



## 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 Club Galas/Club Championships</b>
<b>Objectives:</b>	<b>Safe Competition Environment</b>
<b>Review Date:</b>	<b>July 2022</b>



<b>Activity:</b>	Club Gala/Club Championships	<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 COMPETITION: 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 COMPETITION: INDOORS</b>								
<b>Movement around poolside and changing area</b> <i>Slips, trips and falls</i>	Swimmers 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> <li>Coaches to stagger entry to changing facilities where possible.</li> <li>Marshalling areas to be set up to ensure adequate seating for swimmers.</li> </ul>	Centre Staff Coaches Club Officials	4



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<b>BEFORE COMPETITION: INDOORS</b>								
<b>Poolside warm-up</b> <i>Strains and sprains/other injuries</i>	<b>Swimmers</b>	<ul style="list-style-type: none"> <li>All swimmers instructed in correct warm-up.</li> <li>No messing around permitted.</li> </ul>	<b>1</b>	<b>2</b>	<b>2</b>	<ul style="list-style-type: none"> <li>Swimmers will be supervised through poolside warm up.</li> <li>Younger swimmers will be supervised.</li> </ul>	Coaches If present, senior swimmers and Club Captains	<b>2</b>
<b>Injury during setting up/putting away</b> <i>E.g. strains and other injuries</i>	<b>All</b>	<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>	<b>2</b>	<b>1</b>	<b>2</b>	<ul style="list-style-type: none"> <li>New coaches will be trained on how to install lane ropes correctly.</li> </ul>	Coaches Other adults	<b>2</b>
<b>DURING COMPETITION</b>								
<b>Lane Numbers</b>	<b>Swimmers</b>	<ul style="list-style-type: none"> <li>During competition MAX lane numbers are: <b>56</b></li> <li>No more than <b>14</b> per lane</li> <li>Only <b>1</b> swimmer per lane during races.</li> <li>Leisure Centre NOP re: max bather numbers.</li> </ul>	<b>1</b>	<b>2</b>	<b>2</b>	<ul style="list-style-type: none"> <li>Lane numbers are controlled by the Head Coach (or Assistant Head).</li> <li>Coaches to monitor.</li> <li>Swimmers designated specific warm up groups to avoid crowded lanes.</li> </ul>	Coaches	<b>2</b>
<b>Lane Swimming</b>	<b>Swimmers</b>	<ul style="list-style-type: none"> <li>Lane direction communicated to swimmers prior to warm up.</li> <li>Controlled number and competency of swimmers per lane.</li> <li>Adequate gaps between swimmers starting.</li> <li>Adequate supervision and control.</li> <li>No diving off the blocks during warm up unless permitted.</li> </ul>	<b>1</b>	<b>2</b>	<b>2</b>	<ul style="list-style-type: none"> <li>Coaches to supervise warm up and control entry to lanes.</li> <li>Swimmers designated specific warm up groups to avoid crowded lanes.</li> </ul>	Coaches	<b>2</b>



Risk	Who	Controls	Risk Analysis			Further Controls/Notes	Responsibility	Residual Risk
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<b>DURING COMPETITION (continued)</b>								
<b>Drowning</b>	<b>Swimmers</b>	<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>	<b>1</b>	<b>4</b>	<b>4</b>	<ul style="list-style-type: none"> <li>Adhere to Leisure Centre NOP and EAP.</li> <li>Young, inexperienced swimmers or those competing for their first time will be placed at the lane closest to the pool edge (Club organised competitions)</li> </ul>	Centre Staff Coaches	<b>4</b>
<b>Diving</b>	<b>Swimmers</b>	<ul style="list-style-type: none"> <li>Diving at the deep end only</li> <li>Swimmers will only be permitted to dive during specific times in the warm up.</li> <li>Coaches to monitor and ensure safety.</li> <li>Centre staff and Coaches to ensure blocks are secure before use.</li> <li>During races, swimmers will be called to marshalling 3 events in advance to ensure no crowding behind the blocks.</li> </ul>	<b>1</b>	<b>2</b>	<b>2</b>	<ul style="list-style-type: none"> <li>Club Officials (time keepers, judges etc.) will be behind the blocks but will stand back to avoid crowding the diving area.</li> <li>Swimmers not permitted to walk behind the blocks unless competing in a race.</li> </ul>	Centre Staff Coaches	<b>2</b>
<b>Backstroke</b> <i>Injury through colliding with wall</i>	<b>Swimmers</b>	<ul style="list-style-type: none"> <li>Ensure backstroke flags are in place</li> <li>Coach education regarding finishing in Backstroke</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>	<ul style="list-style-type: none"> <li>Coach intervention</li> </ul>	Centre Staff Coaches	<b>4</b>
<b>Lane Ropes</b> <i>Entanglement Collision</i>	<b>Swimmers</b>	<ul style="list-style-type: none"> <li>Ensure lane ropes are securely fixed in place</li> <li>Do not overcrowd the lane.</li> </ul>	<b>2</b>	<b>2</b>	<b>4</b>		Centre Staff Coaches	<b>4</b>



Risk	Who	Controls	Risk Analysis			Further Controls/Notes	Responsibility	Residual Risk
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<b>DURING COMPETITION (continued)</b>								
<b>Movement around poolside and changing areas.</b> <i>Slips, trips and falls</i>	<b>Swimmers</b> <b>Coaches</b> <b>Technical Officials (timekeepers, judges)</b>	<ul style="list-style-type: none"> <li>Movement behind the blocks restricted to swimmers racing, timekeepers, judges and coaches.</li> <li>Swimmers requiring access to the changing area must do so via the raised area at shallow end.</li> <li>Coach intervention.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Centre staff regularly check the changing facilities and clean as required.</li> <li>Coaches to stagger entry to changing facilities where possible.</li> <li>Marshalling areas to be set up to ensure adequate seating for swimmers.</li> </ul>	Centre Staff Coaches Club Officials	4
<b>Panic Attack 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>Young, inexperienced swimmers or those competing for their first time monitored closely and only entered into events that they are capable of.</li> </ul>	Coaches	2
<b>Medical Conditions</b>	Swimmers	<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>	2	3	6	<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	2 x 2 = 4



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<b>DURING COMPETITION (continued)</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>
<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 competing, 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> </ul>	Coaches Parents Centre Staff	<b>2</b>



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<b>AFTER COMPETITION</b>								
<b>Injury while changing</b> <i>E.g. slips/falls while showering</i>	Swimmer	<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>	2	2	4	<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	4
<b>Late Collection</b>	Swimmers	<ul style="list-style-type: none"> <li>Swimmers not permitted to leave the building except in the care of a responsible adult.</li> </ul>	1	2	2	<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	2
<b>COACHES/OFFICIALS</b>			<b>Likelihood</b>	<b>Impact</b>	<b>Risk</b>			
<b>Competency</b>	Swimmers	<ul style="list-style-type: none"> <li>Copies of Qualifications stored digitally and analogue.</li> <li>Volunteers/Time Keepers/Officials (including scorekeepers) will be given a short induction prior to assisting. Time Keepers and Judges are encouraged to seek qualification from Scottish Swimming or other.</li> </ul>	1	2	2		Club Committee Technical Officials Volunteers Coaches	2



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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> </ul> <b>ALL MUST LISTEN TO LIFEGUARD INSTRUCTIONS</b>	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> </ul> <b>ALL MUST LISTEN TO LIFEGUARD INSTRUCTIONS</b>	Centre Staff Coaches	<b>4</b>