

**Risk Assessment Form**

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| **Event or Activity** | Swimming Gala Heats | **Date/s** | 22 May 2023 | |
| **Activities taking place** | Swimming Races | | | |
| **Areas used** | Kings College School – reception area, viewing balcony, changing rooms and main pool | | | |
| **People in attendance** | MSSP Team, Sports Leaders, Students Competing, School Staff / Volunteers, Public, KCS Staff/lifeguards | | | |
| **Assessed by** | Michael Wood | **Date of Risk Assessment** | | 20.02.23  Reviewed: 10.05.23 |

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| **Facility / Location Hazards** | **Risk L,M, H or X - None** | **Factors in place to reduce or avoid risk** | **Checked** |
| Pre event site visit completed | **Date:** | 20.02.23 By Whom: Michael Wood |  |
| Inappropriate lighting | L |  | ü |
| Temperature | M | Pool temp and facility temp checked by GLL – check on the day | ü |
| Insufficient or unsuitable space | M | Limited space along side of pool between students and edge. Ensure schools manage pupils to keep away from the edge. | ü |
| Untidiness – causing trips, injuries / fire hazard | L | Ensure schools do not leave towels etc laying around | On day |
| Stairs – dark / steep / no handrail | X |  |  |
| Lack of fire escapes / extinguishers / procedures | L | Fire procedures explained in briefing | On day |
| Slip / trip / fall hazards | M | Pool side slippery – remind children not to run | On day |
| Working at height | X |  |  |
| Inadequate ventilation | X |  |  |
| Inhalation of dust or chemicals | X |  |  |
| Poor surfaces for activities – slips / trips / impact | X |  |  |
| Electrical hazards | L | Water from pool – no use of electrical sockets – charge PA so use battery only | ü |
| Toilet Facilities | X | Pool maintain these | On day |
| Access to facilities including for disabled people | X | Access fine | ü |
| Weather extremes: Hot/Windy/Wet/Cold/Ice | L | Indoor event but very hot – staff and leaders provided with water and told to wear sandals and lightweight clothing | ü |
| Animals access to facility – could harm people or foul the area | X |  |  |
| Other activities and spaces can be accessed on the event site | M | Public facility – schools responsible for own children and stranger danger. Changing room schedule to minimise interaction with public | ü |

