Risk Assessment Template (example) for aquatic clubs

Guidance

A risk assessment should be produced for each activity where some hazards are present that could cause harm to members of the club or the public.

- Firstly, break the activity down into steps.
- Think through each step, considering what the hazard(s) are - enter each hazard on a new line in the first column.
- Also include in the first column the potential harm to people and/or property that the hazard could cause.
- In the second column write what you are already doing to reduce the level of risk.
- In the next two columns respectively, enter a score from 1 to 5 (where 1=least; 5=most) for the likelihood of the hazard causing harm and the severity of harm it could cause.
- Now multiply those two scores to get the Risk Rating in column 5. The table to the right shows the action that should be taken.
- Consider what could be done to reduce the level of risk and enter it in column 6, specifying who is responsible and setting a target date for completion in the next two columns respectively. Once this has been done, the risk assessment should be reviewed. The target date will depend on the risk rating.
- Risk Rating Action:



Risk Rating Action:

1-3: No Action
4-7: Monitor
8-12: Action Required
13-19: Urgent Action Required
16-25: Stop Activity Immediately

Risk Assessment Template (example) for aquatic clubs

Club:	*Splash Swim Club*	Location:						
Activity:	***Land Training***	**Assessor's Name & role within club:**				**Date assessed:**	**Within the last 12 months**	
What are the hazards; 1. Who might be harmed 2. How might they be harmed?	**What are you already doing?**	**Risk Rating = L x S**			**What else do you need to do to manage and reduce this risk?**	**Action by whom?**	**Action by when?**	**Date Completed**
		Likelihood L: 1-5	**Severity S: 1-5**	**Risk 0-25**				
Injury 1. Participants	• Qualified coach ensures sessions are set at the correct level suitable for the athletes' ability and strength • All athletes must follow appropriate warm-up/stretching routine • Athletes are supervised to ensure correct technique and are using any equipment correctly • All athletes are expected to behave appropriately/safely	2	3	6		Land training coach	Ongoing	
Equipment malfunction 1. Participants 2. Could lead to injury	All equipment is regularly checked and serviced, repaired or replaced if required.	2	3	6	If equipment is damaged, ensure to report it and do not use.	Land training coach and venue	Ongoing	
Inappropriate footwear/clothing 1. Participants 2. Risk of slips, trips, injury.	All athletes must attend training in appropriate clothing and footwear. Ensure spillages are cleaned up and a sign put up where necessary.	1	3	3		Athletes and coach	Ongoing	

Risk Assessment Template (example) for aquatic clubs

Medical conditions 1. Those with medical conditions 2. Risk of injury/illness i.e. asthma attack or exacerbating a pre-existing injury or weakness	All members will have completed a membership form, including medical information. The coach is aware of any medical conditions and any adjustments that may need to be made. Medication – if needed – is easily accessible.	2	3-4	6-8	All members must inform the club of any pertinent medical issues, or of any chance to their medical condition.	Membership secretary, coach, members.	Ongoing	
Dehydration 1. Participants 2. Dizziness, fainting etc.	Athletes encouraged to stay hydrated throughout the session	2	3	6	No further action needed.	Athletes and coach	Ongoing	
Overheating 1. Participants 2. Dizziness, fainting, nausea	Athletes should stay hydrated throughout the session. The training room must be at a reasonable temperature throughout the session with good ventilation/circulation of air. The coach will keep an eye out for signs of overheating in athletes.	2	3	6	No further action needed.	Coach	Ongoing	

(Score Likelihood & Severity from 1 to 5: Likelihood – 1 = Improbable, 5 = Frequent; Severity – 1 = Negligible, 5 = Catastrophic)