

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 = Likelihood x Severity

S e v e r i t y	Catastrophic	5	5	10	15	20	25
	Significant	4	4	8	12	16	20
	Moderate	3	3	6	9	12	15
	Low	2	2	4	6	8	10
	Negligible	1	1	2	3	4	5
			1	2	3	4	5
			Improbable	Remote	Occasional	Probable	Frequent
			Likelihood				

Catastrophic	■	STOP
Unacceptable	■	URGENT ACTION
Undesirable	■	ACTION
Acceptable	■	MONITOR
Desirable	■	NO 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:	<i>Splash Swim Club</i>	Location:						
Activity:	<i>Land Training</i>	Assessor's Name & role within club:				Date assessed:		
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	<ul style="list-style-type: none"> 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		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.	1	3	3		Athletes and coach	Ongoing	
Medical conditions 1. Those with medical conditions	All members will have completed a membership form, including medical	2	3-4	6-8	All members must inform the club of any pertinent medical	Membership secretary,	Ongoing	

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2. Risk of injury/illness i.e. asthma attack or exacerbating a pre-existing injury or weakness	information. The coach is aware of any medical conditions and any adjustments that may need to be made. Medication – if needed – is easily accessible.				issues, or of any chance to their medical condition.	coach, members.		
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)