



RISK ASSESSMENT FOR HOSTING CLUB GALAS AT OSPREY LEISURE CENTRE, PORTLAND

This risk assessment seeks to minimise the risks to all when the Club hosts galas. It is also intended to give the Referee and the Gala Organiser/Promoter the action required to minimise any risk before, during and after the gala.

Name of Club Official/Gala Organiser/Promoter.....

Date of Gala.....

Date of Risk Assessment.....

Overall Activity/Risk...Club Gala

Notes about the gala and identified risks and how they are to be minimised.....

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Any incidents that occurred must be recorded and entered in the Clubs' Accident/Incident book at the earliest opportunity. In addition they must be entered in the Centre's records

Club Secretary Contact Tel Number: 01305 814105

Club Chairman Contact Tel Number: 01305 789279

**Risk Assessment subject to review
Trudy Goode, January 2011**

Potential Significant Hazards	Groups at Risk	Action Required
<p>1. Outside area, car park – many users of centre, no warnings of children or speed restriction. Car park lighting limited.</p>	<p>Children, officials, parents, all users</p>	<p>Ensure children behave in an orderly manner and are supervised when in the car park area. Ensure safe entry and exit, escort young children/persons to car park when on their own. Discuss with Centre Management need for signage re speed and children at user group meeting. Use of Accident/Incident book.</p>
<p>2. Slips, trips and falls – - entrance area - unsecure carpeting - doors difficult to open and - keep open for young children and disabled users</p>	<p>Children, officials, parents, all users</p>	<p>Advise all of care when in the area, assist disabled users and young persons when going through doorways. Club Official to ensure behaviour is suitable. Use of Accident/Incident book.</p>
<p>3. Areas off Reception Area-changing rooms to pool deck - doors have no visibility panels - Signage for male/female changing rooms is high up out of sight for disabled users - doors difficult to open for disabled persons - emergency lighting</p>	<p>Children, officials, parents, all users</p>	<p>Discuss with Centre Management - visibility panels, amending the signage, improving door opening, emergency lighting at user group meeting. Use of Accident/Incident book.</p>
<p>4. Changing Room Areas, Showers, Toilets - slippery floors - lack of emergency lighting - one changing room area per sex, accessible by other users</p>	<p>Children, officials, parents, all users</p>	<p>Discuss with Centre Management provision of emergency lighting in the event of a major incident at user group meeting. Advise and make aware all children/young persons/parents that there are multiple centre users and therefore such persons must be supervised in the changing room by their parents. Welfare Officers of the Club will advise where appropriate. Use of Accident/Incident book.</p>
<p>5. Pool Area - poorly grouted tiles, tiles missing or broken - pool cover mechanism - pool hoist - emergency lighting in a major incident - slips, trips and falls - glare and reflection from sunlight - depth of pool - electrical equipment - dive blocks and lane ropes - ladders</p>	<p>Swimmers, coaches, teachers, volunteers, spectators, officials</p>	<p>Advise all Club members of deficiencies to be aware of wet surfaces, loose or poorly grouted tiles, pool cover mechanism, pool hoist and electrical equipment to avoid injury from them. Discuss with Centre Management the hazards of poor tiling/grouting, and/or the provision of signage warning of such deficiencies in addition to repairing blinds on windows and the provision of emergency lighting in the event of major incident. Use of Accident/Incident book. Refer to Centre's Operating Procedures. Ensure Prompt cards for Officials are used with regard to safety announcements.</p>

Potential significant hazards	Groups at Risk	Action required
<p>6. Health issues – - medical conditions with regard to training, galas – home and away - over training</p>	<p>Swimmers, coaches, teachers, spectators, volunteers, officials</p>	<p>Pool area not to be entered until instructed as safe to do so by Centre Lifeguards. Diving may only be permitted when a Level 2 Teacher/Coach is present. All competitors to be assessed for Competitive Dive Start. Use of Officials prompt cards re depth of water. Ensure dive blocks and lane ropes are secure before use, centre staff to set up pool for competition. Remove ladders. Ensure flags in place and secure.</p> <p>Ensure all club poolside staff and centre lifeguards are aware of those with known medical conditions such as epilepsy, asthma, diabetes. All swimmers required to complete a health declaration form, parents to sign consent forms. Masters swimmers to consider the need for health checks. Declare medications. Follow LTAD.</p>
<p>7. Pool Viewing Room - use of electrical equipment, risk of trips, electrocution</p>	<p>Swimmers, coaches, teachers, volunteers, spectators, officials</p>	<p>Ensure all are aware of such equipment, tape down/cover leads, those who are wet not to enter room. Check all equipment before use, use of circuit breakers. Liase with Centre staff re siting of equipment.</p>
<p>8. Child Safeguarding – - public centre - area not closed when in use by Club - risk for abuse - wrongful accusation</p>	<p>Swimmers, coaches, teachers, volunteers, spectators, officials</p>	<p>All personnel involved in the running of a gala, are to have an Enhanced CRB Disclosure. Club Welfare/Safeguarding Officers to be contacted for advice. Swimmers not to be on their own in changing room areas. Suspicious action or behaviour to be reported to Centre staff and Referee. Ensure Photography record book is used, use of Officials prompt cards</p>

Potential Significant Hazards	Groups at Risk	Action Required
<p>9. Accidents/Incidents - collisions in water - slips, trips and falls</p>	<p>Swimmers, coaches, teachers, volunteers, officials, spectators</p>	<p>Club ASA Accident/Incident Book to be available for recording of such events. Also to be recorded in Centre record. Club Insurance Policy to be displayed and in date at all times. Manage warm up, direction of swim, numbers in lane, starts and turns. Ensure all swimmers are aware at start of warm up, use of Officials Prompt cards. Coaches to supervise the warm up. Use of agreed signals with disabled swimmers, ensuring referee aware and in agreement.</p>
<p>10. Emergency evacuation</p>	<p>All</p>	<p>All are to take direction from the Centre staff. Use of Officials Prompt cards.</p>
<p>11. General - organisation of the gala - volunteer cover - officials cover</p>	<p>Swimmers, volunteers, spectators, officials, coaches, teachers</p>	<p>Gala Organiser to liaise with Volunteer Coordinator and Officials Coordinator to ensure there are safe levels of staff to cover all job roles for the safe running of the gala.</p>