

IAPS Swimming Finals 2025

Combined Risk Assessment Document



Table 1: Event details

Item	Details
Event date	07 June 2025
Event type	Swimming gala
Location	London Aquatics Centre, Queen Elizabeth Olympic Pool
Organiser	IAPS (Independent Association of Prep Schools)
Venue operator	Everyone Active / GLL
Third-party medical provider	First Aid Cover Ltd
Third-party security provider	Wise Security Services
Lead contact	Emily Nunan, Head of Sport and Pupil Experience

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1. Event overview and scope

This risk assessment serves as the overarching health and safety document for the IAPS Swimming Finals, a large-scale inter-school gala involving school-aged competitors from IAPS member schools. It covers general event safety, first aid provision, and safeguarding considerations, bringing together all key areas of risk management in one table.

As the event organiser, IAPS is responsible for ensuring the safety and wellbeing of competitors, school staff, volunteers, and spectators. This document works in conjunction with the venue's Pool Safety Operating Procedures (PSOP), as well as any third-party risk assessments, such as those provided by the contracted first aid provider.

The event will be hosted at a professional venue under contract with Everyone Active, with a qualified third-party medical team on-site throughout the event to respond to injuries, illnesses, or emergencies involving participants, staff, or attendees.

All technical officials appointed for the event are qualified to J1 level or above for their designated roles, ensuring the competition is delivered to a high and consistent standard of officiating.

Volunteers supporting the event will receive a full briefing and clear role guidance in advance. Where volunteers are engaged in regulated activity with children, appropriate DBS checks will be in place in line with safeguarding requirements.

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2. Risk rating matrix

	Severity of consequences				
Likelihood of occurrence	Minor injuries	Significant injury	Serious injury	Major injury	Fatality
Very unlikely (has not happened before)	1	2	3	4	5
Slight (rarely occurs)	2	4	6	8	10
Feasible (possible but not common)	3	6	9	12	15
Likely (has before and will again)	4	8	12	16	20
Very likely (occurs frequently)	5	10	15	20	25
Risk rating Likelihood * severity	Minimal 1-2	Low 3-9	Medium 10-15	High 16-20	Extreme 25

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3. Risk assessment

What are the hazards	Who might be harmed by the hazard?	What controls are in place already?	Risk rating	What additional controls are in place, if necessary?
General health and safety hazards				
Crowd management: Overcrowding resulting in injuries or increased risks	<ul style="list-style-type: none"> • Spectators • Coaches • Competitors • Staff • Volunteers 	<ul style="list-style-type: none"> • Security service responsible for managing crowd safety. • Crowd maintenance barriers in place. • Admission into the venue to be managed by security team to ensure a steady flow of people. • Venue's stated spectator maximum not to be exceeded. • Volunteers placed outside the venue to manage the queue during peak hours. • Security team to manage the seating and standing to ensure venue Health and Safety processes are followed. • Announcer to remind spectators they should be seated to watch the races when not moving around the venue. 	6	<ul style="list-style-type: none"> • Operating Procedure and Emergency Action Plan to be followed by event organiser.

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Blocking of emergency entry/exit points: Obstructions of doorways delay evacuation in an emergency.	<ul style="list-style-type: none"> All attendees 	<ul style="list-style-type: none"> Venue and organisers check fire exits are clear inside and out. Announcer's safety announcement before competition commences alerts everyone to number and location of fire exits. Dedicated security team and stewards in place to manage entry and exit points. Fire exits to be kept clear. 	5	<ul style="list-style-type: none"> LAC and security team to monitor exits throughout gala making sure they remain clear at all times. Security, IAPS and venue staff to direct spectators to fire exits in an emergency.
Minor injuries: (e.g. cuts, bruises, strains, Slips and falls: Competitors entering the upper concourse area still wet and slipping over. Competitors/coaches falling on stairs from the seating area to/from changing rooms. Spectators slip and fall on wet or uneven surface.	<ul style="list-style-type: none"> Competitors Coaches Spectators 	<ul style="list-style-type: none"> Coaches to ensure competitors thoroughly dry off before leaving poolside. Coaches and competitors asked to run between the upper concourse and changing rooms. Coaches and competitors informed to wear suitable footwear. Clear signage is any hazards are present which cannot be moved. Cleaning up any spills. Qualified first aiders present Treatment areas clearly marked and accessible 	4	<ul style="list-style-type: none"> Security to monitor children in barefoot outside poolside and remind them to wear shoes.
Pre-existing medical conditions / allergies	<ul style="list-style-type: none"> Competitors Staff 	<ul style="list-style-type: none"> Schools responsible for children's medical records but are to notify organisers 	10	

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		<ul style="list-style-type: none"> of any serious conditions in advance First aiders briefed on any serious risks School staff to have access to emergency medication (e.g. inhalers, EpiPens) retained by schools Clear emergency handover protocol 		
Serious medical emergencies (e.g. collapse, cardiac event, suspected concussion)	<ul style="list-style-type: none"> All attendees 	<ul style="list-style-type: none"> First aid provider has radio contact with IAPS event team and venue emergency team Defibrillator on-site Emergency services contact procedure in place Designated emergency access routes kept clear. 	5	
Electrical hazards from AV or event equipment e.g. cables, wires possible trip hazard	<ul style="list-style-type: none"> Staff, Volunteers 	<ul style="list-style-type: none"> Cables securely taped or covered All equipment tested before competition commences. Ensure equipment is stored away or kept clear of walkways. 	5	
Poolside hazards				
Competitors accessing poolside before they are allowed:	<ul style="list-style-type: none"> Competitors 	<ul style="list-style-type: none"> Lifeguards to be in post before the competitors are 	3	<ul style="list-style-type: none"> School staff are responsible for competitor's whereabouts at all times. This includes

