



## 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
<p>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.</p>					

<b>Establishment:</b>	<b>Dingwall Leisure Centre</b>
<b>Activity/Environment:</b>	<b>Dingwall ASC Training Nights</b>
<b>Objectives:</b>	<b>Safe Training Environment</b>
<b>Review Date:</b>	<b>July 2022</b>



<b>Activity:</b>	General Club Training Session	<b>Responsible Person:</b>	DASC Committee and Head Coach
		<b>Review Date:</b>	01/07/2022

Risk	Who	Controls	Risk Analysis			Further Controls/Notes	Responsibility	Residual Risk
			Likelihood	Impact	Risk			
<b>BEFORE TRAINING: OUTDOORS</b>								
<b>Parking area: moving to/from pool and parking areas</b> <i>Pedestrian hit by vehicle</i>	All	<ul style="list-style-type: none"> <li>Crossings on the road to control traffic</li> <li>Children, if not accompanied by parents are generally dropped off so they do not need to cross where cars go.</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>Most swimmers are in S1 or above. Younger swimmers would be accompanied by parent/guardian.</li> </ul>	Parents Motorists	3
<b>Parking area: moving to/from pool and parking area</b> <i>Slips, trips and falls</i>	All	<ul style="list-style-type: none"> <li>Parking area and route to pool are kept in good repair</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>Centre staff patrol the building and surrounds regularly.</li> </ul>	Centre Staff	2
<b>BEFORE TRAINING: INDOORS</b>								
<b>Movement around poolside and changing area</b> <i>Slips, trips and falls</i>	Swimmers and coaching staff	<ul style="list-style-type: none"> <li>Appropriate footwear only</li> <li>Enforce no running rule</li> <li>Ensure all bags and equipment are stowed away from walkways</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Centre staff regularly check the changing facilities and clean as required.</li> </ul>	Centre Staff Coaches	4
<b>Poolside warm-up</b> <i>Strains and sprains/other injuries</i>	Swimmers	<ul style="list-style-type: none"> <li>All swimmers instructed in correct warm-up</li> <li>No messing around permitted</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>Only swimmers in B Squad and above complete this warm-up.</li> <li>New swimmers will be supervised.</li> </ul>	Coaches If present, senior swimmers and Club Captains	2



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<b>BEFORE TRAINING: INDOORS</b>								
<b>Injury during setting up/putting away</b> <i>E.g. strains and other injuries</i>	All	<ul style="list-style-type: none"> <li>Moving of heavy equipment only to be performed by adults (Coaches/Centre Staff)</li> <li>Lane Ropes set up by Coaches</li> <li>Diving blocks installed by Centre Staff</li> </ul>	2	1	2	<ul style="list-style-type: none"> <li>New coaches will be trained on how to install lane ropes correctly.</li> </ul>	Coaches Other adults	2
<b>DURING TRAINING</b>								
<b>Lane Numbers</b>	Swimmers	<ul style="list-style-type: none"> <li>Maximum users in the pool: 40</li> <li>No more than 10 swimmers per lane.</li> <li>Usually lane numbers are no higher than 8.</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>Lane numbers are controlled by the Head Coach (or Assistant Head).</li> <li>Coaches to monitor.</li> </ul>	Coaches	2
<b>Drowning</b>	Swimmers	<ul style="list-style-type: none"> <li>NPLQ trained lifeguards on duty throughout</li> <li>Number of swimmers regulated by Coach and Leisure Centre NOP</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>Adhere to Leisure Centre NOP and EAP.</li> </ul>	Centre Staff Coaches	4
<b>Diving</b>	Swimmers	<ul style="list-style-type: none"> <li>Diving at the deep end only</li> <li>Coach will control proceedings and only those who have been sufficiently trained will be permitted to dive from the blocks</li> <li>Centre staff and Coaches to ensure blocks are secure before use.</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>Coach supervision at all times.</li> </ul>	Centre Staff Coaches	2



