



## Risk Assessment Form

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:		Kingfisher Fitness Club University of Galway		Venue Contact Name & Contact Details:	Kingfisher Fitness Club University of Galway +353 91 570 800
Address: (Include postcode)		National University of Ireland Galway, University Road, Galway, Ireland H91 TK33			
Group:		Galway Triathlon Club – Level 3 and 4 swim group		Location of first-aider:	On Pool Deck (Coach)
Date:		Wednesday Evening (8-week block)		Location of Defibrillator	Main Reception and First Aid Room
Time:		19:30 – 20:30		Location of telephone:	Coaches Mobile Phone and pool deck
Participants:	Number:	8-16		Location of toilets:	Changing Rooms
	Age:	18-60		Location of changing rooms:	Directly adjacent to swim pool area
	Ability:	Intermediate and Advanced Swimmers		Location of first-aid kit:	Reception
Lead coach name:		Francis Yates		Stocked and maintained:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Venue documents read and understood		Normal operating procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Additional notes:	Ensure life guard is on duty as not always present at opening time of gym
(please ✓ appropriate box):		Health and safety policy: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
		Emergency action plan (EAP): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Name of person conducting risk assessment:				Signed:	Date:
Francis Yates				<i>Francis Yates</i>	01/02/2024

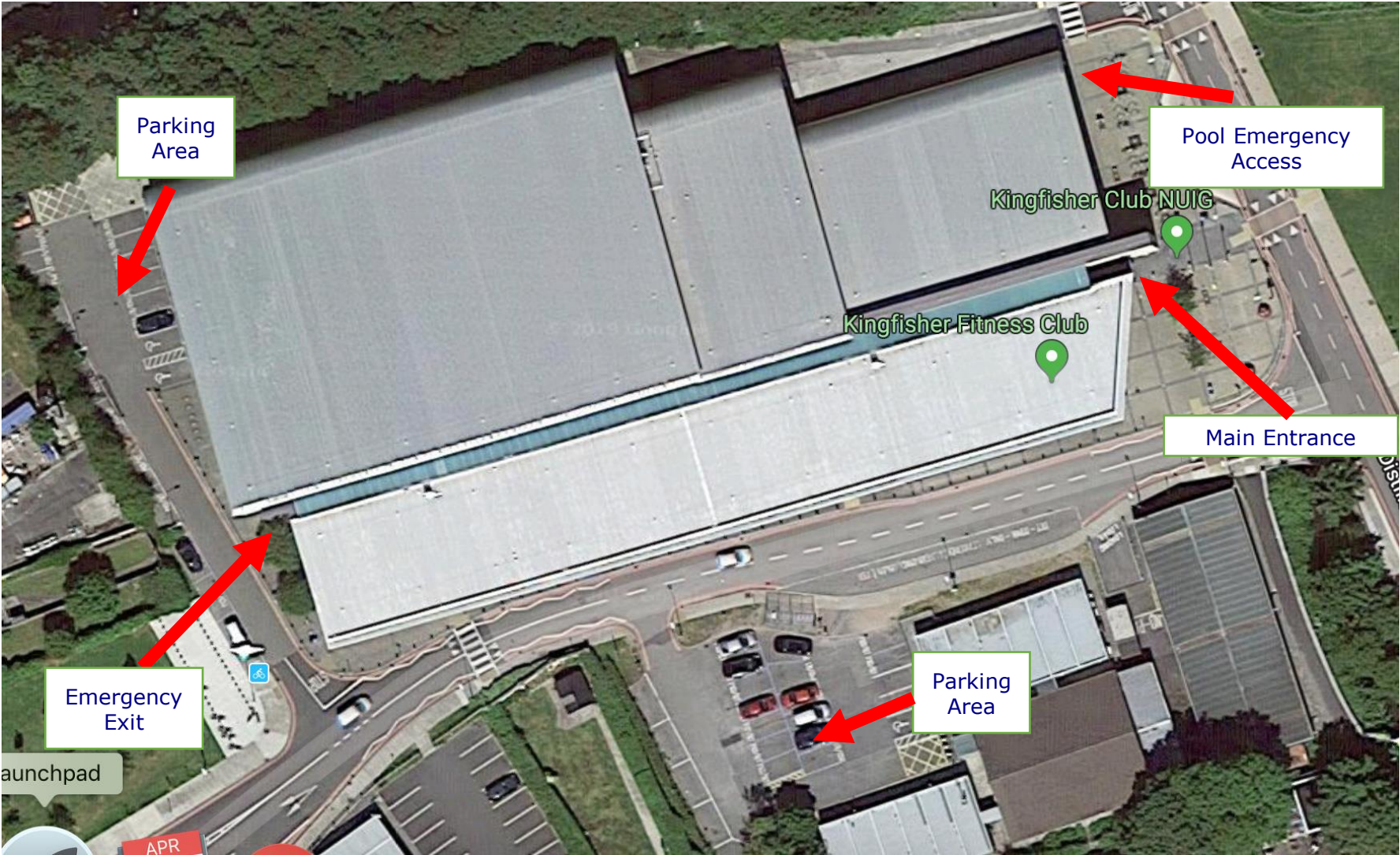
## Risk Assessment Form

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
<b>Pool Design:</b> <ul style="list-style-type: none"> <li>Lighting – Adequate lighting</li> <li>Glare - Limited Glare</li> <li>Blind spots - No blind spots from features blocking view</li> <li>Noise - Can be high background noise from Radio / PA and other swimmers</li> </ul>	Swimmers	Likelihood: Med Impact: Med	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> <li>Make sure all lights are on so pool area is well lit.</li> <li>Move around pool whilst coaching if glare on surface.</li> <li>Remove any equipment or items causing blind spots</li> <li>Ask for radio to be turned down / off and make sure swimmers can hear you</li> <li>Move position when you coach.</li> <li>Lifeguard positioned mid-pool</li> </ul>	Lead Coach Lifeguard	Likelihood: Low Impact: Low	Francis Yates 01/02/2024
<b>Depth:</b> <ul style="list-style-type: none"> <li>Variable depth (maximum 1.8m)</li> <li>Check Moveable floor has not been raised</li> </ul>	Swimmers	Likelihood: Impact:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> <li>Ensure signage is in place to identify deep and shallow end</li> <li>Make sure swimmers are aware of change in depth.</li> <li>No diving in water</li> <li>Advise swimmers if pool depth not normal depth</li> <li>Ask swimmers to allow others the opportunity to hold onto the side between sets / reps if required.</li> </ul>	Lead Coach	Likelihood: Low Impact: Low	Francis Yates 01/02/2024
