

**Team Management - RISK ASSESSMENT – RA1 REV 2) -2/3/18**  
**Risk Assessment for: Falkirk Otter ASC Regular Training and Coaching**

Potential Hazard	Who is at risk?	Potential impact prior to reduction measures	How likely	Control Measures	Responsibilities	Revised impact/ Likelihood after Control measures implemented	Action to be taken if risk occurs
		High Med Low	Very Likely Possible Unlikely				
Allergic reaction or Food allergies causing serious or life threatening incident	Swimmer, Coach, poolside assistant	High	Possible	<p>Parents/guardians to notify the club of any allergies, which are likely to cause harm. The club will then notify the head coach. All officials, coaches or swimmers involved in poolside activities will be notified of any allergy concerns and specific procedures identified</p> <p>Eating certain food stuffs where there is a known allergy during swim sessions will not be permitted.</p> <p>Coach/ lifeguard or pool rescue attendant to monitor swimmers and participants.</p> <p>The club coaches or officials will not administer drugs.</p>	<p>Membership secretary</p> <p>Head Coach</p> <p>Session coach</p> <p>Session coach</p> <p>Life guard</p>	Medium/ Unlikely	<p>All swimmers parents/carers to be notified of any allergy concerns.</p> <p>First Aider to be contacted if an allergic reaction occurs or is suspected. Each venue will have a trained first aider. If required contact emergency services</p>
Chemical or other foreign body in pool at wrong dosage or resulting in personal injury	Swimmer, Coach, poolside assistant	High	Very Likely	<p>Venue management to provide safe environment and control chemicals for pool and ensure safe storage of chemicals. Evidence of testing available for inspection if required</p> <p>Coaches to monitor during session for rashes or other reactions</p> <p>If pool appears to be dirty or containing a foreign object which could create a hazard. The swimmers should leave the pool and Venue Management should be contacted and they will carry out cleaning procedure as required</p>	<p>Facilities coordinator</p> <p>Coach of session</p> <p>Coach at session</p>	Medium/ Unlikely	<p>Coaches and helpers to notify of any concerns to Facilities coordinator, who will inform venue management to ensure compliance</p> <p>If coaches are concerned the pool condition could cause harm they should suspend swimming session</p>

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Pool incident occurs (requiring pool rescue) which could cause injury or Drowning	Swimmer, Coach, poolside assistant	High	Possible	<p>One Trained Pool rescue attendant or lifeguard to be present at all swimming sessions. Note a min of 2 coach/ poolside assistants should cover training sessions so that swimmers can be monitored. This will be increased at Grangemouth when 2 pools are used.</p> <p>Pool rescue procedures to be implemented by trained staff if incident occurs</p> <p>Training records to be maintained by club for Otters coaches</p>	<p>Head Coach</p> <p>Lifeguard or pool rescuer</p> <p>Secretary &amp; Head Coach</p>	Medium/ Unlikely	<p>Coach to ensure sessions are not commenced or are suspended if suitable lifeguard or poolside rescue cover is not available.</p> <p>If no lifeguard or poolside rescue available- no swimming</p> <p>First aider to be contacted if incident/accident occurs, or contact emergency services</p>
Trips and slips causing injury	Swimmer, Coach, poolside assistant	Medium	Possible	<p>Keep poolside and changing room area free from items, which could cause trip or slip.</p> <p>Club to provide note to swimmers and parents briefing on avoidance of trips and slips.</p> <p>Venue operator to provide safe facilities and surfaces, this should be checked and monitored regularly</p>	<p>Coach and poolside helpers Swimmers</p> <p>President</p> <p>Facilities coordinator</p>	Low/ Unlikely	<p>Coaches to monitor and keep poolside edges and walkway areas clear of equipment etc that could cause trip or slip.</p> <p>In the event of an accident call the first aider or call emergency services</p> <p>Any obvious hazards that may present chance of injury / near miss to be reported to coach of session for onward reporting</p>

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Vehicle and pedestrian collision resulting in injury	Swimmer, Coach, poolside assistant	Medium	Possible	<p>Parents should escort swimmers in busy car parks Stick to designated walkways where these are available</p> <p>Club to issue a note to parents on car park safety</p> <p>Venue operator to provide safe car park facilities and surface</p>	<p>Parent / guardian</p> <p>President</p> <p>Facilities Coordinator</p>	Low/ Unlikely	In the event of an accident call the first aider of venue or contact emergency services.
Medication or pre-existing medical issues affecting participant resulting in injury	Swimmer, Coach, poolside assistant	Medium	Possible	<p>Parent/ Guardian/ participant to ensure club and coaching staff are aware of medical conditions this can be done at annual membership renewal or at any time to membership secretary or secretary</p> <p>Coach to be informed of any pre-existing medical issues</p> <p>Coach/ lifeguard or pool rescue attendant can monitor swimmers and participants.</p>	<p>Parent / Guardian</p> <p>Membership Secretary</p> <p>Coaches, poolside helpers lifeguard</p>	Medium/ Unlikely	<p>The club coaches or officials will not administer drugs.</p> <p>First aider to be on site during session if incident occurs or contact emergency services</p> <p>If swimmer becomes ill during training session and requires to stop. The coach should contact the parent / guardian. Emergency contact list to be held by Club. Club to Provide Note to Parent and guardians about being available during session if required</p>
Dehydration causing injury	Swimmer, Coach, poolside assistant	Medium	Possible	<p>Swimmers take drinking water to each session. Water is available at the swimming venues if required</p> <p>Coaches to allow rehydration during session. Parents to ensure water bottles taken to training</p> <p>Provide Note to parents re dehydration issues</p>	<p>Coaches and poolside helpers Parent / guardian</p> <p>President</p>	Low/ Unlikely	If swimmers become dehydrated Coaches to allow rehydration during session.