Risk	Who	Controls	Risk Analysis			Further Controls/Notes	Responsibility	Residual Risk
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<b>DURING TRAINING (continued)</b>								
<b>Backstroke</b> <i>Injury through colliding with wall</i>	Swimmers	<ul style="list-style-type: none"> <li>Ensure backstroke flags are in place</li> <li>Coach education regarding finishing in Backstroke</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Coach intervention</li> </ul>	Centre Staff Coaches	4
<b>Lane Ropes</b> <i>Entanglement Collision</i>	Swimmers	<ul style="list-style-type: none"> <li>Ensure lane ropes are securely fixed in place</li> <li>Do not overcrowd the lane.</li> </ul>	2	2	4		Centre Staff Coaches	4
<b>Injury during training</b> <i>Overheating</i>	Swimmers	<ul style="list-style-type: none"> <li>Low risk as water and surroundings kept at a suitable level for training</li> <li>Participants have access to water bottles</li> <li>Trained NPLQ staff present</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>Training will not go ahead if water temperature is below 28 or above 32 as dictated by the Centre.</li> </ul>	Centre Staff Coaches	2
<b>Injury during training</b> <i>Exhaustion</i>	Swimmers	<ul style="list-style-type: none"> <li>Coaches to ensure activity matches ability level</li> <li>Coaches to monitor swimmers throughout the session</li> </ul>	2	1	2	<ul style="list-style-type: none"> <li>Trained NPLQ staff present.</li> <li>ALL MUST LISTEN TO LIFEGUARD INSTRUCTIONS.</li> </ul>	Coaches	2
<b>ANYTIME BUT ESPECIALLY DURING TRAINING</b>								
<b>Panic Attack</b> <b>Participants hyperventilating or becoming distraught</b>	Swimmers	<ul style="list-style-type: none"> <li>Coach awareness</li> <li>Centre Staff present with First Aid Training</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>New participants monitored closely and not over-worked</li> </ul>	Coaches	2



Risk	Who	Controls	Risk Analysis			Further Controls/Notes	Responsibility	Residual Risk
<b>ANYTIME BUT ESPECIALLY DURING TRAINING (continued)</b>								
<b>Medical Conditions</b>	<b>Swimmers</b>	<ul style="list-style-type: none"> <li>Coaches have full access to details held as part of Club Membership</li> <li>Ensure swimmer or carer has access to any inhalers etc. They might require during the session</li> <li>Emergency contact numbers taken to training each session</li> <li>Parents/Guardians must advise the coach of any short term health issues. Coach to decide if swimmer can train.</li> </ul>	<b>2</b>	<b>3</b>	<b>6</b>	<ul style="list-style-type: none"> <li>Ensure coaches have access to medical information at all times.</li> <li>Significant long-term conditions: parent/guardian to remain in close proximity in all cases where swimmer might need help in managing their condition. Ultimately, if risks comes from condition rather than activity, parent and child to decide whether risk is acceptable.</li> </ul>	Coaches Parents Swimmers	<b>2 x 2 = 4</b>
<b>Emotional or Physical Abuse</b>	<b>Swimmers Coaches Officials Vulnerable Adults</b>	<ul style="list-style-type: none"> <li>Wellbeing and Protection Policy in place on Noticeboard and Club Website.</li> <li>Wellbeing and Protection Officer (WPO) to advise on how to look for signs and how to proceed with problems that may arise.</li> <li>Contact Scottish Swimming Child Protection team.</li> <li>Coaches and Officials to have 'Safeguarding Children' training.</li> <li>Coaches must have up to date PVG.</li> <li>Club Captains to encourage older swimmers to look out for others.</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>	<ul style="list-style-type: none"> <li>Coaches without safeguarding training need to get it as soon as reasonably possible.</li> <li>Child welfare is everyone's responsibility.</li> <li>All coaches must have an up to date PVG.</li> </ul>	Coaches Committee Wellbeing and Protection Officer All Adults	<b>4</b>