<b>Water Quality:</b> <ul style="list-style-type: none"> <li>Extreme Water Temperature causing overheating /hypothermia</li> <li>Extreme Air temperature causing overheating /hypothermia</li> <li>Low water quality risking sickness</li> </ul>	Swimmers Coach Spectators Centre Staff	Likelihood: Med Impact: Med	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, who:  Centre Staff for water quality tests and pool temperature	<ul style="list-style-type: none"> <li>Make sure water temperature is within acceptable range between 27-32.               <ul style="list-style-type: none"> <li>The more intense the set the cooler the pool should ideally be.</li> <li>Pool temp over 30c will mean reducing intensity is appropriate.</li> </ul> </li> <li>Make sure air temp is between 20-35 degrees Celsius</li> <li>Make sure centre staff has tested water quality</li> </ul>	Lead Coach and Centre Staff	Likelihood: Low Impact: Low	Francis Yates 01/02/2024

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
<ul style="list-style-type: none"> <li>Low water quality affecting visibility</li> </ul>				<ul style="list-style-type: none"> <li>Make sure water quality allows visibility of the pool bottom at all times</li> </ul>			
<b>Pool Organization:</b> <ul style="list-style-type: none"> <li>Pools can be shared with public. Possibility of non-members entering club lanes by accident.</li> <li>Swimmers not following pool and/or lane etiquette.</li> <li>Swimmers hitting their head doing backstroke if 5m flags not in place or moved to wrong position</li> </ul>	Swimmers Coach General Public	Likelihood: Med Impact: Med	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> <li>Make all swimmers aware of pool/lane etiquette via briefing at session and info on pool side and website, including lane rotations.</li> <li>Make sure 5m flags are in place before doing backstroke and positioned correctly</li> <li>Be aware of non-members trying to enter club Session in error –advise accordingly</li> </ul>	Lead Coach	Likelihood: Med Impact: Low	Francis Yates 01/02/2024
<b>Human Resources:</b> <ul style="list-style-type: none"> <li>Lifeguard cover not in place</li> <li>Lifeguard cover not within acceptable ratio of 1:25</li> </ul>	Swimmers Coach General Public	Likelihood: Med Impact: High	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> <li>Lifeguard in place before swimmers enter the water.</li> <li>1 Lifeguard required for every</li> <li>If coach is inexperienced only work with as many swimmers as you feel comfortable</li> </ul>	Lead Coach	Likelihood: Low Impact: Low	Francis Yates 01/02/2024
<b>Participants and Ability:</b> <ul style="list-style-type: none"> <li>Participants unable to complete at least 200m front crawl un-assisted</li> <li>Illness, underlying medical conditions or injury to swimmers</li> </ul>	Swimmers	Likelihood: Low Impact: High	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> <li>Check level of competence of new swimmers – should be able to complete 200m unassisted front crawl.</li> <li>Check whether swimmers have injury, illness, special requirements, disabilities and the relevant communication skills before allowing them to enter the water by using the sign-in sheet.</li> </ul>	Lead Coach	Likelihood: Low Impact: Low	Francis Yates 01/02/2024

