

Risk Assessment

Risk Assessment Check Review	
Answer basic questions about each job	
<ul style="list-style-type: none"> • WHO should do it? • WHERE should it be done? • WHEN should it be done? 	<ul style="list-style-type: none"> • WHAT is its purpose? • WHY is it necessary? • HOW can it be done better?
Answer specific questions about each job step	
<p>PEOPLE</p> <ul style="list-style-type: none"> • What are the hazards that could harm people? • What are the critical needs rules, for instruction, for supervision, for observation? • What knowledge's and skills are critical for quality performance? • Could quality be improved through better selection, placement, training and coaching? • What are the critical needs rules, for the control of spectators, crowds, access to sensitive areas, supervision of sensitive areas, photography, gala's and competitions? • What are the critical needs rules for child protection, discipline, bullying and health & safety? 	<p>EQUIPMENT</p> <ul style="list-style-type: none"> • What are the potential hazards arising from the use / misuse and /or damage to / from equipment? • Is all equipment (used / likely to be used) relevant and fit for purpose? • What are the critical needs standards for the purchase / safe operation of new equipment? • What are the critical needs rules for safety devices, protective equipment, preventative maintenance and pre-use equipment inspection?
<p>MATERIAL</p> <ul style="list-style-type: none"> • What is required to eliminate or control exposure to hazardous / noxious / waste materials? • What training is required to improve safe handling practices? 	<p>ENVIRONMENT</p> <ul style="list-style-type: none"> • What are the critical needs rules applicable to general housekeeping (cleanliness and order)? • Could the environment be improved by better lighting, layout, cleanliness and order? • What environmental changes are necessary in order to improve safety?

Simple Risk Assessment Template:

HAZARD	RISK (Loss Exposure)	WHO MIGHT BE HARMED	IS THE RISK ADEQUATELY CONTROLLED?	FURTHER ACTION TO REDUCE RISK
Starting Blocks	Slipping	Swimmers	No	Requires refurbishment or replacement

REGION:.....

CLUB:.....

Event Manager Safety Check Compliance
(This includes Chief Coach/Chief Instructor for teaching or training session)

It will be necessary for the event manager or equivalent person to arrive at the venue well in advance of the advertised start time for an event and certainly before officials, competitors or spectators arrive.

Confirm areas of pool, i.e. pool deck, changing rooms, etc for which the event manager and his team are responsible.	Confirm area of responsibility	Yes/No
Obtain and read Written Operating Procedures. Identify any areas for implementation.	Obtain, Read and Implement	Yes/No
Brief the referee on any of the event conditions specifically relevant to the Written Operating Procedures. <i>[For training/teaching sessions brief all teachers/coaches.]</i>	Brief Referee	Yes/No
Appoint and brief stewards for changing rooms and warm-up and swim-down sessions and brief them on their duties.	Brief stewards	Yes/No
Confirm all pool owner and/or operator's safety equipment is in position including first aid facilities and where relevant resuscitation equipment is in working order and trained staff available. Confirm that all emergency procedures can be properly implemented if required and ensure that all critical personnel are properly briefed.	Physical check of facilities	Yes/No
Ensure all stewards, lifeguards and safety staff are in place prior to arrival of participants and spectators and remain in place throughout the competition.	Check staff	Yes/No
Carry out or appoint a deputy to do a physical check of all equipment. [E.g. Starting blocks secure etc.]	Physical check of equipment	Yes/No
Throughout the period of hire be present, or appoint a deputy to be present, with full powers of the event manager.	Understand requirement	Yes/No
Ensure that the safety announcements are made PRIOR to the commencement of the warm-up, and AGAIN prior to commencement of the gala. Receive signed report	Announcer's Report	Yes/No
Ensure that Stewards carry out their duties. Receive a signed report	Steward's Report	Yes/No
Ensure referee carries out all duties receive a signed report.	Referee's Report	Yes/No

Safeeventmanager rev02/Feb2007

Check list completed at[time] on...../...../..... [Date]

At.....[Name of Facility]

By.....[Name in Capitals]

Signed

REGION:.....

CLUB:.....

Referee's Safety Check Compliance

In addition to the duties contained within the Laws of the Sport, as defined by SwimWales / FINA - the referee is also responsible, as far as is reasonably practicable for the safe conduct of the competition. Where there is no Event manager the referee must assume those responsibilities in addition to those below

Receive briefing from the event manager including any Written Operating Procedures.	Received briefing	Yes/No
Check that water depths, starting block heights and other dimensions and clearances of pool equipment comply with current WASA Law and requirements.	Physical Check of facilities	Yes/No
Carry out a physical check of all the equipment. Starting Blocks secure, No trip hazards, fixtures and fittings in good order etc.	Physical Safety Check	Yes/No
Brief officials on the safety arrangements and confirm the need to immediately advise the referee of any breach of safety regulations.	Brief Officials	Yes/No
Ensure that coaches know their responsibilities and that they must advise the referee if they are unsure about the competence of their swimmers to perform a shallow dive from the starting block in accordance with the standard of the ASA Competitive Start Award.	Confirm with Coaches	Yes/No
Stop the competition immediately if any deficiencies occur in the safety arrangements	Understand requirement	Yes/No
Control all appointed officials and stewards.	Understand requirement	Yes/No
Fully aware of the emergency procedures and agree actions with other members of the pool deck team at beginning of event	Agree procedures	Yes/No

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Check list completed at[time] on...../...../..... [Date]

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Stewards Safety Check Compliance

Stewards are necessary to ensure correct behaviour in the changing rooms on all occasions and to organise and control warm-up and swim-down sessions.

Briefing from the event manager and/or the referee.	Received briefing	Yes/No
Maintain discipline by controlling any unruly behaviour in changing room	Understand requirement	Yes/No
Permit warm-up to start only when advised by the referee and remain in attendance on the poolside throughout the period.	Understand requirement	Yes/No
The warm up and swim down of individual's or groups of swimmers shall be supervised by a member of the coaching staff from their particular club. These members of individual club coaching staff thus have the following responsibilities under the supervision of the Event manager or his nominee.	Coaches advised of responsibility	Yes/No
Terminate Warm up if there is any safety problem [no lifeguards due to attending another problem]	Understand requirement	Yes/No
Ensure the competitors, team managers etc. are advised of the depth(s) of the water before start of pool utilisation.	Confirm with announcer	Yes/No
Avoid congestion by allocation of swimmers to lanes.	Understand requirement	Yes/No
Determine specific lanes for warm-up and swim-down and 'sprint' lanes.	Understand requirement	Yes/No
Announce or display the direction of swim in each lane.	Understand requirement	Yes/No
Prevent swimmers diving over the heads of arriving swimmers.	Understand requirement	Yes/No
Ensure that only swimmers who have reached the standard of the ASA Competitive Start Award are permitted to dive from the side or from a starting block into shallow water, i.e. water depth range 0.9 m to 1.5 m. [Note where there is a choice of shallow and deep water only deep water should be used for dive starts during a warm up – this means that diving into the shallow end of the pool is expressly forbidden during the warm up.]	Understand requirement	Yes/No
Generally maintain good order and discipline.	Understand requirement	Yes/No

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At.....[Name of Facility]

By.....[Name in Capitals]

Signed