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| **Sporting Activity Hazards** | **Risk L,M, H or X - None** | **Factors in place to reduce or avoid risk** | **Checked** |
| Uneven playing surface | X |  |  |
| Playing surface too hard or soft or wet | X |  |  |
| Hard or sharp objects on pitch/court | X |  |  |
| Sliding on Astroturf or tarmac | X |  |  |
| Use of correct equipment for age, ability, type of activity | L | Ensure only children that have experience use diving blocks | On day |
| Collisions / Conflict with surrounding objects or people | L | No running | On day |
| Impact from sports equipment | X |  |  |
| Contact sport injury | X |  |  |
| Personal injury – fracture / sprains / cuts | L |  | ü |
| Activity suitable for disabled participants | L | Swimmers swim tested for ability before event | ü |
| Uneven playing surface | X |  |  |
| Playing surface too hard or soft | X |  |  |
| Rules used as directed by NGB of sport | X |  |  |
| Age range and ability of children suitable to play against each other | L | Swimmers swim tested by school for safety and to avoid embarrassment, then top swimmers through to finals | ü |
| Possibility of drowning | M | Ensure schools have swim tested all students and that 2 lifeguards are walking along side racers throughout event. | ü |
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| **People & Organisational Hazards** | **Risk L,M, H or X - None** | **Factors in place to reduce or avoid risk** | **Checked** |
| Lack of information, training or instruction | L | Details on website and sent to organisers in advance | ü |
| Poor activity planning or preparation | L | Schools must swim test | ü |
| Poor activity delivery or organisation | L | Regular event with staff trained and briefed | ü |
| Ignorance of rules and / or procedures | L | Schools responsibility | ü |
| Unsafe behaviours or attitudes | L | Schools responsibility | ü |
| Lack of appropriate first aid equipment and experience | L | Pool provide this | ü |
| Medical conditions of participants | L | Schools check this first | ü |
| Poor safety control from group leaders | L | Briefings and training in place | On day |
| Poor safety awareness from participants | L | Staff explain rules and safety in advance of races | On day |
| Lack of cooperation within group | L |  | On day |
| Differing skill levels within group | L |  | ü |
| Low level of physical fitness / strength | L | Some schools may have unfit students – try to place schools that have struggled with 25m distance in the past closer to the edge of the pool so lifeguards can support if necessary | ü |
| Aggression between participants | L | Non contact sport | ü |
| Aggression from crowd / public | L | Refspect campaign | ü |
| Contact between participants increasing risk | X |  |  |
| Participants with special needs | X |  |  |
| Participants warmed up appropriately | X | Unable to provide warm up in the pool – schools can warm up outside beforehand | ü |
| Terrorism/Emergency evacuation | ? | Pool manage facility as public site – ask for advice on terrorist activity to be provided to schools on the day | On day |
| Participants wearing safety clothing or accessories – ie shin pads, mouth guards | L | Swim suits and hats goggles encouraged by schools | ü |
| Participants wearing suitable attire | L | Schools responsibility | ü |
| Danger of interference by members of the public | M | Participants are pool side with teachers at all times. Strangers that were poolside would be challenged by MSSP staff or teachers | ü |
| Leaders briefed and trained to support at event | L | All briefed and supported | On day |
| Supervision of leaders / volunteers/ officials | L | MSSP staff oversee | ü |
| Transportation of leaders to and from event | X | Make their own way | ü |
| Photo consent for leaders / volunteers / officials | L | PE Department send these and collate to keep on school site | ü |
| Pregnancy or Conditions to consider safety of Staff / Volunteers | L | No known pregnancies | ü |
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| **Equipment and Other Hazards** | **Risk L,M, H or X - None** | **Factors in place to reduce or avoid risk** | **Checked** |
| Cash handling | X |  |  |
| Transport to and from your activity | x | Staff have own transport/ responsible for own car insurance |  |
| Transport of equipment to and from the activity | x | Basic event equipment staff know how to transport safely | ü |
| Hazardous substances | L | Chemicals from pool managed by GLL | ü |
| Equipment with moving / hot | X |  |  |
| Heavy equipment and lifting | L | PA heavy but has wheels | ü |
| Electrical hazards from equipment | L | Not to be used | ü |
| Noise from equipment | X |  |  |
| Risk of trapping body / clothing in equipment | X |  |  |
| Inadequate environment for equipment operation | X |  |  |
| Inadequate protective equipment | X |  |  |
| Equipment in unsuitable condition | X |  |  |
| No access to phone | X |  |  |
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| **Safeguarding** | **Risk L,M, H or X - None** | **Factors in place to reduce or avoid risk** | **Checked** |
| All MSSP staff, self employed coaches, volunteers DBS cleared and safeguarding protocols met. Schools following own protocols. | L | All in place | ü |
| Correct ratio of staff to children | L | School responsible | ü |
| Public place – strangers / animals | L | Schools responsible | ü |
| Adequate 1st aid treatment | L | GLL have this | ü |
| Opportunities for one on one contact with children | L | So many children there this might prove difficult. Schools responsible to oversee changing rooms. | ü |
| Transportation of staff / children | L | Schools | ü |
| Phones use of by staff, leaders, volunteers, schools and public - media consent | M | Difficult to manage photographs on mobile phones as public place. All spectators are asked at the briefing not to take photos of other students only of their own and not to put any photos on social media or the internet. MSSP check school consent for photos for their website and twitter feed. | ü |
| Swimming - lack of clothing considered for photography | M | Children wait in area that is difficult for spectators to photograph them from unless they are about to swim their race. | ü |
| Behaviour of adults and children towards children and young leaders | L | Refspect campaign - in advance and on the day | ü |
| Sign in / Out - Registration | L | MSSP oversee this | ü |
| Oher activities taking part or other children on the event site | L | Leisure facility | ü |
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**Record of Incidents and Accidents at Event or Activity**

To include: Date, time, description (factual), people involved, treatment or actions taken, follow up and future recommendations

**Completed by \_\_\_\_Michael Wood\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_20/02/23\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**