li>• Swimmers</li> </ul> <b>Slips. Trips and Falls</b> <b>Collision, banging head, body on bottom of pool</b>	High/ Medium	<ul style="list-style-type: none"> <li>• Swimming pool management to ensure that appropriate signs are posted indicating shallow and deep water depths</li> <li>• Coaches/poolside helpers to ensure that swimmers enter the water appropriately (no bombing, no jumping in when other swimmers are below them)</li> <li>• Diving has to be supervised by the coach</li> <li>• Swimmers are to be trained to carry out shallow water competitive starts</li> </ul>	Low
<b>In the Pool:</b> <ul style="list-style-type: none"> <li>• Chemicals in the pool</li> <li>• Injury through inappropriate behaviour</li> <li>• Injury through accident</li> </ul>	<ul style="list-style-type: none"> <li>• Swimmers</li> </ul> <b>Breathing problems</b> <b>Irritation of the Eye</b> <b>Collision</b>	Medium	<ul style="list-style-type: none"> <li>• Swimming pool management to ensure that chemical levels are correct on a regular basis</li> <li>• First Aider available at all times (swimming pool staff)</li> <li>• Coaches/poolside helpers to monitor swimmers behaviour</li> <li>• Coaches/poolside helpers to ensure that the flags are in place before swimmers perform backstroke</li> <li>• Coaches/poolside helpers to ensure that lane direction (clockwise/anticlockwise) is in place in all lanes at all times</li> <li>• Number of swimmers per lane limited</li> </ul>	Low
<b>Condition of Equipment:</b> <ul style="list-style-type: none"> <li>• Alarms</li> <li>• Poles, Ropes and Lifebuoys</li> <li>• Swimming Club Equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Swimmers</li> <li>• Coaches</li> <li>• Volunteers</li> <li>• Spectators</li> </ul> <b>Risk of Drowning or other major incident</b>	Medium	<ul style="list-style-type: none"> <li>• Swimming pool management to ensure that the alarm system is checked and tested regularly</li> <li>• Coaches/poolside helpers to ensure that safety equipment is evenly spread around the pool</li> <li>• Coaches/poolside helpers to check condition of all equipment at start of session</li> <li>• Broken/damaged equipment not to be used until fixed/replaced</li> </ul>	Low

<b>Health Issues</b> <ul style="list-style-type: none"> <li>• Muscle aches</li> <li>• Cramp</li> <li>• Asthma</li> <li>• Allergies</li> <li>• Dehydration</li> </ul>	<ul style="list-style-type: none"> <li>• Swimmers</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Parents/Guardians must advise the Coach of any health issues</li> <li>• Coaches/poolside helpers to decide if swimmer can swim</li> <li>• Medication should be available poolside if required (inhalers)</li> <li>• Record of illnesses to be kept and coaches informed</li> <li>• Swimmers advised to drink regularly whilst swimming (NO GLASS BOTTLES POOLSIDE)</li> </ul>	Low
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Inappropriate teaching/coaching qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Swimmers</li> </ul> <b>Risk of Drowning</b>	Medium	<ul style="list-style-type: none"> <li>• Competent/trained staff in place</li> <li>• Ongoing poolside helper training</li> </ul>	Low
<b>Child Protection</b> <ul style="list-style-type: none"> <li>• DBS Checks</li> </ul>	<ul style="list-style-type: none"> <li>• Coaches</li> <li>• Parents/Guardians</li> <li>• Vounteers</li> </ul>	Medium/ Low	<ul style="list-style-type: none"> <li>• Appointed Welfare Office</li> <li>• All coaches/helpers should be subject to DBS checks</li> </ul>	Low
<b>General Accidents and Incidents</b> <ul style="list-style-type: none"> <li>• Accident or incident which may lead to a criminal conviction or civil court action</li> <li>• Lack of insurance cover</li> </ul>	<ul style="list-style-type: none"> <li>• Swimmers</li> <li>• Coaches</li> <li>• Parents/Guardians</li> <li>• Vounteers</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• All accidents and incidents should be reported and logged in the accident book</li> <li>• Club swim teachers/volunteers can assist with minor first aid issues but major incidents will be handled by the pool provider's qualified staff.</li> <li>• Ensure membership of all swimmers is up to date with the Swim England so that they are covered by SE insurance</li> <li>• Only complete activities which the club is insured to carry out</li> <li>• Contact SE legal affairs department for advice</li> </ul>	Low

