

Trowbridge Lions Club Risk Assessment – Swimathon

Risk Assessment No: TLC/FR-8

Activity	Hazard	Whom Affected	L	C	R	Mitigation / Control	Responsible	
Assembling / Dis-assembling Registration Facility	1. Trapped fingers 2. Trips / Bumps	A. Registration Facility Assembling Team B. Sports Centre Staff C. Public	1A	2	2	4	<ul style="list-style-type: none"> Registration Point to be sited in a safe location, approved by Sport's Centre staff Care to be taken when assembling / dis-assembling of the Registration Facility, area to be cordoned off as necessary during this activity 	Registration Team (Team Leader)
			1B	1	2	2		
			1C	1	2	2		
			2A	2	2	4		
			2B	2	2	4		
			2C	2	2	4		
Team Registration	1. Slips / Trips / Falls	A. Registration Team B. Participating Teams C. Public	1A	2	2	4	<ul style="list-style-type: none"> Care to be taken in area of Registration Facility Teams to vacate the Registration Point once registration complete 	Event Team Leader, Sports Centre Management, Team Captain(s)
			1B	2	2	4		
			1C	1	2	2		
Length Counting	1. Slips / Trips / Falls 2. Drowning	A. Lane Marshals B. Participating Teams C. Pool Staff	1A	2	2	4	<ul style="list-style-type: none"> Ensure qualified Lifeguard(s) in attendance Ensure appropriate footwear is worn whilst around the pool Extreme care to be taken when close to edge of pool 	Sports Centre Management, Lane Marshals, Team Captain(s)
			1B	2	2	4		
			1C	2	2	4		
			2A	1	5	5		
			2B	1	5	5		
			2C	1	5	5		
Swimming	1. Slips / Trips / Falls 2. Drowning	A. Participating Team members B. Team Captain	1A	2	2	4	<ul style="list-style-type: none"> Ensure qualified Lifeguard(s) in attendance Ensure appropriate footwear is worn whilst around the pool Team Captains to ensure that only competent swimmers are entered 	Sports Centre Management, Team Captain(s)
			1B	2	2	4		
			2A	1	5	5		
			2B	1	5	5		
Spectate	1. Slips / Trips / Falls 2. Drowning	A. Spectators	1A	2	2	4	<ul style="list-style-type: none"> Ensure qualified Lifeguard(s) in attendance Ensure appropriate footwear is worn Spectators are to be confined to the approved viewing area 	Sports Centre Management, Spectators
			2A	1	5	5		
Award of Certificates	1. Slips / Trips / Falls	A. Participating Team(s) B. Award Presenter C. Spectators	1A	2	2	4	<ul style="list-style-type: none"> Teams to be brought forward, when ready, by the Lane Marshal Teams to clear the presentation area on completion of Certificate Presentation 	Event Team Leader, Lane Marshals, Team Captain(s)
			1B	2	2	4		
			1C	2	2	4		

Notes:

- Comply with instructions given by the Event Sponsor and/or Local Authority H&S Advisor
- Copy of the event Risk Assessment is to be available at the stall/stand for reference

Key: R: Scale of Risk (L x C)

L: Likelihood of Hazard occurring		Scale	C: Consequence should the Hazard happen		Scale of Risk	Description	Action
Frequent	Likely to occur many times	5	Catastrophic	National impact / Loss of life	13 – 25	Unacceptable risk	Very high risk (19-25): Must be eliminated or moved to a lower level.
Probable	Likely to occur several times	4	Critical	Major accident / injury			Significant risk (13-18): Approval must be sought before continuing
Occasional	Some times	3	Serious	Serious incident. Lost time injury	8 – 12	Undesirable risk	Must be avoided if reasonably practical. Seek approval to continue
Remote	Unlikely but possible	2	Marginal	First aid accident	3 – 7	Acceptable risk	Can be accepted, provided that the risk is managed
Improbable	Very unlikely / Assume never	1	Negligible	Very Minor. Little consequence	1 - 2	Negligible risk	No further consideration needed