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Sporting activities – risk of injury.	Swimmer	Medium	Possible	<p>Suitable training for coaching staff</p> <p>Coaches to be aware of potential injuries occurring.</p> <p>Coaches to be informed by Parent/ Guardian of any injuries that could affect performance or could lead to further injury.</p> <p>Suitable provision of information to swimmers from coaches on avoidance of injury including stretches etc</p> <p>Use foam mats for any land training floor based exercises to avoid injuries.</p> <p>Parents to ensure training equipment provided in in good order. Note to be provided to parent/ guardian</p>	<p>President and head Coach</p> <p>President / Head Coach</p> <p>Coaches</p> <p>Parents / Guardian</p>	Low/ Unlikely	<p>Coaches to stop swimmer from getting further injury by suspension of the swimmers session if required. Parent to be informed, if required, at end of the session. Club to Provide Note to Parent and guardians about being available during session if required</p> <p>First aider on site if required or if severe call emergency services</p> <p>Defective equipment reported and replaced</p>
Compliance with normal operating procedures at pool or training venue resulting in injury	All	Medium	Possible	<p>Become familiar and comply with venue rules</p> <p>Provide note to Parent /Guardians regarding their responsibilities for reading and understanding venue rules</p>	<p>Coaches, helpers, parents, Guardians</p> <p>President</p>	Low/ Unlikely	All participants to make themselves aware of venue regulations and follow venue instructions if incident occurs

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Fire at venue causing injury or death	All	High	Possible	<p>Venue management to have a suitable fire evacuation and fire risk assessment is in place and suitable trained staff are in place to manage any evacuation required</p> <p>Fire evacuation notices and information to be posted at venues</p> <p>Leave building by nearest fire exit and muster at Fire Muster point.</p> <p>Coaching staff and helpers to make themselves aware of all instructions of “what to do in event of a fire” which unless otherwise directed will be to leave building by nearest fire exit and muster at Fire Muster point.</p> <p>If a fire is found by a club member or official, raise alarm and exit building to muster point</p>	<p>Check by Facilities coordinator</p> <p>Facility manager</p> <p>Site Fire warden</p> <p>Coaches and poolside helpers</p> <p>Coaches and poolside helpers</p>	Medium/ Unlikely	<p>Contact emergency services</p> <p>Follow instructions of site Fire warden.</p> <p>Coach/ warden to ensure all swimmers are gathered and head count carried out. Missing person to be informed to warden or emergency services</p> <p>Suitable foil blanket or similar to be provided to swimmers via the facility management/ fire coordinator to keep swimmers warm if evacuated</p>
Deterioration or facilities exposing sharp edges or other hazards causing injury	All	Medium	Possible	<p>Venue operators are responsible for the upkeep of the pool and changing areas.</p> <p>Coaches and helpers to let facilities coordinator know if they feel the facilities require attention</p>	<p>Coaches and poolside helpers &amp; Facilities Coordinator</p>	Low/ possible	<p>Pool areas to be checked on an on-going basis by Coaches and Venue management. Areas with damage are not to be used if likely to cause harm</p>

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Bullying, resulting in mental health issues.	Swimmer, Coach, poolside assistant	Medium	Possible	<p>A coach/ CPO to have completed Safeguarding of Children course and up to date records maintained.</p> <p>All officials and volunteers and parents to sign up to the Otter Code of Conduct.</p> <p>Any behaviour and or bullying from swimmers to coaches and or poolside helpers will not be tolerated and Coach on session will draw any such matter to the attention of the parent/guardian as well as the Otter Committee who will have sole discretion to expel any swimmer from the club.</p>	<p>CPO/ Secretary</p> <p>CPO/ membership secretary</p> <p>Coach on session</p>	Unlikely/low	Any incidents to be reported to the CPO
Physical abuse leading to personal injury	Swimmer, Coach, poolside assistant	Medium	Possible	<p>All regulated work roles for working with children to have secured full PVGs</p> <p>All sessions to be presented by no less than 2no adults at any one time.</p> <p>No access will be permitted by coaching staff, parents, or helpers to any single sex changing facility, unless for reasons of emergency.</p>	<p>CPO</p> <p>Coach on session</p> <p>Coach on session/ helper</p>	Unlikely/low	Any incidents to be reported to the CPO
Migration route between drop off/pick up and pool, giving risk to personal injury and or risk of abduction	Swimmer	High	Possible	<p>Swimmer to be suitably escorted to and from the pool by parent/guardian and attend poolside only if the coach on session is present. Note to be provided to parents / guardians confirming this</p> <p>Specific to Falkirk High School venue- swimmers arriving at the start of any session (6:00pm for evenings) and any morning session, must not proceed through to the pool area until such times that the Coach on session has arrived.</p> <p>Specific to Falkirk High School - swimmers are not permitted under any circumstances to re-enter the pool area after exiting the pool to get changed.</p> <p>Note to be provided to parents and Guardian re procedures</p>	<p>Parent / guardian</p> <p>Parent/ guardian</p> <p>Parent/ Guardian</p> <p>President</p>	Unlikely/low	Any incidents to be reported to the emergency services.

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The above risk assessment has been prepared to help manage risks at training sessions and similar events. It is not expected to be exhaustive and it will be reviewed on a regular basis by those responsible within the club or when there is a change to circumstances. If any party believes the content to be incorrect or require to be updated, then this should be reported to the President of the Otter ASC who will make arrangements for review.

Note - this document should be read in conjunction with any rules, regulations, fire action plan or other Falkirk Council or trust requirements imposed or communicated as part of the pool let or on noticeboards and signage

**If in doubt on the content, then please ask**

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<b><u>Risk assessment reviewed and understood sign and Print</u></b>	<b><u>Date</u></b>

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