

GENERAL RISK ASSESSMENT TEMPLATE – Swimming Pool Hirers/Club swimming - Revised



LOCATION:	Swimming Pool	DEPARTMENT:	Sport and Culture	SERVICE AREA:	Sport & Leisure	TEAM:	Swimming Clubs/Private Hirers
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WHO IS AFFECTED BY THE RISKS? (e.g. employees, members of the public, tenants, contractors, trainees etc.)	Public, Sport and Leisure Staff, Private hirers, Club Members and Officials
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HOW MANY ARE AFFECTED? (e.g. one person, 2-5, 6- 10, 11-50, 51-100)	1-40	ASSESSMENT DATE:	04.03.21 (Revised)
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Before completing this Risk Assessment template, Managers must understand the requirements identified within the Corporate Safety Manual - Safety Policy & Arrangements - 'Risk Assessment'

ACTIVITY / AREA OF ASSESSMENT	HAZARD/S	EXISTING CONTROL MEASURES	RISK RATING SEVERITY (S) x LIKELIHOOD (L)	ADDITIONAL CONTROL MEASURES REQUIRED TO REDUCE THE RISK	ADDITIONAL ACTIONS ASSIGNED TO AND DATE TO BE COMPLETED
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See reverse side for explanation of risk assessment, activity / area of assessment, hazard, risk, control measures, severity, likelihood, risk rating.

ACTIVITY / AREA OF ASSESSMENT	HAZARD/S	EXISTING CONTROL MEASURES	S	L	RR	ADDITIONAL CONTROL MEASURES REQUIRED TO REDUCE THE RISK	Name	Date
			2	1	2		Leisure centre management reserve the right to stop the session if it is deemed that the session does not meet the relevant NGB guidance or if the hirer/club or club members are not following Leisure Centre procedures, guidance or instructions	Leisure Centre manager
Swimming pool hirers/clubs hiring the facility	Spread of Covid 19 Private hirer/club sessions within the pool	<p>Pool Hirers or clubs should comply with National Governing Body (NGB) guidelines for their sport such as Swim England for swimming clubs etc.</p> <p>https://www.swimming.org/swimengland/tag/coronavirus-advice/</p> <p>https://www.bsac.com/document/swimming-pool-guidance/</p> <p>The pool hirer or club should produce a copy of their risk assessment and plan of training sessions and give a copy to the facility manager</p> <p>Risk assessments and plans based on the NGB guidance should be strictly adhered to by pool hirers and clubs</p> <p>Private hirers should have signed and agreed the facility user guidance policies prior to accessing the facility</p> <p>The pool hirer/club will ensure their members understand and manage social distancing at all times during their visit to the Leisure Centre</p> <p>The pool hirer/club will make it clear to their users that they should not attend the Leisure Centres if they feel ill or display symptoms of Covid 19</p> <p>Pool Hirers or clubs should follow and comply with the relevant NGB guidelines at all times</p>				U18 Clubs only from 12 th April 2021	Leisure Centre Manager	At time of booking

		<p>All other areas of the swimming pool PSOP must be followed at all times by the Pool Hirer/Club</p> <p>Pool hirers/clubs must follow all other guidance, including directional markers etc., in use within the Leisure Centre.</p> <p>Pool hirers/clubs and all club members must follow social distancing, wearing of face coverings and hand washing/hand sanitising guidance etc. from PHE/HSE/NHS/Government/NCC at all times</p> <p>Pool hirers/clubs should encourage their members to come 'beach ready' to minimise use and time spent in the changing village</p>						
Equipment	Spread of Covid 19	<p>Pool hirers/Clubs should supply their own equipment for sessions</p> <p>This should not be stored at site but taken away after each session</p>	1	1	1			
Swimming pool hirers/clubs hiring the facility	<p>Spread of Covid 19</p> <p>Spectators/parents / guardians</p>	<p>Parents/guardians bringing their children to hire/club sessions should be advised that only one person should accompany their child to their session and enter the Leisure Centre</p> <p>Facility managers should arrange a spectator area for parents/guardians to go to, which allows them to watch their child's session whilst maintaining a social distance. This could be in spectator areas. Or the parent/guardian should leave the Leisure Centre and only return to collect their child</p> <p>Any chairs etc. provided for parents/guardians should have a facility for parents/guardians to clean/disinfect before use</p> <p>Parents/guardians will not remain within the drop off area after their swimmer has gone to start the session. They should move immediately to the spectator area or leave the Leisure Centre</p> <p>On collection of their child following the session and when the child is dressed they should leave the Leisure Centre asap</p> <p>Spectators must manage social distance from others.</p> <p>Parents/Guardians/spectators and children must follow all other guidance, including directional markers etc., in use within the Leisure Centre.</p> <p>Parents/guardians/Spectators and children must follow social distancing and hand washing/hand sanitising guidance etc. from PHE/HSE/NHS/Government at all times</p>	2	1	2			