## TEACHING/COACHING

Identified Hazard	Persons at Risk	Risk Rating Before Controls	Control Measures	Risk Rating After Controls
Lack of Qualifications	Swimmers	Medium	<ul style="list-style-type: none"> <li>• Level 2 Teacher/Coach at every session who will deliver the training at a level within the scope of their qualification</li> <li>• A minimum of one other Teacher/Coach at every session with a Level 1 or greater teacher/coaching qualification</li> <li>• Ongoing poolside helper training with the aim of them eventually gaining a teaching qualification</li> <li>• 3 of the Development Squad have CPD certification, a tag on to their teaching qualification</li> <li>• Our Head Coach is working towards gaining her Level 2 Coaching qualification which will be complete in January 2023, however she already has the requisite qualifications to deliver a training session along with all our other Level 2 teachers.</li> </ul>	Low
Unavailability of a Level 2 Teacher/Coach	Swimmers	Medium	<ul style="list-style-type: none"> <li>• On the rare occasion when a Level 2 Teacher/Coach is not available, a Level 1 Teacher/Coach will run the session with the assistance of at least one other Level 1 Teacher/Coach or poolside helper but at a level that is within the scope of their qualification</li> </ul>	Low
Appropriate Schedules	Swimmers	Medium	<ul style="list-style-type: none"> <li>• All schedules for all squads are set by a Level 2 Teacher/Coach</li> <li>• A Level 1 Teacher/Pooside Helper will not set the schedules</li> </ul>	Low
Child Welfare	Swimmers	Medium	<ul style="list-style-type: none"> <li>• Every teacher/coach/poolside helper will hold a valid DBS and will undergo approved safeguarding training</li> </ul>	Low
Insurance	Coaches Swimmers	Medium	<ul style="list-style-type: none"> <li>• Every teacher/coach/poolside helper will be registered with Swim England to ensure that they are covered by the Club's insurance policy</li> </ul>	Low
Safe Supervision	Coaches Swimmers	Medium	<ul style="list-style-type: none"> <li>• The pool provider will ensure that every session is covered by one of their own lifeguards</li> <li>• Most of the teachers/coaches will have undergone NRASTC training by a RLSS UK trainer</li> </ul>	Low

## TRAVEL TO AWAY GALAS

Identified Hazard	Persons at Risk	Risk Rating Before Controls	Control Measures	Risk Rating After Controls
Transport does not arrive at pick up point	<ul style="list-style-type: none"> <li>Swimmers</li> <li>Officials</li> <li>Parents/Guardians</li> </ul>	Medium	<ul style="list-style-type: none"> <li>A Club representative responsible for the booking of transport is appointed</li> <li>Contact number for the coach company is available at pick up point</li> <li>Booking is confirmed a few days in advance of the travel date</li> </ul>	Low
Safeguarding Issues	<ul style="list-style-type: none"> <li>Swimmers</li> </ul>	Medium	<ul style="list-style-type: none"> <li>All coaches attend official safeguarding course as and when required</li> <li>All coaches and helpers have a current DBS</li> <li>Coaches are aware of the signs of child abuse and know the action to be taken in the event of an occurrence</li> </ul>	Low
Injury to passenger(s) on journey	<ul style="list-style-type: none"> <li>Swimmers</li> <li>Officials</li> <li>Parents/Guardians</li> </ul>	Medium	<ul style="list-style-type: none"> <li>All passengers are instructed to wear seat belts throughout the journey.</li> <li>A charged mobile phone is available</li> <li>Aisles kept clear of obstructions</li> </ul>	Low
Transfer from coach to pool facility and return to coach	<ul style="list-style-type: none"> <li>Swimmers</li> <li>Officials</li> <li>Parents/Guardians</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Swimmers escorted to pool venue as a group</li> <li>Swimmers advised of muster point on gala completion</li> </ul>	Low
Injury from warm-up session	<ul style="list-style-type: none"> <li>Swimmers</li> </ul>	Low	<ul style="list-style-type: none"> <li>Ensure that swimmers are advised of rules e.g. diving restrictions and lane rotation</li> <li>Ensure swimmers are supervised at each end of the pool during warm up</li> </ul>	Low
Failure of muster all swimmers post gala	<ul style="list-style-type: none"> <li>Swimmers</li> </ul>	High	<ul style="list-style-type: none"> <li>An accurate team list is available</li> <li>Chaperones ensure that all swimmers report to agreed muster point</li> <li>Return journey does not commence until all swimmers are accounted for</li> <li>Parents are made aware of requirement to notify Team Manager if their child is not returning on the coach</li> </ul>	Low

