



RISK ASSESSMENT – HOME GALAS at Haileybury, Hartham and John Warner Pools

Potential Hazard	Who is at risk?	Existing Precautions	Risk (with precautions in place)		Personnel Responsible
			Severity of Injury	Likelihood	
<p>People Hazards-Entry & Exit Spectators entering pool before admission stewards are in place. Injuries due to falls caused by overcrowding through entrance or in spectator area. Increase in exit time in emergency.</p>	Spectators of host and visiting clubs	Club volunteer organiser appoints entrance and admission (table) stewards at least a week before the gala. Checks they are in-situ controlling flow of spectators into venue and then viewing area, Promoter aware of venue PSOP and EAP. Issue of spectator tickets by team administrator in advance of Hartham galas to ensure spectator numbers do not exceed venue's stated maximum (of 90).	L to M	L	Club Promoter, volunteer coordinator, team administrator & designated entrance stewards and facility staff
<p>Swimmers entering pool area before officials and lifeguards are in-situ. Swimmers may enter or fall into water unsupervised. Risk of drowning for weak/novice swimmers</p>	Swimmers of host and visiting clubs	Club volunteer organiser and fixtures sec ensure that all necessary officials, lifeguards & end of lane stewards have been arranged. Checks done that these are in place, before swimmers enter the poolside area. Lifeguards must hold in-date NPLQ. When not supplied by the venue manager they will be supplied by the Club after NPLQ validity checked.	L to H	L	Club promoter & stewards, officials, facility lifeguards and staff. Club volunteer administrator keeps copies of NPLQ certificates.
<p>Wet Swimmers Entering Spectator area barefooted. Spectator area surfaces may be or become slippery -swimmer or spectators fall.</p>	Swimmers & Spectators	All swimmers instructed to report to poolside stewards before leaving poolside. Swimmers instructed to wear suitable footwear & to dry off before leaving poolside.	M	L	Poolside swimmer stewards
<p>Under 18y swimmers leaving venue early. Risk of abduction or injury.</p>	Swimmers	Poolside stewards advise swimmers not to leave building before collection by parents-In line with SE Child Protection Policy. Reference to Club Parents Code of Conduct	L to M	L	Poolside swimmer stewards, parents
<p>Pool/Venue Hazards Fire exits are obstructed delaying evacuation in an emergency/fire</p>	Swimmers, officials and spectators	<p>Laminated copy of SE 'announcer's swimming official's prompt card is kept in gala box on recording table.</p> <p>Referee or designated person checks fire exits are clear inside and out. Announcer's Safety announcement before competition commences alerts everyone to number and location of fire exits. Club EAP links into facility EAP-process as for training sessions.</p>	L to H in emergency	H in emergency	Referee/designated official, facility staff
<p>Pool steps left in and swimmers catch themselves on steps</p>	Swimmers	Ensure all steps have been removed before warm-up commences'.	L to M	L	Initially facility staff. Club Officials & life guards check this has been done.

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At Haileybury Pool-Outer edge lane ropes are not in position. Deck level water means swimmers unaware of, and collide with, pool edge.	Swimmers	Anti-wave lane ropes fixed along both deck level pool sides to alert swimmers to boundaries of outside lanes.	L to M	L	Club Safety Officials, and facility staff
No backstroke flags in place. Backstroke swimmers hitting head or hands hard on wall at turns or finishes.	Swimmers	Ensure both sets of backstroke flags are in place at correct distance (5m) from ends of pool.	M to H	L	Club Safety Officials, and facility staff
Starting blocks-unstable or too high-causing over-deep dive – hitting head/hands on pool floor.	Swimmers	Each block checked for stability and compliance with SE regulations before warm-up commences. Maximum height block 750mm above water surface.	H	L	Club Safety Officials, and facility staff
Slack lane ropes-swimmers catching arms on hard plastic anti-wave lane ropes.	Swimmers	Ensure that all ropes are correctly tensioned	L	L	Club Safety Officials, life guards and facility staff
Incorrect location of recording table, & starting equipment. Obstruction, & electrical leads can cause people to trip up Electrocution..	Swimmers and officials	Check that recording table is positioned safely and does not obstruct poolside access. Ensure that all cables are secured and covered. All equipment tested before competition commences. All electrical equipment should meet safety standards.	L to M	L	Club Safety Officials
People/Organisational hazards. No safety announcements before warm-up-Lack of awareness of water depths-swimmer may hit head diving in.	Swimmers, officials and spectators	Announcer appointed before gala reads safety announcements before warm-up-including pool depths and reminders wrt swimmer competitive start competence.	M to H	L	Club Announcer
Unsupervised warm-ups can lead to poor lane organisation and result in collision or diving injury.	Swimmers	Warm-up lanes allocated to each Club. Announcer gives clear instructions if swimmers need to be split into different warm-up sessions by age and / or sex. Stewards in place to instruct swimmers of lane direction. Referee can instruct Time keepers to assume this role eg in our Club Champs.	M to H	L to M	Coaches and Club Officials
Diving during warm-ups & competition. Risk of hitting head or hands on pool floor.	Swimmers	Warm-up-Diving at designated time at end each warm-up session. Clear instructions from announcer wrt designated 'sprint lanes' & times. Strict supervision in place for each lane ensuring uni-directional. Club keeps competitive start award records. Swimmers 'start' appropriate to level of competence.	H	L to M	Host and visiting Clubs Stewards & coaches are responsible for supervising their own lanes.
Jewellery -on swimmers can snag injuring themselves or other swimmers. Glass bottles can break	Swimmers, all poolside users	Poolside stewards ensure swimmers not wearing jewellery and have not brought drinks in glass bottles. If found glass bottles removed from poolside and swimmer advised plastic only in future..	M	L	Poolside Stewards, Parents