Use the tab button to add extra rows (each new activity or area of assessment must be on a new row. This will make the assessment easier to view and understand

ASSESSOR (please print):	Tom Nelson	SIGNED:	<i>T Nelson</i>	DATE:	04/03/21
MANAGER (please print):	Geoff Ritson	SIGNED:	<i>G. Ritson</i>	DATE:	04/03/21
DATE ACTION TO BE COMPLETED BY:		DATE COMPLETED:			
LINE MANAGER'S COMMENTS / ACTIONS			IS THERE PROOF THIS ASSESSMENT HAS BEEN COMMUNICATED TO ALL AFFECTED COLLEAGUES		YES
REVIEW DATE 21.06.21					NO

Risk Assessment

This assessment must be completed in line with the requirements identified within the Corporate Safety Manual, [Safety Policy & Arrangements – ‘Risk Assessment’](#)

The purpose of carrying out risk assessments is to identify those activities where action needs to be taken to improve existing control measures (or introduce new ones) in order to eliminate accidents at work (or as a result of work being carried out on behalf of the City Council) which result in personal injury or ill health. Please note that written assessment of significant risks in the workplace are required by law - ref. the Management of Health and Safety at Work Regulations 1999 (Regulation 3).

There is no need to repeat earlier risk assessments such as manual handling, COSHH, etc., but they should be referred to in this general risk assessment.

Standard Risk Assessment Definitions

- **Activity** - is identified as the type of work being carried out in the working environment. e.g. using a piece of electrical equipment.
- **Hazard** - is the **potential** to cause harm. e.g. an electric shock from using electrical equipment.
- **Control Measures** - are the actions taken to prevent harm (e.g. an electric shock) as a result of using electrical equipment - such as regular visual inspections to ensure there is no damage to the cable or the plug, making sure the cable is gripped correctly, making sure the right fuse is fitted, making sure sockets are not overloaded, arranging for an annual check by a ‘competent’ person (i.e. a qualified electrician) etc. Control Measures include such areas as training supervision, instruction, information, safe systems of work, proper maintenance procedures, as well as physical measures such as guard rails (to prevent falls), barriers (to prevent access to hazardous areas), guarding of machinery, etc.
- **Risk** - is the likelihood that harm will occur, after the control measures have been carried out.
- **Severity (S)** - rated as follows:
 - **MAJOR** i.e. fatality or specified injury as defined by RIDDOR 2013 (e.g. a fracture). = **FACTOR 3**
 - **MODERATE** i.e. ‘over 7 day’ injury - ref. RIDDOR 2013. = **FACTOR 2**
 - **SLIGHT** i.e. injuries where persons may be off work for less than 7 days (or not at all). = **FACTOR 1**
- **Likelihood (L)** - rated as follows:
 - **LIKELY** i.e. could happen anytime. = **FACTOR 3**
 - **POSSIBLE** i.e. might happen sometimes. = **FACTOR 2**
 - **UNLIKELY** i.e. where harm is unlikely to occur. = **FACTOR 1**
- **Risk Rating (RR)** - is a means of ‘measuring’ the risk by multiplying the *severity* by the *likelihood* e.g. a *severity* factor ‘MODERATE’ with a *likelihood* factor ‘POSSIBLE’ would give a risk rating of 2 x 2 which, of course, gives a ‘score’ of 4.
- **Additional Control Measures** – is what further action could be implemented to further mitigate the risk. If an action is identified, who will do this action and the time frame for implementation will also need to be identified.
- **Risk Rating**
 - from 6 - 9 requires **IMMEDIATE** action to achieve a reduction in risk.
 - from 3 - 4 requires action **AS SOON AS POSSIBLE**.
 - from 1 - 2 may be considered acceptable (although action may be possible to reduce the risk even further can be considered).

	Consequences		
Likelihood	Minor	Moderate	Major
Likely	Yellow	Red	Red
Possible	Green	Yellow	Red
Unlikely	Green	Green	Yellow

Intolerable Risk Level. Immediate action required
Tolerable Risk Level. Risks must be reduced so far as is practicable.
Broadly Acceptable Risk Level. Monitor and further reduce where practicable.

Advice on carrying out risk assessments is available from Corporate Safety Advice