

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

Risk Assessment Template (example) for aquatic clubs

Club:	<i>Splash Swim Club</i>	Location:						
Activity:	<i>Travel to competition</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				
Children crossing and queuing in car park to get on to the bus 1. Athletes 2. Collision with cars	Parents are asked not to leave children until they are on the bus. Parents must supervise children across the car park.	1	5	5	Team managers and parents to continue to safely supervise children whilst in the car park.	Team managers/ Parents	Ongoing	
Bus fails to arrive 1. Swimmers	Team manager calls bus company the day before to confirm pick up location and time. Team manager has mobile number for bus driver on the day. Parents do not leave children until the bus has arrived and children are on the bus.	1	2	2	No further action needed.	Team manager and parents.	Ongoing	
Bus breaks down 1. All 2. Risk of another vehicle hitting the bus when stopped.	Use a reputable bus company who regularly service and maintain the vehicle. If the bus does break-down, then evacuate children to a safe place whilst awaiting recovery.	2	3	6	No further action required.		Ongoing	

Risk Assessment Template (example) for aquatic clubs

Sickness on route	If a child is prone to travel sickness, then they should take travel-sickness medication (if medically advised) or sit at the front of the bus. Sick bags should be readily available.	3	2	6	No further action required.	Team manager	Ongoing	
May have to cross road or car park to get to the pool	Where possible, ask if the bus can stop directly outside of the venue whilst children get out. If unavoidable then ensure all children cross safely under supervision of coaches/team managers. Particular attention paid to younger swimmers.	2	3	6	No further action required.	Coaches/ Team Managers	Ongoing	
Parent/guardian fails to collect child	Ensure all parents are aware of expected drop off time. If children have mobile phones, then let them text or call parents during the journey home to update them on expected ETA. A secondary emergency contact should be held for all members. 2 members of staff must wait with the child until their parent/guardian collects them.	2	2	4	If it is a frequent/reoccurring situation, then refer to welfare officer.	Team managers	Ongoing	

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