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<b>ANYTIME BUT ESPECIALLY DURING TRAINING (continued)</b>								
<b>Children leaves facility and becomes lost/injury</b>	<b>Swimmers</b>	<ul style="list-style-type: none"> <li>Swimmers must not leave poolside during session without seeking permission.</li> <li>If swimmer has to stop training, parent/carer will be notified and child must wait where coach can see them.</li> <li>Swimmers not permitted to leave the building except in the care of a responsible adult.</li> </ul>	<b>1</b>	<b>2</b>	<b>2</b>	<ul style="list-style-type: none"> <li>Parent contact details available for all Coaches.</li> <li>Late Collection policy in place.</li> <li>Coaches will not leave the facility until all swimmers have been collected.</li> </ul>	Coaches Parents Centre Staff	<b>2</b>
<b>AFTER TRAINING</b>								
<b>Injury while changing</b> <i>E.g. slips/falls while showering</i>	<b>Swimmer</b>	<ul style="list-style-type: none"> <li>Use shower area in the correct manner.</li> <li>No running around in the changing rooms or other messing around.</li> <li>Vulnerable children to be supervised by parent/guardian.</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>	<ul style="list-style-type: none"> <li>Coaches to educate swimmers on appropriate conduct on poolside and in the changing rooms..</li> <li>Safety is everyone's responsibility.</li> </ul>	Swimmers Parents/Guardians Coaches	<b>4</b>
<b>Late Collection</b>	<b>Swimmers</b>	<ul style="list-style-type: none"> <li>Swimmers not permitted to leave the building except in the care of a responsible adult.</li> </ul>	<b>1</b>	<b>2</b>	<b>2</b>	<ul style="list-style-type: none"> <li>Parent contact details available for all Coaches.</li> <li>Late Collection policy in place.</li> <li>Coaches will not leave the facility until all swimmers have been collected.</li> </ul>	Swimmers Parents/Guardians Coaches	<b>2</b>



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<b>COACHES QUALIFICATIONS</b>								
<b>Competency</b>	<b>Swimmers</b>	<ul style="list-style-type: none"> <li>All sessions are overseen by a qualified Scottish Swimming teacher/coach and operated in accordance with Scottish Swimming guidelines.</li> <li>As part of the induction process all Coaches also go through specific facility and club information in case of an emergency.</li> <li>For coaching sessions on poolside alone the minimum qualification of a Level 2 Teacher/Coach is required.</li> <li>Coaches must be 18&amp;O to supervise a session independently.</li> </ul>	<b>1</b>	<b>2</b>	<b>2</b>	<ul style="list-style-type: none"> <li>Ensure appropriate cover is in place to assist during holiday times. In the event of inadequate cover training will be cancelled.</li> <li>Ensure a minimum of two coaches per session.</li> </ul>	Club Committee Coaches	<b>2</b>
<b>Competency</b>	<b>Swimmers</b>	<ul style="list-style-type: none"> <li>Copies of Coach Qualifications stored digitally and analogue.</li> <li>Leisure Centre carries out Child Protection Audits yearly to request copies of coaches PVGs and Qualifications</li> </ul>	<b>1</b>	<b>2</b>	<b>2</b>	<ul style="list-style-type: none"> <li>Any changes to coaches qualifications will be communicated to the Committee and Wellbeing Protection Officer.</li> </ul>	Club Committee Coaches	<b>2</b>



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<b>MAJOR INCIDENTS</b>								
<b>Fire or Chemical Spill</b> <i>Burns</i> <i>Smoke/toxic gas inhalation</i> <i>Crush injuries while escaping</i>	<b>Everyone</b>	<ul style="list-style-type: none"> <li>Leisure Centre Fire Evacuation Plan</li> <li>Exits to be kept clear of bags and equipment</li> <li>Emergency contact numbers taken to training each session.</li> <li>Pool Alarm and Fire Alarm points on poolside (and throughout building)</li> </ul>	<b>1</b>	<b>4</b>	<b>4</b>	<ul style="list-style-type: none"> <li>Lifeguards and coaches to be aware of the evacuation plan, exits and assembly points.</li> <li><b>ALL MUST LISTEN TO LIFEGUARD INSTRUCTIONS</b></li> </ul>	Centre Staff Coaches	<b>4</b>
<b>Other major incidents</b> <i>E.g. bomb threat, structural failure, lighting failure</i>	<b>Everyone</b>	<ul style="list-style-type: none"> <li>Leisure Centre Fire Evacuation Plan</li> <li>Exits to be kept clear of bags and equipment</li> <li>Emergency contact numbers taken to training each session.</li> <li>Pool Alarm and Fire Alarm points on poolside (and throughout building)</li> </ul>	<b>1</b>	<b>4</b>	<b>4</b>	<ul style="list-style-type: none"> <li>Lifeguards and coaches to be aware of the evacuation plan, exits and assembly points.</li> <li><b>ALL MUST LISTEN TO LIFEGUARD INSTRUCTIONS</b></li> </ul>	Centre Staff Coaches	<b>4</b>