



# Bath Dolphin SC

## Risk Assessment Away Galas



Version Date: Dec 2019

Review Date: Dec 2020

| Potential Hazard   | Who is at risk?                   | Existing Control Measures   | Risk Rating | Preventative Measures  | Responsible Person                  | Action Required/By when?                   |
|--|-----------------------------------|---|-------------|--|-------------------------------------|--|
| Transport does not arrive at pick up point               | All                               | A club representative responsible for the booking of transport is appointed each year.<br>Copy of the booking form and an emergency contact number for the coach company is available at pick up point. | Medium      | Booking is confirmed a few days in advance of travel date.   | Swimming Committee.<br>Team Manager | None                                       |
| Safeguarding issues                                      | Swimmers, Coaching staff, helpers | All coaches attend official safeguarding course as and when required by the Club.<br>All club poolside staff, including helpers, have current DBS clearance.  | Medium      | Coaches are aware of the signs of child abuse and know the action to be taken in the event of an occurrence.<br>Club Welfare Officer ensures that all club poolside staff have extant DBS clearance. | Club management committee.          | All DBS checks are extant.<br><br>Ongoing. |
| Injury to passenger(s) on journey to/from gala venue     | All                               | Swimmers are given a travel safety brief prior to journey commencing.   | Medium      | All passengers are instructed to wear seat belts throughout journey.<br>A first aid kit is carried.<br>A charged mobile phone is available.<br>Aisle to be kept clear of obstructions.               | Team Manager                        | None                                       |
| Transfer from coach to pool facility and return to coach | Swimmers, coaching staff, parents | Access from coach to pool venue is assessed before swimmers disembark.<br>Coaching staff escort swimmers to/from pool venue.  | Medium      | Swimmers are escorted to pool venue as a group.<br>Swimmers are advised of a specific muster point on gala completion.   | Team Manager                        | None                                       |
| Changing for gala  | Swimmers                          | Male and female chaperones supervise swimmers in changing rooms.  | Low         | Chaperones are vigilant for any safe guarding issues.<br>Personal belongings to be taken to poolside.  | Chaperones                          | None                                       |



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|--|-----------------|--|-------------|--|--------------------|--------------------------|
| Non compliance with NOP at pool facility | All             | Compliance with local NOP is ensured.  | Medium      | Ensure awareness of the NOP and general rules of the facility. Pool staff are fully supported in enforcing the safe running of the event.  | Team Manager       | None                     |
| Injury from warm-up session              | Swimmers        | Swimmers are advised of rules pertaining to specific venue/event, e.g. diving restrictions.            | Low         | Ensure that swimmers are following "local " instructions, e.g. lane rotation. Any concerns are reported to host club/referee.  | Team Manager       | None                     |
| Lack of discipline                       | Swimmers        | A mutually agreed Code of Conduct is in place.   | Medium      | The agreed Code of Conduct is enforced at all times. Any issues are addressed in a timely fashion.   | Team Manager       | None                     |
| Failure to muster all swimmers post gala | Swimmers        | An accurate team list is available. Chaperones ensure that all swimmers report to agreed muster point. | High        | Return journey does not commence until all swimmers are accounted for. Parents making their own way to gala are made aware of requirement to notify Team Manager if their child is not returning on the coach. | Team Manager.      | None                     |

- Note:** 1. This risk assessment is to be treated as a live document, therefore the document will require periodic review. Every endeavour is to be made to ensure that the risks identified in this risk assessment are assessed in line with the 'ALARP' (As Low As Reasonably Practicable) principle.
2. Unless otherwise stated, for all references to "coach" and "training session" read "coach/teacher" and "training/teaching" sessions.