



Risk Assessment Form - Open Water Swimming Session

This form should be completed with a list of hazards that affect the session, and should be written from a coaching perspective, not a venue management perspective. For each risk assessment there should be associated Emergency Action plan to be used in case a risk occurs.

Venue:		Horseshoe Lake Activity Centre	Venue Contact Name & Contact Details:	Hannah Barrow - Lead Coach Mobile: 07977099356 Aidan Housecroft - Centre Manager Mobile: 07853941884 Office: 01252 871808
Address: (Include postcode)		Horseshoe Lake Activity Centre Mill Lane Sandhurst Berkshire GU47 8JW		
Group:		Horseshoe Half Day Triathlon Camp	Location of first-aider:	Lead Coach/Reception
Date:		08/04/2019	Location of Defibrillator	St Michaels School
Time:		09:00-12:00	Location of telephone:	Main building/reception
Participants:	Number:	10 Max	Location of toilets:	Main building
	Age:	8-14	Location of changing rooms:	Main building
	Ability:	Beginners	Location of first-aid kit:	Reception/main building/one to be carried by lead coach
Lead coach name:		Hannah Barrow	Stocked and maintained:	Yes
Venue documents read and understood (please ✓ appropriate box):		Normal operating procedures: Yes	Additional notes:	Additional equipment needed: *Wetsuits *Safety toggle (swim secure) *Kayak
		Health and safety policy: Yes		
		Emergency action plan (EAP): Yes		

Name of person conducting risk assessment:	Signed:	Date:
Hannah Barrow	Hannah Barrow	08/04/2019

Risk Assessment Form

Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required: (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
Lake - Drowning	Athletes	Likelihood:Low Impact:High	No	<ul style="list-style-type: none"> *Fully trained safety crew and staff on site *Safety brief given to athletes by Lead Coach *First aiders on site *Coach to athlete ratio is safely upheld *Time in the lake controlled *Session plan carefully organised for the venue and number of athletes 	Lead Coach - Hannah Barrow	Likelihood:Low Impact: High	08/04/2019
Lake - Hypothermia/Hyperthermia	Athletes	Likelihood:Low Impact:High	No	<ul style="list-style-type: none"> *Safety brief given *Cold - Advise swimmers on equipment and clothing *Cold - Advise after swim aftercare *Keep athletes moving *Keep session short *Have safety cover on the water *Heat- Swimmers to advise against wearing a wetsuit, remember to hydrate and flush suit if wearing 	Lead Coach - Hannah Barrow	Likelihood:Low Impact: High	08/04/2019
Lake - Swallowing water	Athletes	Likelihood:Low Impact:High	No	<ul style="list-style-type: none"> *Safety brief given *Fully trained safety crew on the water and land *Swimmer advised to signal for help in an emergency *Coach to athlete ratio controlled and upheld 	Lead Coach - Hannah Barrow	Likelihood:Low Impact:Med	08/04/2019

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Lake - Panics	Athletes	Likelihood: Low Impact:High	No	*Safety brief to be given *Coach to athlete ratio to be upheld *Fully trained safety crew on water and land *Athletes taught to signal for help in an emergency *Keep session short and appropriate for athletes	Lead Coach - Hannah Barrow	Likelihood:Low Impact:Med	08/04/2019
Lake - Water quality	Athletes	Likelihood:Low Impact:Med	No	*Safety brief to be given *Fully trained safety crew on land and the water *Advise against swimming with cuts or grazes *Advise against swimming when ill *Water quality to be tested on a monthly basis and available to view upon request	Lead Coach - Hannah Barrow	Likelihood:Low Impact:Low	08/04/2019
Lake - Collision with other swimmers	Athletes	Likelihood:Low Impact:Med	No	*Safety brief to be given *Swimmers to follow marked course only *Swimmers advised to sight while swimming *Swimmers to be advised that others are in the area	Lead Coach - Hannah Barrow	Likelihood: Low Impact: Med	08/04/2019
Lake - Collision with safety crew	Athletes and staff	Likelihood:Low Impact:High	No	*Safety brief to be given *Swimmers to follow the marked course only *Safety crew to stay aware of swimmers at all times	Lead Coach - Hannah Barrow	Likelihood:Low Impact: High	08/04/2019

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Lake - Objects in the water	Athletes	Likelihood: Low Impact:Med	No	*Safety brief given *Dynamic risk assessment to be carried out before start of session *Swimmers to swim only on marked course *Safety crew on the water	Lead Coach - Hannah Barrow	Likelihood: Low Impact: Med	08/04/2019
Lake- Other lake users	Athletes, Staff, venue users, dog walkers	Likelihood: Med Impact:High	No	*Safety brief to be given *Other lake users advised of group on the water *Swimmers advised to stay to marked course and within the group at all times *Fully trained safety crew on the water *Athlete to coach ratio to be controlled and upheld	Lead Coach - Hannah Barrow	Likelihood: Med Impact: Med	08/04/2019
Jetty - Trips/slips and falls	Athletes, coaches	Likelihood: Low Impact:High	No	*Safety brief to be given *Swimmers advised to stay off jetty and walkway at all times *All staff to wear buoyancy aids if they go onto jetty	Lead Coach - Hannah Barrow	Likelihood:Low Impact: High	08/04/2019
Main Building - Picnic area decking	Athletes, coaches, staff and spectators	Likelihood:Med Impact:High	No	*Safety brief to be given *Everyone to be advised to watch their footing on decking area especially if there has been wet or cold weather *Warning signs to be put out	Lead Coach - Hannah Barrow	Likelihood:Low Impact: High	08/04/2019

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Walk to the beach-Cuts and grazes	Athletes	Likelihood:Low Impact:Med	No	*Safety brief to be given *Athletes to be advised to follow pathways and wear correct footwear to the beach *Swimmers advised to use rubber walkway when entering and leaving the water *Scan of entire working area before start of session	Lead Coach - Hannah Barrow	Likelihood:Low Impact: Med	08/04/2019
Communication failure between water safety crew and land based crew	Athletes and staff	Likelihood: Low Impact: High	No	*Safety brief to be given *Radios checked regularly by venue staff *Radio checks carried out before start of session	Lead Coach - Hannah Barrow	Likelihood: Low Impact: High	08/04/2019
Venue - Wildlife (Cows, geese, swans etc)	Athletes, coaches, staff	Likelihood:Low Impact: Med	No	*Safety brief to be given *Athletes to be made aware of wildlife and asked to be respectful and stick to marked course *In the event of wildlife becoming an issue, session will be halted and safety crew to deal with situation before declaring when its safety to re-start	Lead Coach - Hannah Barrow	Likelihood: Low Impact: Med	08/04/2019
Whole venue - Extreme weather	Athletes, coaches, staff and spectators	Likelihood: Med Impact: Med	No	*Safety brief to be given *Normal weather checks to be carried out by venue staff *Correct extreme weather procedures in place	Lead Coach - Hannah Barrow	Likelihood: Med Impact: Med	08/04/2019

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Lake - Deep water	Athletes	Likelihood: Med Impact: High	No	*Safety brief to be given *Swimmers to be advised of changes in temperatures due to different depths in lake *Swimmers advised to stick to marked course	Lead Coach - Hannah Barrow	Likelihood: Low Impact: High	08/04/2019

Add more pages as required

Insert Diagram(s) of layout of venue with key safety elements marked (this page is intended to be shared between Risk Assessment and EAP):