|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DEPARTMENT**  **Neighbourhood and Resource** | **DIVISION/SECTION**  **Leisure** | **ACTIVITY**  **Swimming Gala** | | |
| **Employee/ Manager:**  Vicky Grant/Sean Thomas | **Advising Safety Officer:**  **Health and Safety Team** | **Date First Completed:**  **24.4.13** | **Date Last Reviewed:**  16-05-2014, 24-03-2015, 23-11-2016, 22-05-2017, December 2018 | **Next Review Due:**  December 2020 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?**  **What could happen?** | **Risk assessment**  **with no controls** | | | **Who is at risk?** | **Risk assessment with controls** | | | **Residual risk control measures** |
| **S** | **L** | **R** |  | **S** | **L** | **RR** |  |
| Slips, trips and falls.  Electrocution from electrical appliances on poolside.  Lighting failure causing injury.  Structural damage causing injury.  Fire  Water clarity reducing visibility.  Water pollution causing illness.  Water temperatures too high or low causing illness.  Overcrowding.  Drowning.  Spinal Injuries when diving.  Inadequate/ Improper coaching  Lifeguard causing a hazard due to  Lapse in attention etc. Behavioural Safety.  Disorderly behaviour by swimmers/spectators.  Exhaustion/ illness (medical conditions).  Use of camera/ video equipment for personal use.  Injury to public from  equipment or a physical hazard (lane ropes, false start rope, poles etc). | 4  5  3  5  6  5  5  3  6  5  5  3  5  3  4  3  3 | 4  3  3  3  4  4  4  4  4  5  4  3  3  3  4  3  4 | MED  MED  MED  MED  HIGH  HIGH  HIGH  MED  HIGH  HIGH  HIGH  MED  MED  MED  MED  MED  MED |  | 4  5  3  5  5  5  5  3  5  5  5  3  5  3  4  3  3 | 3  2  2  1  2  1  2  2  1  3  2  2  1  2  2  2  2 | LOW  MED  LOW  LOW  MED  LOW  MED  MED  MED  MED  MED  MED  LOW  MED  MED  MED  MED | Be aware of general conditions and carry out a dynamic risk assessment on site.  All staff to follow safe working practice whist at work.  All defects to be placed out of order and reported to Line Manager.  Coach to pupil ratio to be strictly enforced at all times.  If staff are unsure of any situation a supervisor should be contacted immediately. |
|  |
| The maximum capacity for the whole pool area is 450; this includes swimmers, spectators, coaches and facility staff. The hire agreement should specify how many swimmers/spectators are allowed on poolside and the maximum capacity should not be exceeded at any time. The Dolphin Centre reserves the right to refuse entry when capacity has been reached.  The maximum number of swimmers allowed in the Main Pool for this activity is 96. This allows for all 8 lane ropes in the pool with 12 swimmers per lane in a warm up/swim down activity.  The maximum number of swimmers allowed in the Training Pool for this activity is 48. This allows for all 4 lane ropes in the pool with 12 swimmers per lane in a warm up/ swim down activity.  The Toddler Pool will be cordoned off and no access will be allowed at any time.  No food and drink to be allowed on poolside except plastic drink bottles for swimmers and plastic cups for staff.  When the gala has commenced only a maximum of two swimmers should be in a lane at a time. This allows for a swimmer climbing out as another swimmer is racing.  All swimmers should be asked to shower prior to entering the pool, this will be the responsibility of the coaches.  Suitable footwear should be worn by any individual on poolside (this includes lifeguards, coaches and helpers) and all spectators should wear overshoes around the poolside area.  Darlington Amateur Swimming Club galas will not use the false start rope at any gala. If the false start rope is being used it will be manned by a trained individual, no untrained staff should be responsible for this are. Lifeguards to monitor all swimmers when the false start rope has been discharged.  The water temperature will be reduced as per the hire agreement to no less than 27 degrees celsius, air temperature would be a minimum of 28 degrees celsius as recommended within CIMSPA guidance. For more information please refer to the plant room risk assessments.  Two RLSS lifeguards will be on duty on the main pool at all times. One lifeguard will be on duty on the training pool at all times if in use. All lifeguards attend regular competency training and all safety measures requested by the lifeguard must be adhered to by all individuals on poolside. Any individual causing a risk to others or deemed unsafe on poolside will be asked to leave the area. This will be enforced by the Duty Manager and security or the police may be used.  Dolphin Centre lifeguards are trained first aiders and the Duty Manager is First aid at Work qualified. Any accident/ incident will be the responsibility of the Dolphin centre staff, all required paperwork will be completed and logged.  It is the responsibility of the coaches to supervise the swimmers in their care, this includes enforcing all Dolphin Centre procedures are agreed by the hirer.  