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
<b>Pool Side Equipment:</b> <ul style="list-style-type: none"> <li>Removable Items stored around the pool side including but not limited to: starting blocks, lane ropes holders, swimmers equipment and drinks,</li> <li>Immovable items around pool side including but not limited to: hooks sticking out of wall for lifeguard ropes / physically disabled athlete pool entry chair</li> </ul>	Swimmers Coach General Public	Likelihood: High Impact: Med	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> <li>Point items out to swimmers and coaches during the safety briefing. Have any unnecessary items removed by centre staff.</li> <li>Make sure no-one runs on poolside.</li> </ul>	Lead Coach	Likelihood: Low Impact: Low	Francis Yates 01/02/2024
<b>Pool Side:</b> <ul style="list-style-type: none"> <li>Tiled floor slippery when wet</li> <li>Check for broken pool tiles</li> </ul>	Swimmers Coach General Public	Likelihood: High Impact: Med	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes, who:	<ul style="list-style-type: none"> <li>Make sure no-one runs on poolside.</li> <li>Advise staff of broken pool tiles and keep participants away</li> </ul>	Lead Coach	Likelihood: Low Impact: Low	Francis Yates 01/02/2024

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



Swimmers Seating Area / Lifeguard



Changing Area / Toilets /  
Showers

25m pool / variable depth  
6 lanes

Spectators Area

Reception / Staff Offices



Cafe







## Emergency Action Plan

This document can be used for sessions held at managed venues or venues where there are no staff. Where the coach is ultimately responsible for health and safety there is greater onus on them to ensure that safety provision is adequate. EAP should be read in conjunction with the Risk Assessment.

Venue:	<b>Kingfisher Fitness Club, University of Galway</b>		
EAP created by:	<b>Francis Yates</b>	Date Created:	<b>01/02/2024</b>
Venue Address: (Inc. Postcode/ Grid Reference)	University of Galway, University Road, Galway, Ireland H91 TK33		
Type(s) of Activity this EAP applies to:	<b>Club Swim Sessions</b>		
Who is ultimately responsible for Health & Safety during these sessions:	<input checked="" type="checkbox"/> <b>Venue Staff</b> <input type="checkbox"/> Coaching Staff <input type="checkbox"/> Other Comments:	<b>Venue Staff present at all times / lifeguard on duty during session swimming time</b>	
How will venue staff be contacted in emergency:	<b>Will be poolside at all times / can also be notified by picking up phone located on pool deck</b>		
Location of Phone/Mobile Reception Tested:	<b>Phone located on pool deck and main reception / good cell coverage for coach mobile</b>		
Location of the nearest first-aid qualified person:	<b>All coaches first aid certified / lifeguard on duty (center staff)</b>		
Location of first-aid equipment:	<b>Main reception and first aid room</b>		
Location of Defibrillator:	<b>Main reception and first aid room</b>		
<b>Non-Managed Venues</b>			
How to contact Emergency Services:	<b>Contact Venue Staff</b>		
How will Emergency Services be directed to the scene of an incident:	<b>Venue Staff</b>		
Who else is available to help in case of issues:	<b>Venue Staff</b>		
<b>Managed Venues:</b> List the Actions that the COACH can undertake to ASSIST venue staff: <b>Non-Managed Venues:</b> List ALL the Actions that the COACH will undertake and Manage others to do if any of the following situations occurs:			



