

Team Management - RISK ASSESSMENT – RA3 REV 0) -30/4/18
Risk Assessment for: Falkirk Otter ASC Organised Galas or Swim Meets

Potential Hazard	Who is at risk?	Potential impact prior to reduction measures High Med Low	How likely Very Likely Possible Unlikely	Control Measures	Responsibilities	Revised impact/ Likelihood after Control measures implemented	Action to be taken if risk occurs
Allergic reaction or Food allergies causing serious or life threatening incident	Swimmer, Coach, poolside assistant, official or spectator	High	Possible	<p>Parents/guardians to notify the club of any allergies, which are likely to cause harm through their own procedures. The clubs will then notify the team manger or Coach</p> <p>Referee/ officials, coaches or swimmers involved in poolside activities will be notified of any allergy concerns and specific procedures identified in advance of Gala</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 unless qualified and authorised to do so</p>	<p>Gala Convener`</p> <p>Club Coach/Team manager/ officials</p> <p>Club Coach/Team manager</p>	Medium/ Unlikely	First Aider to be contacted if an allergic reaction occurs or is suspected. If required contact emergency services
Chemical or other foreign body in pool at wrong dosage or resulting in personal injury	Swimmer, Coach, poolside assistant or official	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/ team Mangers 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 or officials should be contacted and they will carry out cleaning procedure as required</p>	<p>Venue Management</p> <p>Club Coach/ Team manager</p> <p>Coach/ Team manager/ Officials</p>	Medium/ Unlikely	Coaches and helpers to notify of any concerns to referee, who will inform venue management immediately to ensure compliance. If coaches or helpers are concerned the pool condition could cause harm they should make the referee aware

Team Management - RISK ASSESSMENT – RA3 REV 0) -30/4/18
Risk Assessment for: Falkirk Otter ASC Organised Galas or Swim Meets

Pool incident occurs (requiring pool rescue) which could cause injury or Drowning	Swimmer, Coach, poolside assistant or official	High	Possible	<p>Lifeguard to be present at all swimming meets.</p> <p>Pool rescue procedures to be implemented by trained staff if incident occurs</p>	<p>Gala Convener</p> <p>Lifeguard</p>	Medium/ Unlikely	<p>If suitable lifeguard or poolside rescue cover is not available gala referee should be made aware</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 or official	Medium	Possible	<p>Keep poolside and changing room area free from items, which could cause trip or slip.</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>Venue operator</p>	Low/ Unlikely	<p>Coaches/officials and team managers 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 referee or host Gala Convenor for onward reporting.</p>

Team Management - RISK ASSESSMENT – RA3 REV 0) -30/4/18
Risk Assessment for: Falkirk Otter ASC Organised Galas or Swim Meets

Vehicle and pedestrian collision resulting in injury	Swimmer, Coach, poolside assistant, official or spectator	Medium	Possible	Parents/ Guardians should escort swimmers in busy car parks Stick to designated walkways where these are available Venue operator to provide safe car park facilities and surface	Parent / guardian Venue operator	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, official or spectator	Medium	Possible	Parent/ Guardian/ participant to ensure club and coaching staff are aware of medical conditions Coach at Club to be informed of any pre-existing medical issues by Individuals parents/ guardians or from club records Coach/ lifeguard to monitor swimmers and participants.	Parent / Guardian Participating Club Coaches, poolside helpers lifeguard	Medium/ Unlikely	The club coaches or officials will not administer drugs. First aider to be on site during session if incident occurs or contact emergency services If swimmer becomes ill during meet and requires to stop. The club coach should contact the parent / guardian. Emergency contact list to be held by Club. Parent and guardians about being available during gala s/meet if required
Dehydration causing injury	Swimmer, Coach, poolside assistant or official	Medium	Possible	Swimmers/ participant and officials to take drinking water to each gala. Water is available at the venue if required Coaches to allow rehydration during gala. Parents to ensure water bottles taken to training	Coaches and poolside helpers Parent / guardian	Low/ Unlikely	If swimmers become dehydrated Coaches to allow rehydration during gala.

Team Management - RISK ASSESSMENT – RA3 REV 0) -30/4/18
Risk Assessment for: Falkirk Otter ASC Organised Galas or Swim Meets

Sporting activities – risk of injury.	Swimmer	Medium	Possible	<p>Suitable training for coaching staff to be provided by club</p> <p>Club Coaches to monitor potential injuries occurring.</p> <p>Club 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>Head Coach</p> <p>Coach</p> <p>Parent/ Guardian</p> <p>Coaches, Team managers</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,</p> <p>Parent and guardians to be available during session if required in emergency</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>Club officials, Parent /Guardians to read and understanding venue rules</p>	Coaches, helpers, parents, Guardians	Low/ Unlikely	All participants to make themselves aware of venue regulations and follow venue instructions if incident occurs
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 an 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</p>	<p>Venue manager</p> <p>Site Fire warden</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>

Team Management - RISK ASSESSMENT – RA3 REV 0) -30/4/18
Risk Assessment for: Falkirk Otter ASC Organised Galas or Swim Meets

				<p>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>Safety announcement to be made a start of Gala to brief participants and spectators on emergency procedures</p>	<p>Coaches and poolside helpers</p> <p>Gala announcer</p>		<p>Suitable foil blanket or similar to be provided by participating clubs or venue management 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 officials know if they feel the facilities require attention</p>	Coaches and poolside helpers	Low/ possible	Pool areas to be checked on an on-going basis by Coaches, officials and Venue management. Areas with damage are not to be used if likely to cause harm
Bullying, resulting in mental health issues.	Swimmer, Coach, poolside assistant	Medium	Possible	<p>All officials and volunteers to be aware of the relevant Scottish swimming Code of Conduct.</p> <p>Any abusive behaviour and or bullying from swimmers to officials, coaches and or poolside helpers will not be tolerated and Coach or team manager on session will draw any such matter to the attention of the referee and parent/guardian as well as the individual club team manager for further review.</p> <p>Any abusive behaviour and or bullying from officials, coaches and or poolside helpers to swimmers will not be tolerated and officials, Coach or team manager on session will draw any such matter to the attention of the referee as well as the individual club team manager for further review.</p>	<p>Individual clubs CPO</p> <p>Coach/ team manager / officials</p> <p>Coach/ team manager / officials</p>	Unlikely/low	Any incidents to be reported to the CPO and or Referee

Team Management - RISK ASSESSMENT – RA3 REV 0) -30/4/18
Risk Assessment for: Falkirk Otter ASC Organised Galas or Swim Meets

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>Physical abuse if found should be stopped if possible or reported to referee or official</p> <p>No access will be permitted by coaching staff, parents, or helpers of different sex to any single sex changing facility, unless for reasons of emergency.</p>	<p>Club CPO</p> <p>All</p> <p>Club Coach, Team manager, helper</p>	Unlikely/low	Any incidents to be reported to the club CPO and or gala referee
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 and event by parent/guardian and attend until the coach or team manger is present.</p> <p>Swimmers must not proceed through to the pool area until such times that the Coach on session and lifeguard has arrived.</p>	<p>Parent / guardian</p> <p>Parent/ guardian</p>	Unlikely/low	Any incidents to be reported to the emergency services.

The above risk assessment has been prepared to help manage risks at Galas, swimming meets 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 the Venue operator, 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