Daily monitoring of pool area to be carried out including pool surrounds and pool structure to check for defects, reported immediately, take out of action or made safe. Staff to carry out visual inspections throughout the shift and deal with as above. Assistant Duty Manager (ADM) to be informed of any issues.  Floor area to be kept as dry as reasonably practical. Signage to be put in place where cleaning being carried out. Cleaning to be carried out when minimal footfall, area cordoned off if reasonably practical. Cleaning rota in place to assist with cleanliness and standards in area. The pool scrubbing machine would be put in use whenever possible; staff all receive training on safe use of this equipment. High visibility marking at all changes in floor levels, nosing to any steps are slip resistant and are colour contrasted to improve visibility. All step treads have a slip resistant surface. Tiles in area to standard with raised grip to tiling to assist with slip resistance. Swimmers and coaches may have access to the Meeting Room which can be located via the stairwell from poolside. This area must be kept as dry as reasonably practicable, signage will be in place. Additional safety measures/staffing will be agreed within the hire agreement.  All equipment and areas of work must be set up safely before public access is allowed.  Hose points placed around poolside to avoid long lengths of hose unnecessarily to reach areas. Trailing cables to be avoided wherever reasonably practicable or securely covered to reduce trip hazard. Additional sockets installed around poolside to ensure short distance cabling and removed from high risk areas i.e. walkways, doorways etc. Colour contrast cable cover used to highlight trip risk. Lane ropes checked prior to use, any defects noted are reported to supervisor and removed immediately. Staff trained in putting in ropes safely, safe working practise also in place for putting in wave breaker see specific risk assessment for poolside equipment. Training covered in induction, as well as in-house staff training sessions. Risk assessments discussed via toolbox talks and located in staff area for staff to refer to.  Electrical equipment tested annually through Darlington Borough Council’s Corporate Landlord team who organise portable appliance testing (PAT). This is logged by a ‘passed’ sticker with the test date and next test date on all electrical equipment as well as a visual inspection prior to each use. For further detail please refer to Corporate Health And Safety Arrangements The Safe Use Of Electrical Appliances. Damaged equipment repaired or replaced immediately. Equipment only to be installed or operated by trained persons. Staff are trained in the set up of general equipment i.e. the head mike, the P.A. equipment, the speakers etc as part of their Induction training as well as general set up i.e. the starting blocks and touchpad’s as well. Any staff member not trained to set up or derig equipment should not do so at any time. If additional assistance is required this should be discussed with the Duty Manager. Deviation from a Safe system of work to reduce time, effort etc will not be tolerated and if Management are made aware disciplinary steps will be taken.  Emergency lighting automatically activated by power failure. All swimmers will be asked to leave the water and grouped in a safe area next to a fire exit ready to evacuate. All lifeguard staff trained within the lifeguard staff training sessions on how to deal with emergencies. Emergency lighting is managed by the site Service Engineers & daily checks are also carried out by the Duty Managers when touring the building filling out their service monitoring report (LR ####). Any faults found are dealt with through the Repairs & maintenance procedure.  For structural failure please refer to the evacuation procedure stated above. If the structure of the building has failed and caused a risk to swimmers/ spectators or staff the will be removed immediately to a safe area In the building if this is possible. If not the evacuation procedure would be followed.  If we have a suspected fire the Dolphin Centre’s EAP would be activated as above and all individuals would be either moved ready to evacuate or evacuate the area as appropriate.  For further details on all evacuation procedures please refer to Dolphin Centre’s EAP.  Signage in place around poolside to advise customers on diving board correct usage and steps. Staff briefed at staff training re customer conduct and safe usage of area, including correct usage of stairs and boards  Depth of pool highlighted with signage around pool area to advise customers.  ASA safety rules and nationally recognised child protection guidelines that are highlighted via the announcer prior to the commencement of all swimming club gala have been added to this risk assessment. | | | | | | | | |

**S = Severity L = Likelihood R = Risk rating RR = Residual risk rating**