<b>Evacuation:</b>	<p><b>AWAIT INSTRUCTION FROM VENUE STAFF. If for some reason no venue staff present, following actions are usual procedure:</b></p> <ul style="list-style-type: none"> <li>• Evacuation is required if instructed by the Duty Manager or an emergency alarm is heard.</li> <li>• Direct people to clear the pool and assemble by the nearest designated emergency exit. Evacuation will usually be confirmed, or the evacuation will be cancelled by venue staff before there is a need to exit the building. Be prepared for either.</li> <li>• From pool, use pool emergency exit and meet at assembly area</li> <li>• Ensure that no-one returns to the changing rooms to collect their belongings.</li> <li>• Once at the fire exit take a register to ensure that all participants are accounted for.</li> <li>• Stay with participants and await further instructions from the Duty Manager.</li> <li>• Issue blankets if these are available to children, elderly and disabled people and then those most in need.</li> <li>• Leave the Centre if directed to do so by the Duty Manager, on hearing appropriate announcement, or if there is immediate danger in the pool area.</li> <li>• If instructed to exit do so.</li> <li>• Close but do not lock all doors behind you.</li> <li>• Re-admission will only be permitted either upon receiving instruction from the emergency services (when present) or on instruction from the duty manager.</li> </ul>
<b>Missing Person:</b>	<ul style="list-style-type: none"> <li>• Establish (or confirm) leadership and ensure control over the situation</li> <li>• Complete a hasty search of the immediate area</li> <li>• Attempt to make phone contact with the member or Emergency contact to get location of the person (Emergency contact details on sign in sheet) <ul style="list-style-type: none"> <li>◦ If missing person is a junior, ensure parents are contacted and notified</li> </ul> </li> </ul> <p>If person not located using the above steps, contact the Police who will establish control of the search and rescue operation</p>
<b>Minor Injury:</b>	<p><b>CONTACT LIFE GUARD AND PASS OVER TO THEM, procedure should be:</b></p> <ul style="list-style-type: none"> <li>• First aid should only be given by a qualified First Aider or by a NPLQ Lifeguard.</li> <li>• The first aider for the session is noted on the risk assessment but will normally be centre staff.</li> <li>• Coaches should remember to consider the safety of other participants and stop /suspend the session if they are distracted by dealing with the casualty.</li> <li>• Call for the assistance of centre staff using pool side phone or sending someone for help.</li> <li>• The First Aider should treat the casualty in line with the guidance of their qualification</li> <li>• When treating a casualty don't leave yourself in a compromising position. E.g. male first aider alone with a female casualty or adult with a child.</li> <li>• The Centre Duty Manager should be informed of any minor injuries so that relevant documentation can be completed.</li> <li>• Coaches should follow the Galway Triathlon Club accident reporting procedure including noting the incident on the session plan and completing an online incident / accident report form.</li> </ul>

<b>Major Injury:</b>	<ul style="list-style-type: none"> <li>• Upon discovery of a casualty with major injuries let centre staff (Lifeguard) know immediately.</li> <li>• Stop / suspend the session - Get all swimmers out of the water and move them away from casualty. If possible, designate an assistant coach, parent or senior member to manage the group.</li> <li>• The coach/centre staff will use the pool alarm (found each corner of the pool)</li> </ul> <p><b>SUPPORT LIFEGUARD AND DUTY MANAGER – LIKELY ACTIONS REQUIRED:</b></p> <ul style="list-style-type: none"> <li>• If casualty has no signs of life send for Defibrillator, which is located in reception and first aid room</li> <li>• Ensure Emergency services are called, and detailed information provided</li> <li>• If casualty is in the water, Lifeguard should manage the situation, but coach can offer assistance if required. <b>DO NOT INTERFERE</b></li> <li>• First aid should only be given by a qualified First Aider or by a NPLQ Lifeguard within their first aid remit.</li> <li>• Use Club membership records or membership card to retrieve known medical issues and emergency contact details and pass information to Emergency services.</li> <li>• After emergency services dealt with situation record accident on Galway Triathlon Club Accident reporting form, confirm with venue if they require an accident form to be completed.</li> </ul>
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**Insert Diagram(s) of layout of venue with key safety elements marked (this page is intended to be shared between Risk Assessment and EAP):**

