



## GENERAL RISK ASSESSMENT FOR SWIMMERS / COACHES & POOLSIDE HELPERS – Carlton Forum Swimming Club

ASSESSMENT CARRIED OUT: 25/08/2021 By Linda Macdonald

To be Reviewed every 12 months or earlier if required.

HAZARD OBSERVED	WHO MAY BE HARMED ?	RISK RATING BEFORE CONTROLS	CONTROL CONSIDERED	RISK RATING AFTER CONTROLS	ACTIONED BY
<b>General</b>	<ul style="list-style-type: none"> <li>• Swimmers.</li> <li>• Coaches.</li> <li>• Parents</li> <li>• Guardians</li> <li>• Volunteers.</li> </ul>	<b>NOT APPLICABLE</b>	<ul style="list-style-type: none"> <li>• Will be operating in conjunction with Risk Assessment 1313RA dated 20.7.20 of Gedling Borough Council including future versions.</li> </ul>		
<b>Car Park.</b> <ul style="list-style-type: none"> <li>• Movement of vehicles</li> <li>• Collision with vehicles</li> </ul>	<ul style="list-style-type: none"> <li>• Swimmers.</li> <li>• Coaches.</li> <li>• Parents</li> <li>• Guardians</li> <li>• Volunteers.</li> </ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>• Swimmers reminded to use caution when going to and from swimming pool via Car Park. (Parental control)</li> <li>• Use laid out walkways</li> <li>• Checked by Carlton Forum Leisure Centre management on regular basis</li> </ul>	<b>LOW</b>	Club Committee, Parents and Guardians and Facility Operator
<b>Entrance.</b> <b>Slip Trips and Falls</b> <ul style="list-style-type: none"> <li>• Inadequate / Defective lighting.</li> <li>• Shoes and bags left in walkway areas, or blocking doorways.</li> </ul>	<ul style="list-style-type: none"> <li>• Swimmers.</li> <li>• Coaches.</li> <li>• Parents</li> <li>• Guardians</li> <li>• Volunteers.</li> </ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>• Lighting checked by Carlton Forum Leisure Centre management on regular basis.</li> <li>• No bags to be left entrance foyer.</li> </ul>	<b>LOW</b>	Club Committee, Parents and Guardians and Facility Operator
<b>Changing Rooms -</b> <b>Slip Trips and Falls</b> <ul style="list-style-type: none"> <li>• Inadequate/Defective lighting</li> <li>• Slippery or defective floors.</li> <li>• Defective seating.</li> <li>• Defective floors.</li> <li>• Shoes and bags left on floor areas, or blocking walkway.</li> </ul>	<ul style="list-style-type: none"> <li>• Swimmers.</li> <li>• Coaches.</li> <li>• Poolside Helpers.</li> </ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>• Lighting checked by Carlton Forum Leisure Centre management on regular bases.</li> <li>• Floors &amp; Seating checked by Carlton Forum Leisure Centre management on regular bases.</li> <li>• All clothing and bags to be placed in the lockers in the changing rooms.</li> <li>• No belongings left on the changing room floor</li> </ul>	<b>LOW</b>	Club Committee, Parents and Guardians and Facility Operator

N.B The aim of a risk assessment is to provide general information on the type of hazards the swimmers as well as others who may be involved are exposed to.  
 IF FOLLOWING IMPLEMENTATION OF ALL CONTROL MEASURES THE RISK RATING IS STILL SUBSTANTIAL OR ABOVE, FURTHER ASSESSMENT & CONTROL MEASURES SHOULD BE CONSIDERED.  
 To be reviewed every 12 Months or earlier if required.

# CARLTON FORUM SWIMMING CLUB

Welcome to Carlton Forum Swimming Club



HAZARD OBSERVED	WHO MAY BE HARMED ?	RISK RATING BEFORE CONTROLS	CONTROL CONSIDERED	RISK RATING AFTER CONTROLS	ACTIONED BY
<b>Pool Side</b> <b>Slip Trips and Falls</b> <ul style="list-style-type: none"> <li>• Inadequate/Defective lighting.</li> <li>• Slippery or defective floors.</li> <li>• Pool depth signage.</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>• Poolside Helpers .</li> </ul>	<p style="text-align: center;"><b>MEDIUM</b></p>	<ul style="list-style-type: none"> <li>• Inspections by Carlton Forum Leisure Centre management on regular basis.</li> <li>• Warning signs</li> <li>• Signage for depths.</li> <li>• Coaches to monitor swimmer's behaviour.</li> <li>• Behavioural Guidelines to be included in Code of conduct</li> <li>• Code of conduct to be given to each Swimmer.</li> <li>• Behaviour Signage</li> <li>• All swimming equipment to be stored away from the edge of the pool.</li> <li>• NO equipment blocking emergency EXITS (Supervision by Coach)</li> <li>• First Aider available at all times – provided by Carlton Forum Leisure Centre</li> </ul>	<p style="text-align: center;"><b>LOW</b></p>	<p style="text-align: center;">Coaches, poolside helpers and Facility Operator</p>

