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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Swimming** | | **Date** | **09/07/2019** |
| **Club or Society** | **Southampton University Swimming Club** | **Assessor** | **Alex Evens** | |
| **President or Students’ Union staff member** |  | **Signed off** |  | |

| ***PART A*** | | | | | | | | | | |
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| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Hazard** | **Potential Consequences** | **Who might be harmed** | **Inherent** | | | **Control measures** | **Residual** | | | **Further controls** |
| **Likelihood** | **Impact** | **Score** | **Likelihood** | **Impact** | **Score** |
| Collision/Contact during training | High Probability: Bump/light bruise/scraping (where swimmers collide limbs) Low Probability: Head injury (where swimmers collide head first) | Swim team members. Low potential for public if swimming in lane next to swim team | 3 | 3 | 9 | **Ensure swimmers swim the same way around the lane and the lane rotations alternate direction. E.g.: 1, 3, 5, 7 clockwise and 2, 4, 6, 8 anti-clockwise** | 1 | 3 | 3 | Instruct swimmers to watch out pay attention to where they are swimming in the lane. Try to ensure lane numbers are balanced and below the safety number. |
| Drug/Alcohol Influence | Lack of awareness of actions, inability to behave appropriately and sensibly. Cause injury to themselves and others due to lack of judgement | User, those in the vicinity | 2 | 4 | 8 | **The club has a zero tolerance of controlled substance use. Any persons suspected of using controlled substances will immediately removed from their position in the club whereby the procedure documented in the club's constitution will be followed** | 1 | 1 | 1 |  |
| Use of starting blocks | High Probability: Slip on block and bruise foot/limb Low Probability: Perform a dangerous dive (hit the bottom of the pool, lane rope, etc) | Swimmers using the starting blocks | 3 | 3 | 9 | **Ensure that only people who know how to use the blocks use the blocks. People who are learning to use them will be under supervision from a qualified coach** | 2 | 2 | 4 |  |
| Use of incorrectly installed starting blocks | Starting block could slip or wobble and cause injury to the swimmer using the block | Swimmers using the starting blocks | 2 | 4 | 8 | **Ensure that all people installing the blocks have been trained how to.** | 1 | 3 | 3 | Check the blocks are installed correctly before they are used. |
| Installing/removing starting blocks | Starting blocks are heavy and if handled incorrectly could cause damage to back, and feet | People installing starting blocks and people in the vicinity | 1 | 4 | 4 | **Ensure all people installing the blocks have been trained how to. Wear protective footwear when moving the blocks. Restrict number of people on poolside area where starting blocks are being moved (force swimmers to go the long way to get to the other side of the pool).** | 1 | 2 | 2 |  |
| Overcrowding of lanes | Swimmers could collide with each other. | Swimmers in the lane | 2 | 3 | 6 | **Coach to keep track of how many swimmers in each lane. If the number of swimmers exceeds the safety number, then swimmers will be moved to different lanes to ensure no lane has more than the max safety number.** | 1 | 2 | 2 | If there are more swimmers than the pool safety number either turn away late comers, or the coach(es) will cater for the large number of people whilst ensuring there are no more than the safety number in the pool at any time. |
| Installing/removing lane ropes | The lane ropes are heavy and difficult to move. The persons moving the lane ropes could injure themselves whilst moving the ropes. | Any person on poolside | 2 | 3 | 6 | **Ensure all people moving the lane ropes have been trained how to. Wear anti-slip footwear. Restrict access to the area where the lane ropes are being moved.** | 1 | 2 | 2 |  |
| Lane ropes | Swimmers could collide with the lane ropes. | Swimmers | 1 | 2 | 2 | **Ensure all swimmers have suitable equipment to ensure they can see where the lane ropes are.** | 1 | 2 | 2 | Notify members of the training venue when lane ropes need maintenance or are broken (and need repairing) |
| Transport to competitions | Injuries ranging from minor bumps/scrapes to road accidents during transportation. | Members attending competition | 2 | 3 | 6 | **Ensure that all drivers are suitable qualified and that the club has at least one qualified first aider with appropriate first aid equipment and training.** | 1 | 3 | 3 | A list of known medical conditions is collected before the event and given to the first aider. |
| General injury whilst attending club events (external to training venues) | Injury to persons | Members of the club. | 2 | 3 | 6 | **Ensure that the club has at least one qualified first aider with appropriate first aid equipment.** | 1 | 3 | 3 | A list of known medical conditions is collected before the event and given to the first aider. |
| Adverse weather conditions | Members outside during adverse weather conditions could experience injuries | Members of the club. | 1 | 3 | 3 | **Move members to a safer location (cover) and call for help, whether that is the emergency services or other members in the area.** | 1 | 2 | 2 | Ensure members have adequate clothing for the expected conditions. |
| Swimming pool | Members could injury themselves in a variety of ways in/around a swimming pool. | Members of the club. | 2 | 4 | 8 | **Ensure that all training venues have suitably qualified staff. (These centres will have assessed all the hazards and mitigated the risk).** | 1 | 2 | 2 |  |

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| ***PART B – Action Plan*** | | | | | |
| **Risk Assessment Action Plan** | | | | | |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | **Review date** | **Outcome at review date** |
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| Responsible committee member signature: | | Responsible committee member signature: | |
| Print name: ALEX EVENS | Date: 09/07/2019 | Print name: JAMES COOK | Date: 09/07/2019 |

**Assessment Guidance**

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| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls | Examples: training, supervision, signage |  |
| 1. Personal protection | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| **LIKELIHOOD** | 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
|  | | 1 | 2 | 3 | 4 | 5 |
| **IMPACT** | | | | |

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| Impact | | Health & Safety |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight bruising |
| 2 | Minor | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered. |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support. |
| 4 | Major | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks. |
| 5 | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work. |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

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| Likelihood | |
| 1 | Rare e.g. 1 in 100,000 chance or higher |
| 2 | Unlikely e.g. 1 in 10,000 chance or higher |
| 3 | Possible e.g. 1 in 1,000 chance or higher |
| 4 | Likely e.g. 1 in 100 chance or higher |
| 5 | Very Likely e.g. 1 in 10 chance or higher |