



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
Activity/Environment: Away Competitions/External Meets
Objectives: Safe Competition
Review Date: July 2022



Activity:	Away Competitions/External Meets	Responsible Person:	DASC Committee and Head Coach
		Review Date:	01/07/2022

Risk	Who	Controls	Risk Analysis			Further Controls/Notes	Responsibility	Residual Risk
			Likelihood	Impact	Risk			
TRANSPORT/TRAVEL (see separate Travel Risk Assessment)								
Arrival at the venue	Swimmers Coaches Adult Helpers	<ul style="list-style-type: none"> All participants to be given instructions regarding when to arrive and where to meet. Where possible, the Head Coach (or other Coach) should arrive at the venue before the swimmers. 	1	2	2	<ul style="list-style-type: none"> Details of the venue should be sent to parents and swimmers at least two weeks before the event and then again the day before the event to ensure everyone is aware. 	Coaches Adult Helpers Technical Officials	2
Before entering the facility/pool hall	Swimmers Coaches Adult Helpers	<ul style="list-style-type: none"> Coaches to take register to ensure all swimmers are present. Once all swimmers are accounted for they should be given instructions regarding changing facilities, seating areas etc. Coaches to accompany swimmers through the venue to the allocated seating area for the team. 	1	2	2	<ul style="list-style-type: none"> One coach (or other responsible adult) should remain with the swimmers while the Head Coach (or other Senior Coach) goes to Meet Organiser to receive Meet Information Pack and Start Sheets. 	Coaches Adult Helpers Technical Officials	2



Risk	Who	Controls	Risk Analysis			Further Controls/Notes	Responsibility	Residual Risk
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MEDICAL ISSUES/ACCIDENT & INJURY								
Medical conditions including allergies	Swimmers Coaches	<ul style="list-style-type: none"> Medical details to be recorded on spreadsheet. Ensure all swimmers have access to inhalers etc. they might need. If swimmer has an epi-pen, Coach or Team Manager to ensure they know where it is kept. Parents/guardians must advise the coach of any short term health issues; Coach to decide if swimmer can swim. Centre Staff trained in First Aid. NO NUTS ALLOWED POOLSIDE. 	2	3	6	<ul style="list-style-type: none"> Coach or Team Manager to raise the alarm if help is needed; Meet Referee may pause the event. Significant long term conditions: parent/guardian to remain poolside if swimmer might need help managing their condition. Ultimately, where risk comes from condition rather than activity, parent and child to decide whether risk is acceptable. 	Coaches Parents <ul style="list-style-type: none"> to keep club updated no nuts Team Manager Technical Officials Centre Staff (First Aid Cover) Hosts	2 x 2 = 4
Choking on food	Swimmers	<ul style="list-style-type: none"> Coaches and Team Manager to supervise. Centre Staff trained in First Aid. 	1	2	2	<ul style="list-style-type: none"> Call for help immediately while providing first aid if competent 	Coaches Team Manager Centre Staff (First Aid Cover)	2
Hypothermia OR Overheating	Swimmers	<ul style="list-style-type: none"> Swimmers advised to bring t-shirts, shorts, and hoodies. Water freely available. 	2	2	4	<ul style="list-style-type: none"> Too cold: get dry; put on t-shirt. If still cold, get dressed. Too hot: arrange for swimmer to be taken off poolside (where likely to be cooler) by responsible adult. Encourage swimmer to drink. Call for help if serious or no improvement. 	Coaches Team Manager Parents <ul style="list-style-type: none"> pack t-shirt and hoodie Parents of younger swimmer to stay on site. 	4