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<b>Entry into Pool</b> • Slips trips fall. • Jumping in	• Swimmers.	<b>MEDIUM</b>	• Carlton Forum Leisure Centre to ensure adequate signage indicating good pool management i.e. No jumping, No Bombing, No Fighting, etc. • No entry onto poolside until coaches are ready – swimmers are to wait by the blue railings until asked to enter the poolside.	<b>LOW</b>	Coaches, poolside helpers and Facility Operator
<b>Diving</b> • Collision • Banging head/body on bottom of pool	• Swimmers.	<b>MEDIUM / HIGH</b>	• Carlton Forum Leisure Centre to ensure adequate signage indicating shallow and deep-water depths. • Diving has to be supervised by the coach. • Swimmers to be trained, and certificated to carry out shallow competitive starts from blocks	<b>LOW</b>	Coaches, poolside helpers and Facility Operator
<b>In the Pool</b> • 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 Collision	• Swimmers.	<b>MEDIUM</b>	• Inspections by Carlton Forum Leisure Centre management on regular basis. • Member of Carlton Forum Leisure Centre with Lifesaving qualification to be poolside at all times • Coaches and poolside Helpers to monitor Swimmer's behaviour.	<b>LOW</b>	Coaches, poolside helpers and Facility Operator
<b>ENTRY &amp; EXIT</b> • Swimmers entering pool area before Coaches, Helpers and lifeguards are in-situ. • Swimmers may enter or fall into water unsupervised. Risk of drowning for weak/novice swimmers	• Swimmers.	<b>MEDIUM</b>	• No Swimmers to enter poolside area before Coaches / Poolside Helpers and Carlton Forum Leisure Centre Lifeguards are in position. • Swimmers to wait by the blue railings until Coaches ask them to enter the pool.	<b>LOW</b>	Coaches, poolside helpers and Facility Operator

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<b>ENTRY &amp; EXIT</b> • Under 18 swimmers leaving venue early - Risk of abduction or injury.	• Swimmers.	<b>MEDIUM</b>	• Coaches / Poolside Helpers advise swimmers not to leave building before collection by parents-In line with ASA Child Protection Policy. Reference to Club Parents Code of Conduct	<b>LOW</b>	Coaches, poolside helpers

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**SwimMark**

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<b>POOL / VENUE HAZARDS</b> • Fire exits are obstructed delaying evacuation in an emergency/fire	<ul style="list-style-type: none"> <li>• Swimmers</li> <li>• Club Officials</li> <li>• Volunteers</li> <li>• Spectators</li> </ul>	<b>HIGH</b>	<ul style="list-style-type: none"> <li>• Coaches / Poolside Helpers to ensure that all emergency exits are kept clear and free from obstruction at all times during swim sessions.</li> </ul>	<b>MEDIUM / LOW</b>	Club Committee, Parents and Guardians, Coaches, Poolside Helpers and Facility Operator
<b>POOL / VENUE HAZARDS</b> • Pool steps / Access Winch left in and swimmers catch themselves on steps / mechanism	<ul style="list-style-type: none"> <li>• Swimmers</li> </ul>	<b>MEDIUM / LOW</b>	<ul style="list-style-type: none"> <li>• Ensure all steps and access winches have been removed before warm-up commences by Carlton Forum Leisure Centre staff.</li> </ul>	<b>LOW</b>	Facility Operator, Coaches and Poolside Helpers
<b>POOL / VENUE HAZARDS</b> • Backstroke swimmers hitting head or hands hard on wall at turns or finishes.	<ul style="list-style-type: none"> <li>• Swimmers</li> </ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>• Ensure both sets of backstroke flags are put in place at correct distance (5m) from ends of pool by Carlton Forum Leisure Centre staff and remain in place for the duration of the training session.</li> </ul>	<b>LOW</b>	Facility Operator, Coaches and Poolside Helpers
<b>POOL / VENUE HAZARDS</b> • Starting blocks-unstable causing swimmer to fall	<ul style="list-style-type: none"> <li>• Swimmers</li> </ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>• Carlton Forum Leisure Centre staff to ensure each block checked for stability and compliance with ASA regulations before warm-up commences.</li> </ul>	<b>LOW</b>	Facility Operator
<b>Lack of and condition of Safety Equipment</b> • Alarms, Poles. Ropes. Lifebuoys.	<ul style="list-style-type: none"> <li>• Swimmers.</li> </ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>• Safety Equipment evenly spread around the pool, and location signage.</li> <li>• Checked and tested by Carlton Forum Leisure Centre swim management team</li> </ul>	<b>LOW</b>	Facility Operator

