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

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Club:	*Splash Swim Club*	Location:						
Activity:	*Open Water session*	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				
Drowning 1. Swimmers	All swimmers will only undertake activities that they can safely complete. Lifeguard is on duty at all times from a safety boat enabling them to quickly access the swimmer. Coaches stay vigilant for sudden injury/illness affecting swimmer.	1	5	5	Ensure continued vigilance from coaching team and lifeguards.	Coach and lifeguard	Ongoing	
Competency of swimmer 1. Swimmer 2. May risk injury or drowning if the activity is beyond their ability	All swimmers should be training to an appropriate level for their standard of competency. The Coach/Teacher should have an awareness of their competency and the swimmer should only be set tasks that they can safely complete.	1	5	5	Swimmers constantly supervised/monitored to ensure they are not struggling. Coach sets sessions according to swimmer ability.	Coach	Ongoing	
Competency of teachers/coaches 1. Swimmers 2. Risk of injury or drowning if sets are not appropriate.	All Coaches and Teachers are adequately qualified and experienced for the role they undertake.	1	5	5	Coaches continue to attend any relevant training (CPDs, seminars etc.) for development and undergo regular development reviews.	Coach and chair	Ongoing	

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Known health issues / disabilities 1. All members 2. Risk of medical episode i.e. asthma attack, epilepsy etc. or of injury or difficulty relating to disability.	All members (athletes and workforce) will have completed membership forms with medical information disclosed. Sessions/activities/tasks may need to be altered accordingly. Any required medication should be easily accessible.	2-3	3-4	6-12	Members to inform club of any changes to their health.	Membership secretary Coach	Ongoing	
Dehydration 1. Swimmers	Swimmers are encouraged to stay hydrated.	2	3	6	No further action required.	Swimmers Coach	Ongoing	
Entry and exit into/from water. 1. Swimmers 2. Injury	Lakes: Swimmers are encouraged to enter the water safely at the directed entry point where rubber matting leads in to the water. The area is regularly checked for trip hazards, sharp objects or algae which may make the surface slippery. Entry into rivers and the sea should be with caution; being wary of trip hazards, sharp objects, slippery ground and sudden drops All types of venue: Diving and jumping into water of unknown depth and unknown bottom configuration should be avoided. Swimmers exit safely at the appointed exit. The area is regularly checked for trip hazards, sharp objects or algae which may make the surface slippery. Exiting the water should be done carefully; the adjustment from swimming horizontally	2	2	4	Regular checks of entry/exit points before each session.	Coach Swimmers	Ongoing	

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	to walking vertically can cause dizziness in some - especially after exertion - so swimmers should move slowly and carefully and should be aware of trip hazards, sharp objects or slippery ground.							
Water Temperature 1. Swimmers 2. Risk of hypothermia, cold water shock.	Lakes and rivers: Water temperature is taken from three points– not including edges where the water is shallow and therefore warmer. FINA rules have a minimum temperature of 16ºc; swimming in water below this temperature, without the aid of a specific swimming wetsuit is not recommended. It is also advised that wetsuits should not be worn in temperatures over 22 ºc If possible there should be a gradual acclimatisation to swimming in cold water. The first time in the water should be of a short duration with the time of stay in the water increasing gradually each time you swim. Coaches and lifeguards should be on the lookout for warning signs of hypothermia such as shivering, pale/blue lips, slurred speech, disorientation and unsteadiness when standing.	2-3	3-4	6-12	Coach should check temperature before any sessions go ahead. Coach should stay vigilant for signs of hypothermia or cold water shock in swimmers. Swimmers should be advised of risks and how to reduce said risk, and recognise signs of hypothermia in themselves.	Coach and swimmers	Ongoing	
Water Quality 1. Swimmers 2. Risk of water-borne infections/illnesses.	Lakes: the venue should regularly check water quality and should advise clubs/swimmers that the water is at a safe quality level. Sea: water quality can be checked on the environment agency website:	2-3	2-3	4-9	Club should be regularly checking water quality.		Ongoing	

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	https://environment.data.gov.uk/bwq/profiles/ this should be checked before every training session. Swimmers should be aware of the symptoms of Leptospirosis (also called Weil's disease) so they can seek treatment quickly. If experiencing symptoms of Leptospirosis swimmers should inform their doctor that they have been open water swimming. Swimmers should also be aware of the symptoms and treatment for swimmers itch.							
Currents/tides (sea and river swimming) 1. Swimmers 2. Risk of drowning	All swimmers should have been properly instructed on how to react if caught in a current (not to swim against the current, swim parallel to shore). The club/coach should have checked the tides before arranging a sea session. If the waves/currents are particularly strong on the day of the session then a judgement call should be made regarding the safety of the session	2-3	5	10-15	Younger or inexperienced swimmers should only be swimming in calm waters. All swimmers should know the risks and how to react if caught in a current.	Coach	Ongoing	
Weather conditions	The weather forecast should be checked before each session. If there is a storm forecast with the risk of thunder and lightning, then the session should not proceed.	2	4	8	Sessions are only to go ahead if weather conditions permit.	Coach	Ongoing	

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	If winds are high causing large waves/choppy water conditions, then the session should not proceed. If visibility is poor due to fog, or heavy rain then the session should not proceed.							
Other water users: boats, kayakers, paddle boarders, surfers etc. 1. Swimmers 2. Risk of collisions	Swimmers should be aware of which part of the water they should be swimming in so as to avoid the risk of collisions with other water users. Swimmers should wear a brightly coloured hat and swim with a tow float to increase their visibility to other users.	2	4	8	No further action required		Ongoing	
Register of swimmers 1. Swimmers 2. Importance of knowing where all swimmers are so as to be sure all are safe	The club should have a registration/check in – check out system so that they are aware of where each swimmer is at all times. This may mean ticking off hat numbers, numbers written on hands or wristbands as swimmers enter and exit the water.	1	5	5	No further action required	Assistant/ person in charge of registering swimmers	Ongoing	

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