



**Dingwall Amateur Swimming Club
Risk Assessment**



LIKELIHOOD X IMPACT = ACTION

	RISK LEVEL			
LIKELIHOOD	4	8	12	16
	3	6	9	12
	2	4	6	8
	1	2	3	4
	IMPACT			

LIKELIHOOD		IMPACT		ACTION	
Almost Certain	4	Death	4	High	Avoid Risk
Highly Likely	3	Hospitalisation	3	Medium	Mitigate Risk
Possible	2	First Aid at Location	2	Low	Monitor Risk
Unlikely	1	Discomfort	1	Remote	Accept Risk

Multiply the incident Likelihood by the Impact rating for a particular hazard category to determine the Risk level on the Assessment chart (Left). E.g. A Likelihood of 3 multiplied by an Impact of 2 will indicate a medium risk of 6.

Establishment: Dingwall Leisure Centre, Dingwall
Activity/Environment: Coach/Minibus Transport
Objectives: Safe Travel
Review Date: May 2021



Activity: Coach/Minibus Transport	Responsible Person: DASC Committee and Coaching Staff
	Review Date: 01/05/2021

Risk	Who	Controls	Risk Analysis			Further Controls/Notes	Responsibility	Residual Risk
			Likelihood	Impact	Risk			
Travelling in coach/minibus	Swimmers Coaches Adult Helpers Parents	<ul style="list-style-type: none"> Use of reputable coach operator or if Community Minibus used, ensure competency of driver. Ensure drivers do not exceed specified driving rest periods. All group members to sit forward facing and wearing seatbelts at all times (if fitted) except to go to the toilet or to supervise the swimmers. Head count (register) and emergency contacts to be taken for all passengers and recorded. Swimmers are not to sit on the seat behind the driver or to speak to or distract the driver in any way. Driver not to use mobile phone whilst keys are in the ignition, whilst vehicle is in motion or whilst in control of the vehicle. Ensure the vehicle is driven within statutory/regulated speed limits at all times. 	2	3	6	<ul style="list-style-type: none"> Ensure the use of a reputable company at all times. Coach and Adult Helper supervision. 	Club Committee Coaches Adult Helpers	4



Risk	Who	Controls	Risk Analysis			Further Controls/Notes	Responsibility	Residual Risk
			Likelihood	Impact	Risk			
Disembarking from the vehicle	Swimmers Coaches Adult Helpers Parents	<ul style="list-style-type: none"> • Strict supervision at all times. • Swimmers to be given clear safety instructions prior to disembarking and told to stay seated until the vehicle has stopped. • Swimmers should be split into small groups prior to embarking and disembarking the vehicle. • Swimmers should disembark the vehicle in single file with adults at the front and rear of the group. • Assistants should be seated at various positions throughout the coach to ensure effective supervision. • Swimmers to disembark in small groups rather than one long stream. 	2	3	6	<ul style="list-style-type: none"> • Coach and Adult Helper supervision. • Senior Swimmers and Club Captains can also assist with organising groups (once stationary and prior to disembarking) 	Coaches Adult Helpers Club Captains Senior Swimmers	4
Falls in moving vehicle	Swimmers Coaches Adult Helpers Parents	<ul style="list-style-type: none"> • Group members to stay seated with seatbelts fastened whilst vehicle is moving, except to go to the toilet or to supervise the swimmers on the bus. • Walk down the coach/vehicle holding seat tops at a slow pace. 	2	2	4	<ul style="list-style-type: none"> • Coach and Adult Helper supervision. • Senior Swimmers and Club Captains can also assist where appropriate. 	Coaches Adult Helpers Club Captains Senior Swimmers	4



Risk	Who	Controls	Risk Analysis			Further Controls/Notes	Responsibility	Residual Risk
			Likelihood	Impact	Risk			
Struck by moving vehicles	Swimmers Coaches Adult Helpers Parents	<ul style="list-style-type: none"> • Strict supervision at all times. • Swimmers to be appropriately supervised across car parks/roads with stopping points chosen to minimise the need to cross car parks and/or roads. • Swimmers to be made aware of safe collection points. • Swimmers to disembark in small groups rather than one long stream. 	2	3	6	<ul style="list-style-type: none"> • Strict supervision by all Coaches and Adult Helpers. • Clear guidance given to all members prior to disembarking the vehicle. 	Coaches Adult Helpers	4
Lost/Abduction	Swimmers	<ul style="list-style-type: none"> • Ensure bus driver is aware of route to be taken before setting off. • During rest breaks, swimmers to be given clearly defined areas in which to stay and chaperoned as much as possible. • Swimmers to be in groups never on their own (minimum of three). • Swimmers to go to the toilet supervised by an adult. • Coaches and adult helpers to patrol areas that swimmers are in. 	2	4	6	<ul style="list-style-type: none"> • Constant supervision by Coaches and Adult Helpers. • Clear instructions given to swimmers prior to departure and disembarking. 	Coaches Adult Helpers	4



Risk	Who	Controls	Risk Analysis			Further Controls/Notes	Responsibility	Residual Risk
			Likelihood	Impact	Risk			
Sickness/Medical Conditions	Swimmers Coaches Adult Helpers Parents	<ul style="list-style-type: none"> Sick bags and appropriate paper towels to be carried in case of sickness. When on long journeys, swimmers prone to travel sickness should avoid sitting near the wheels of the bus and should sit towards the front. They should make themselves known to the Coaches and Adult Helpers. If medication for travel sickness is taken prior to the journey, ensure coaches are aware of this. Be aware of any allergies/medical conditions that swimmers suffer from before visit and ensure proper precautions are taken. 	2	3	6	<ul style="list-style-type: none"> Swimmers medical conditions should be noted and taken by the Head Coach (or other senior Coach) on all journeys, including emergency contact numbers for parents/guardians. 	Coaches Adult Helpers	4