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<b>Short term health issues.</b> <ul style="list-style-type: none"> <li>• Muscle aches</li> <li>• Cramp</li> <li>• Colds/Flu.</li> <li>• Asthma (long term)</li> <li>• Allergies</li> </ul>	<ul style="list-style-type: none"> <li>• Swimmers.</li> </ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>• Parents/Guardian must advise the Coach of any short-term health issues.</li> <li>• Coach to decide if Swimmer can swim.</li> <li>• Medication should be available pool side if required. (Inhalers) in appropriate bags/containers</li> <li>• Parent/Guardian must remain on site</li> <li>• Member of Carlton Forum Leisure Centre swimming team to be advised (verbal)</li> <li>• A record of appropriate illnesses or conditions to be recorded on file.</li> <li>• This record must also reflect data protection act</li> </ul>	<b>LOW</b>	Parents, Guardians, Coaches, Poolside Helper and Facility Operator
<b>Dehydration</b>	<ul style="list-style-type: none"> <li>• Swimmers</li> </ul>	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>• Swimmers advised to drink regularly whilst swimming.</li> <li>• NO GLASS BOTTLE'S POOLSIDE.</li> </ul>	<b>LOW</b>	Coaches, poolside Helpers
<b>Spread of COVID-19 Coronavirus</b>	<ul style="list-style-type: none"> <li>• Coaches</li> <li>• Swimmers</li> <li>• Poolside Helpers</li> <li>• Volunteers</li> </ul>	<b>MEDIUM/ HIGH</b>	<ul style="list-style-type: none"> <li>• Swimmers, Coaches and Poolside helpers are required to sign a Declaration of Health to say they are fit and are showing no signs of COVID-19 (only required once unless person contracts COVID-19, in which case person required to complete a new form)</li> <li>• No person should attend a training session if they are showing signs of COVID-19</li> <li>• If any swimmer, coach or poolside helper (or members of their household) contracts COVID-19 they must inform a member of the Committee IMMEDIATELY and follow Government guidelines on testing, isolation etc.</li> <li>• After informing the Committee no person to attend a training session until they are told to do so by the committee.</li> <li>• Swimmers to remain in one lane for their session – do not swap lanes</li> <li>• A register of which swimmer is in which lane will be taken once the swimmers are in the pool.</li> </ul>	<b>MEDIUM</b>	Parents, Guardians Swimmers, Coaches, Poolside Helpers, Committee Members

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<b>Special Needs Disability</b>	• Swimmers.	<b>MEDIUM / HIGH</b>	<ul style="list-style-type: none"> <li>Their participation may be fully integrated, and supported. Their specific needs can be determined through direct consultation with the individual or parent, their swimming background and observation on how the disability affects their swimming style.</li> </ul> <p><b>NB</b>  <b>Swimmers with epilepsy require special observation as water shimmering or flickering lights may cause a seizure. A separate Risk Assessment for each individual must be carried out.</b></p>	<b>MEDIUM / LOW</b>	Coaches, Poolside Helpers and Facility Operator
<b>First aid Provision</b>	<ul style="list-style-type: none"> <li>Swimmers.</li> <li>Coaches.</li> <li>Poolside Helpers</li> </ul>	<b>LOW</b>	<ul style="list-style-type: none"> <li>Adequate levels of trained first aiders on site provided by Carlton Forum Leisure Centre Staff</li> <li>A fully stocked first aid kit is easily accessible.</li> <li>Face shields should be available on request from staff for resuscitation.</li> <li>Communication network in place (Phone for emergency services).</li> </ul>	<b>LOW</b>	Coaches, Poolside Helpers and Facility Operator
<b>Child Protection</b> <b>CRB Checks</b>	<ul style="list-style-type: none"> <li>Coaches.</li> <li>Poolside Helpers</li> </ul>	<b>MEDIUM / LOW</b>	<ul style="list-style-type: none"> <li>Any coaches or committee (Welfare Office) should be subject to the DBS checks before commencing work or committee activities (Welfare Officer).</li> <li>Volunteers that help out swimming sessions maybe required by the club to have a DBS check.</li> </ul>	<b>LOW</b>	Welfare Officer and Committee Members
<b>Level and Quality of Supervision for sessions</b>	• Swimmers.	<b>MEDIUM</b>	<ul style="list-style-type: none"> <li>Competent / trained staff in place; all operator lifeguards NPLQ qualified.</li> <li>Induction &amp; ongoing staff training.</li> <li>Swimmers to keep within lane ropes, and swim as directed by coach.</li> <li>Ratio of competitive swimmers per level 1 coach. 30 :1 as per ASA guidelines.</li> </ul>	<b>LOW</b>	Facility Operator, Coaches and Committee Members

SIGNED:

POSITION: CHAIR

PRINT: Linda Macdonald

DATE: 25.08.2021

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