



Risk Assessment Form (Under Covid-19 Provisions)

This form should be completed with a list of hazards that affect the session, and should be written from a coaching perspective, not a venue management perspective. For each risk assessment there should be associated Emergency Action plan to be used in case a risk occurs.

Venue:		Sun Lane Leisure	Venue Contact Name & Contact Details:	Manager: Adele Horner 01924 306001 Ashley Sayer asayer@wakefield.gov.uk
Address: (Include postcode)		Sun Lane Wakefield WF1 1JD		
Group:		Wakefield Junior Triathlon Club	Location of first-aider:	Poolside lifeguards / duty manager
Date:		Tuesday Evenings	Location of Defibrillator	Reception
Time:		7pm - 8pm	Location of telephone:	Reception
Participants:	Number:	30 children across 6 lanes to begin with	Location of toilets:	Changing rooms nears poolside
	Age:	6 - 16	Location of changing rooms:	Poolside, pass through from reception
	Ability:	Mixed - novice to experienced	Location of first-aid kit:	First aid room off poolside, also reception
Lead coach name:		Ben Storey and Greg Parkin	Stocked and maintained:	Yes
Venue documents read and understood (please ✓ appropriate box):		Normal operating procedures: ✓ Yes ☐ No	Additional notes:	Facility is managed by Wakefield MDC
		Health and safety policy: ✓ Yes ☐ No		
		Emergency action plan (EAP): ✓ Yes ☐ No		

Name of person conducting risk assessment:	Signed:	Date:
--	---------	-------

Risk Assessment Form

Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required: (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
Participant ability/health (see Covid consideration later)	Swimmers	Likelihood: Medium Impact: Medium	• No ✓ • Yes If yes, who:	• Safety briefing to check all swimmers fit and well able to undertake session. • Coach to have informal discussion with new swimmers to assess ability • Illnesses and injuries to be queried and considered. • New members must confirm ability to swim 100m	Lead coach	Likelihood: Low Impact: Low	August 2020
Lane organisation (See Covid Risk assessment)	Swimmers	Likelihood: Medium Impact: Medium	• No ✓ • Yes If yes, who:	• Coach to set lane directions at start of session. • Brief swimmers on lane etiquette and overtaking / turning. • Monitor throughout session	Lead coach	Likelihood: Low Impact: Low	August 2020
Trip hazards	Swimmers , coaches, lifeguards	Likelihood: High Impact: Medium	• No ✓ • Yes If yes, who:	• Poolside to be kept tidy. • Swimmers bring bags through, ensure these are not likely to be tripped over. • Pull buoys, kick boards when not in use can litter the poolside, put away when finished. • Swimmers water bottles ensure not in the way / likely to be tripped over.	Lead coach	Likelihood: Low Impact: Low	August 2020

Centre's own equipment trip hazard e.g lane ropes not in use.	Swimmers , coaches, lifeguards	Likelihood: Medium Impact: Medium	• No ✓ • Yes If yes, who:	• If a hazard is noted, bring it to the lifeguard's attention so it can be removed.	• Lead coach • Centre Staff	Likelihood: Low Impact: Low	August 2020
Slip Hazard / broken tiles	Swimmers , coaches, lifeguards	Likelihood: High Impact: Medium	• No ✓ • Yes If yes, who:	• Coaches to ensure no running on poolside • Point out during safety briefing and remind the children. • Coaches to look out for broken tiles and report to duty manager.	Lead coach	Likelihood: Low Impact: Low	August 2020
Water depth, risk of children diving into shallow water	Swimmers	Likelihood: medium Impact: High	• No ✓ • Yes If yes, who:	• Coaches to check water depth and advise children whether diving is permitted	Lead coach	Likelihood: Low Impact: Low	August 2020
Water quality / temperature causing: overheating, hypothermia, sickness, visibility	Swimmers	Likelihood: Medium Impact: Medium	• No ✓ • Yes If yes, who:	• Water temperature / quality is maintained by the centre and pool staff. • Coach to speak to duty manager if there are any concerns	• Lead coach • Centre staff	Likelihood: Low Impact: Low	August 2020
Other pool users	Swimmers , coaches, lifeguards	Likelihood: Medium Impact: Medium	• No ✓ • Yes If yes, who:	• Check lane directions to ensure no clashing with the adjacent lane. • Ensure our swimmers remain in lane.	• Lead coach • Third party swim instruct or	Likelihood: Low Impact: Low	August 2020

COVID-19 Additional Considerations

Participant health	Swimmers , coaches and lifeguards	Likelihood: low Impact: high	• No ✓ • Yes If yes, who:	• Parents and children to confirm they have no Covid-19 symptoms prior to attendance.	Club Committee / Covid Officer	Likelihood: Low Impact: Low	August 2020
--------------------	-----------------------------------	---------------------------------	--	---	--------------------------------	--------------------------------	-------------

Access Points	Swimmer, & coaches	Likelihood: low Impact:high	• No • • Yes✓ If yes, who: Sun Lane	• Sun Lane to ensure turnstyles and other rails etcs are cleaned regularly	Sun Lane	Likelihood: Low Impact: Low	August 2020
Social Distancing	Swimmers , coaches, parents, lifeguards	Likelihood: low Impact:high	• No ✓ • Yes If yes, who:	• Restrict numbers in Lanes to 5. • Follow Brit Tri guidelines, 1 L2 coach to 3 max bubbles (lanes) of 5 swimmers. • If more than one coach available, coach from opposite ends. • Swimmers to keep 2m apart at all times. • No overtaking. Ensure lanes are evenly matched to ability • No spectators allowed. Parents to wait in car in case of emergency. Parents allowed to help youngest children change • Ask Pool to make the pool shallow where possible to enable resting without crowding.	Club Committee / Covid Officer	Likelihood: Low Impact: Low	August 2020
Other users	Swimmers Coaches Parents	Likelihood: low Impact:high	• No ✓ • Yes If yes, who:	• Give clear rules to participants to social distance with other users of space- consider stopping session if unable to maintain distances.	Coaches	Likelihood: Low Impact: Low	August 2020
Entering Sun Lane & queueing	Swimmers Coaches Parents	Likelihood: low Impact:high	• No • • Yes✓ If yes, who: Sun Lane	• Covid officer on door and reg volunteer (both in masks) in '15' hold – exercising social distancing. Then 15 into changing room at once	Sun Lane staff and covid officers	Likelihood: Low Impact: Low	September 2020

Equipment	Swimmers , coaches	Likelihood: low Impact: high	• No✓ • Yes If yes, who:	• No shared equipment / water bottles. • Coaches do not handle water bottles either. • Provide own readily identifiable equipment wherever possible.	Coaches	Likelihood: Low Impact: Low	August 2020
PPE for coaching staff (Swimmers unable to swim in PPE)	Swimmers Coaches Lifeguards	Likelihood: low Impact: medium	• No • • Yes✓ If yes, who: Sun Lane	• Face coverings for reg volunteer. PPE to be worn by life guards or sun lane staff if administering first aid.	Sun lane staff	Likelihood: Low Impact: Low	September 2020
Handwashing	Swimmers Parents Coaches	Likelihood: low Impact: medium	• No • • Yes✓ If yes, who: Sun Lane	• Handsanitiser provided by Sun Lane on arrival and at many different points around the venue	Sun lane staff and covid officers	Likelihood: Low Impact: Low	September 2020

Insert Diagram(s) of layout of venue with key safety elements marked (this page is intended to be shared between Risk Assessment and EAP):