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MEDICAL ISSUES/ACCIDENT & INJURY								
Injury - e.g. slips, trips & falls; injury on pool equipment while swimming	Swimmers	<ul style="list-style-type: none"> Coaches and Team Manager to enforce no running, no messing around. Appropriate footwear only. Ensure all bags and equipment are stowed away from walkways. Obey officials, Coach and Team Manager at all times. Centre Staff are First Aid and Lifeguard trained. NO GLASS ALLOWED ON POOLSIDE. 	2	2	4	<ul style="list-style-type: none"> Coaches and Team Manager can deal with minor cuts (if competently trained) More serious injuries: call for help. 	Coaches Team Manager Parents: no glass Centre Staff (first aid and lifeguard cover) Hosts	4
Strains & sprains/ other injuries during warm up.	Swimmers	<ul style="list-style-type: none"> All swimmers instructed in correct warm up procedures. Minimum of one Coach to supervise swimmers during warm up. No messing around permitted. 	1	2	2	<ul style="list-style-type: none"> First Aider if pain is significant. 	Coaches (warm up technique) Team Manager Centre Staff (first aid cover)	2
Injury from diving	Swimmers	<ul style="list-style-type: none"> Swimmers should not start from the blocks unless adequately skilled and experienced. Coach and Team Manager to ensure all swimmers briefed on pool depth. 	1	3	3	<ul style="list-style-type: none"> Professional advice if any blow to the head. 	Coaches Team Manager Centre Staff (first aid cover)	3



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MEDICAL ISSUES/ACCIDENT & INJURY								
Drowning	Swimmers	<ul style="list-style-type: none"> Lifeguards on duty throughout No swimmers to enter the water before the lifeguards/officials are in position. Warm up supervised by Coaches and Officials 	1	4	4	<ul style="list-style-type: none"> Follow instructions from Centre Staff at all times. 	Coaches Team Manager Centre Staff (lifeguard cover)	4
Exhaustion	Swimmers	<ul style="list-style-type: none"> All entries must be pre-approved by the Head Coach (or other Senior Coach) to ensure event matches ability. Coaches to monitor swimmers throughout the session. 	2	2	4	<ul style="list-style-type: none"> Allow swimmers to sit or lie down. Encourage swimmers to eat/drink. Get help from first aider if problem severe. DO NOT FORCE A SWIMMER TO DRINK IF NOT THIRSTY: over-hydration can be dangerous. 	Coaches (pre-entry screening) Team Manager	4
Swimmer de-hydrated/weak from lack of food	Swimmers	<ul style="list-style-type: none"> All swimmers to bring snacks and water bottles with them (nb. NO NUTS) 	2	1	2	<ul style="list-style-type: none"> Encourage swimmer to eat and drink. DO NOT FORCE A SWIMMER TO DRINK IF NOT THIRSTY: over-hydration can be dangerous. 	Parents (pack suitable snacks) Coaches Team Manager	2



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EMOTIONAL AND BEHAVIOURAL ISSUES								
Swimmer becomes distraught due to nerves or disappointment; panic attacks; hyperventilating	Swimmers	<ul style="list-style-type: none"> Coaches, Team Managers and the Team to adopt and foster a “give it your best shot” attitude and supportive atmosphere. Parental phone number on spreadsheet. Coach awareness. Parents of younger swimmers to remain on the premises. Centre Staff are First Aid trained. 	2	1	2	<ul style="list-style-type: none"> Comfort swimmer; encourage them to eat something. Call parents for more support if needed. Ask for help from First Aider if hyperventilating/panic attack. 	Coaches Team Manager Parents stay on premises for younger swimmers support your swimmer unconditionally Centre Staff (first aid cover)	2
Swimmer goes missing	Swimmers	<ul style="list-style-type: none"> Swimmers must not leave poolside during the session without getting prior permission. Only older swimmers may leave poolside (e.g. to go to the toilet/change into racing costume) alone; younger swimmers to go in small groups (min 3) of same gender. If swimmer has to cease swimming, parent/guardian to be notified and swimmer must wait where they can be seen. No swimmer permitted to leave the building except in the care of a responsible adult and having told the Coach. 	1	2	2	<ul style="list-style-type: none"> Swimmers to be briefed prior to competition of the expectations and behaviours. Follow Centre EAP in the case of missing/lost child if serious. 	Coaches Team Manager Parents: ensure swimmers know not to leave poolside without telling the Coach or Team Manager	2