## AQUATHLON

Identified Hazard	Persons at Risk	Risk Rating Before Controls	Control Measures	Risk Rating After Controls
<u>Slips, Trips and Falls</u> Poolside, Recreation Field, Seafront	<ul style="list-style-type: none"> <li>Swimmers</li> </ul>	Medium	<ul style="list-style-type: none"> <li>First aider/NRASTC/Lifeguard available if needed</li> <li>Course will be checked before event start for any damage</li> <li>No running poolside</li> </ul>	Low
<u>Vulnerable/Lost Children</u> All children under 18	<ul style="list-style-type: none"> <li>Swimmers</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Tail runner for the under 10s event</li> <li>Run marshals out on the course equipped with radios</li> <li>Turn around marshal equipped with radio to ensure all participants counted for at half way point</li> <li>Roving marshal</li> <li>All participants to have an identifying number for the event</li> <li>Folder with up to date emergency contact details for all participants</li> </ul>	Low
<u>Medical Conditions</u> e.g. Asthma Attack	<ul style="list-style-type: none"> <li>Swimmers</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Up to date information on known conditions</li> <li>If a runner feels unwell, they are to immediately inform run/swim marshals</li> </ul>	Low
<u>Adverse Weather Conditions</u> e.g. extreme heat	<ul style="list-style-type: none"> <li>Swimmers, Helpers, Parents, Carers, Guardians</li> </ul>	High	<ul style="list-style-type: none"> <li>If temperature is above 30 degrees Celsius, the event may be cancelled or the run section reduced</li> <li>Ensure all participants have water available</li> </ul>	Low

# GENERAL PROCEDURES

## Before Arrival

Swimmers should not attend scheduled session if they or anyone in their household are presenting with coronavirus symptoms (new continuous cough, high temperature 38c+, loss of taste and smell). Swimmers with symptoms should go for a PCR test.

Even if the swimmer has been given the OK by other organisations (e.g. school, other clubs etc), they should not attend swimming if they have any of the above symptoms until such time that they have had a negative test or have quarantined in accordance with current government guidelines.

## Upon Arrival at the Pool

All swimmers in both Squads and Groups are to attend "swim-ready" if possible e.g. swimming costume/jammers already on.

Swimmers to arrive no earlier than 5 minutes before their swim time enter the pool building through Reception, walk through the changing village and enter the pool area via the shower area where there will be someone waiting to take the register and allow them to proceed poolside. **No items of clothing, coats, shoes or bags are to be left in the changing cubicles. Any items left in the cubicles will be removed and placed poolside. There are lockers that can be used or all items can be brought poolside.**

Swimmers from Development and Elite/Performance Squad will leave their belongings at the deep end of the pool. Swimmers from Potential and Masters will leave their belonging along the side wall closest to the changing village.

Parents of swimmers in Groups on a Thursday evening at 6pm will be allowed to accompany the swimmers through the changing village, leave their child/children on poolside once through the shower area and make their way to the spectator area.

All other parents are to enter the spectator area via the back door.

Swimmers will proceed to the end of their allocated lane once the Coach advises them to.

## At the End of each Session

At the end of each session, swimmers will be instructed to get out of the pool, collect their belongings and exit poolside via the changing rooms. The showers and changing cubicles will be available for use. Swimmers will have a maximum of 10 minutes to get showered and changed and leave the pool building. Parents collecting their children **MUST** be outside the front of the building at the time the session is due to end.

## Other Information

The Club Shop operates a reserve item system where items are to be requested via email or Facebook. Payment by bank transfer is preferred however if paying by cash, the exact amount or cheque is to be put in an envelope and handed over to the club helper on collection of item.

Invoices will be emailed out on a quarterly basis (January/April/July/October). Payment of fees should preferably be by bank transfer with the full name of the swimmer included in the reference, followed by an email to both the treasurer and membership secretary advising of payment. Confirmation of payment will be emailed back. If paying by cash, the exact amount or cheque is to be put in an envelope with the swimmers name and squad on the front and handed or posted to the Membership Secretary.

Initial first aid and rescue will be provided by the Club's NRASTC qualified helpers, the pool staff will assist/take over if necessary thereafter as per hire contract agreement. A grab bag containing disposable gloves, face masks and plastic aprons will be available poolside for use by coaches and poolside helpers.