



Date :		Event / Venue :				
Completed by :						
Potential Hazard	Who is at risk	Existing Control Measures	Risk Rating	Preventative Measures	Responsibilities	Initials to confirm risk considered.
Injury to swimmer either in water or out of water.	Swimmers	Ensure behaviours and activities are low risk. Challenge any behaviours that could be hazardous.	Medium	Staff to discourage any behaviour that could be dangerous. Head Coach to have emergency contact details of all participants whose parents /gurdians not present.	All Team Staff	
Responsible for discipline of Team	All team members	Take control of ALL situations	High	Exercise sensible discipline within agreed code of conduct - applicable to both swimmers and team staff. Deal with any issues before they become a problem.	All Team Staff	
'Safety' of swimmers in changing rooms	Swimmers	Culture of 'looking out for each other'. Be available if any issues are reported.	Medium	Be alert to any Child Welfare issues. Control use of mobile phones / cameras.Ensure safety of personal belongings.	All Team Staff	
Lack of preparation	All participants	Ensure activity well co-ordinated - all involved are aware of their responsibilities. Check detailed arrangements with promoter	High	Take responsibility for co-ordination. Details of membership contact details & medical notes available. Ensure enough adult support is available. Any special disability needs are provided. Ensure all necessary details are communicated clearly to all.	Team Manager	
Ensure safety of warm-up	Swimmers	No diving. Control safe numbers per lane. Backstroke flags in place etc.	High	Strictly enforce no diving policy, except in designated sprint lanes. Awareness of water depths, height of starting blocks - any other potential hazards. Check which team members are safe and confident about diving in - given the conditions.	All Team Staff	
Compliance with normal operating procedures at pool	All participants	Usual pool prohibitions - no running, blocking exists with bags etc.	low	Awareness of general rules at the venue. Support pool staff in enforcement,	All team management in consultation with Lifeguards and pool staff.	