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EMOTIONAL AND BEHAVIOURAL ISSUES								
Swimmer leaves poolside and refuses to return	Swimmers	<ul style="list-style-type: none"> Coaches, Team Managers and the Team to adopt and foster a “give it your best shot” attitude and supportive atmosphere. Coaches and Team Manager to be alert for swimmers who might be feeling the pressure; try to offer support before problems become serious. 	2	1	2	<ul style="list-style-type: none"> Appropriate person (Team Manager if one available/Club Captain/senior swimmer) to talk to swimmer. If that fails, ask parents to come and collect swimmer. 	Coaches Team Manager Club Captains and Senior Swimmers Parents <ul style="list-style-type: none"> ensure to give accurate contact numbers and be contactable. remain on site for younger swimmers if you suspect problems might arise. 	2
LOGISTICAL ISSUES								
Team Manager or Coach becomes ill	Coach Team Manager		1	2	2	<ul style="list-style-type: none"> Club Captain/senior swimmer/another coach or adult helper to alert Meet Referee and Lifeguard Follow instructions of organisers and the Centre Staff 	Everyone	2
Swimmer not collected at the end of the session/meet	Swimmers	<ul style="list-style-type: none"> Spreadsheet with contact details for Parents/Guardians. Parent/Guardian of younger swimmers required to remain during the event. Late collection policy 	2	1	2	<ul style="list-style-type: none"> Follow the Club’s Late Collection Policy. Ask the swimmer if there is another family member who could collect. Wait with swimmer with at least one other adult. 	Parents Coaches Team Manager	2



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SAFEGUARDING ISSUES								
Emotional or physical abuse	Swimmers	<ul style="list-style-type: none"> All Coaches and Team Managers to be PVG checked. Child Wellbeing and Protection Training for Coaches and Team Managers. Club Captains to encourage older swimmer to look out for others. Code of conduct for swimmers, parents and coaches (available on website). 	2	2	4	<ul style="list-style-type: none"> If unacceptable or worrying behaviour is witnessed: Record the event Discuss with the Wellbeing and Protection Officer if available or another Coach or volunteer if not. Follow Club and Scottish Swimming Wellbeing and Protection guidance. If swimmer is at risk of imminent harm or swimmer abuse is suspected, telephone Scottish Swimming Safeguarding Officer on 07832 117491 (unless swimmer needs medical attention in which case call the ambulance/doctors/take swimmer to hospital; state that the concern is of a swimmer protection nature) 	Everyone: Welfare is the responsibility of everyone.	4
Bullying	Swimmers	<ul style="list-style-type: none"> Coach and Team Manager supervision. Swimmers to speak up if they witness bullying. Code of conduct from swimmers (available on website and in file) 	2	2	4	Sanctions as per the Code of Conduct: <ul style="list-style-type: none"> Verbal warning in the first instance If behaviour persists, perpetrator removed from the event. See Code of Conduct for further details. 	Coaches Team Manager Parents Everyone	4



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SAFEGUARDING ISSUES (continued)								
Inappropriate photography	Swimmers	<ul style="list-style-type: none"> Swimmers who are not to be photographed will be identified on the spreadsheet. Coach or Team Manager to check spreadsheet in advance to ensure they are aware of any photography restrictions. Swimmers Code of Conduct, Social Media Policy and Acceptable Use of Photographic and Video Equipment (available on website). Coaches and Team Manager to be aware of swimmers taking photos of each other while waiting and monitor where possible. Follow the Meet Rules regarding photographic and video equipment. No cameras to be used in the changing rooms. Team Photos should follow the Acceptable Use of Photographic and Video Equipment policy. 	2	2	4	<ul style="list-style-type: none"> If photo being taken contravenes these guidelines, delete without sharing. Inform parents/guardians if photo was of a not to be photographed swimmer and it has been shared or uploaded (most devices upload photos to the cloud automatically once they get internet connection). If a swimmer is causing distress to another, may be appropriate to treat as bullying. If indecent photos are suspected, retain and secure the device is possible. Consult the Club's and Scottish Swimming Child Protection and Wellbeing Policy 	Coaches Team Manager Everyone	4



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SAFEGUARDING ISSUES (continued)								
Fire/building collapse/chemical spill/terrorist incident	Swimmers Coaches Team Manager Technical Officials Parents	<ul style="list-style-type: none"> Coaches and Team Manager to familiarise themselves with the pool layout and emergency exits. Listen to the briefing at the start of the event. Keep emergency exits clear; this is everyone's responsibility. Alert official/referee if cause for concern (e.g. smell smoke/see fire/evidence of dangerous levels of chlorine or other chemicals). 	1	4	4	<ul style="list-style-type: none"> KEEP CALM FOLLOW LIFEGUARD INSTRUCTION AT ALL TIMES 	Coaches Team Manager Centre Staff Hosts	4