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<p>Swimmers entering pool area before officials and lifeguards are in place.</p> <p>Swimmers enter or fall into water unsupervised.</p>		<p>allowed into the venue and poolside.</p> <ul style="list-style-type: none"> Stewards to be in place before any spectators and coaches are allowed into the venue. First aid to be in post before the competitors are allowed into the venue and poolside. 		<p>transition periods, such as moving between poolside and changing rooms.</p> <ul style="list-style-type: none"> Two first aiders located in the spectator area and 2 first aiders located on poolside. Any incidents will be reported and logged by the first aiders and submitted to the venue and IAPS accordingly.
<p>Hazardous and sharp items on poolside:</p> <p>e.g. Obstructions and electrical cables, equipment on the floor, glass bottles and sharp items, Jewellery on swimmers.</p>	<ul style="list-style-type: none"> Competitors Coaches Volunteers Officials 	<ul style="list-style-type: none"> Clear signage is any hazards are present which cannot be moved. All electrical equipment should meet safety standards. If glass bottles are found, they will be removed from poolside and swimmer advised plastic only in future. School staff and officials to ensure swimmers not wearing jewellery. 	6	
<p>Minor injuries:</p> <p>(e.g. cuts, bruises, strains, Slips and falls:</p> <p>Competitors entering the upper concourse area still wet and slipping over.</p>	<ul style="list-style-type: none"> Competitors Officials Poolside staff/volunteers 	<ul style="list-style-type: none"> Prompt clean-up of spills or removal of hazards First aiders on standby with appropriate equipment Running not allowed on poolside. Competitors to leave items by the walls of poolside. 	8	<ul style="list-style-type: none"> Frequent health and safety announcements made throughout the day. Advise schools and competitors on correct footwear. Competitors to be informed by Officials and volunteers to leave items against the wall of poolside.

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Competitors/coaches falling on stairs from the seating area to/from changing rooms. Spectators slip and fall on wet or uneven surface.		<ul style="list-style-type: none"> Regular PA announcements about walking and safe conduct. 		
Crowd management on poolside e.g. Too many competitors and coaches on poolside increasing risk of injury.	<ul style="list-style-type: none"> Competitors Officials Poolside staff/volunteers 	<ul style="list-style-type: none"> Competitors and coached only allowed on poolside during their allotted window for warmups and races. Marshals and volunteers to manage access to poolside. 	1	<ul style="list-style-type: none"> When competitors / coaches are not swimming they are informed they must go back to the seating area on the upper concourse.
Swim racing related hazard				
Pre-existing medical conditions / allergies Seizure	<ul style="list-style-type: none"> Competitors Staff 	<ul style="list-style-type: none"> Schools responsible for children's medical records but are to notify organisers of any serious conditions in advance First aiders briefed on any serious risks School staff to have access to emergency medication (e.g. inhalers, EpiPens) retained by schools Clear emergency handover protocol 	15	<ul style="list-style-type: none"> Lifeguards are adequately trained Food and drinks for all is either brought onto site or purchased via the cafe. No food or drinks are provided for children by the organisers.
Serious medical emergencies (e.g. collapse, cardiac event, suspected concussion)	<ul style="list-style-type: none"> All attendees 	<ul style="list-style-type: none"> First aid provider has radio contact with IAPS event team and venue emergency team 	5	<ul style="list-style-type: none"> Lifeguards are adequately trained.

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		<ul style="list-style-type: none"> Defibrillator on-site Emergency services contact procedure in place Designated emergency access routes kept clear 		
Slips and fall on pool steps / access winch: Winch left in pool and swimmers catch themselves. Competitors slip on stair exiting pool.	<ul style="list-style-type: none"> Competitors 	<ul style="list-style-type: none"> Venue to ensure all steps and access winches have been removed before warm-up commences. Regular inspections of the steps to ensure that there are no sharp edges or damaged steps. Lane rope set up to ensure swimmers in the lane next to the winch do not make contact. 	3	<ul style="list-style-type: none"> Officials and LAC staff to check winch has been properly removed out of pool before races commence.
Head injuries in the pool: Backstroke swimmers hitting head or hands hard on wall at turns or finishes.	<ul style="list-style-type: none"> Competitors 	<ul style="list-style-type: none"> Swimmers are advised of rules pertaining to specific venue/event, e.g. diving restrictions. Announcer appointed before gala reads safety announcements before warm-up including pool depths and reminders of swimmer competitive start competence. Strict supervision by school staff in place to ensuring safety. Backstroke flags in place Lane ropes tensioned Announcer safety briefings 	1	<ul style="list-style-type: none"> If blocks cannot be made stable alternative means will be created for swimmers to start the race safely. Competitors to be supervised whilst warming up by a member of school staff.

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		<ul style="list-style-type: none"> First aid and emergency protocols in place. Venue to ensure both sets of backstroke flags are put in place at correct distance from ends of pool and remain in place for the duration of the gala. 		
Equipment failure resulting in injury: e.g. Starting blocks unstable or too high, swimmers catching arms on slack lane ropes.	<ul style="list-style-type: none"> Competitors 	<ul style="list-style-type: none"> Venue and officials to ensure each block checked for stability and compliance with ASA regulations before warm-up commences. Venue to ensure both sets of backstroke flags are put in place at correct distance. Venue and officials to check ropes are correctly tensioned. 	1	<ul style="list-style-type: none"> Schools to remind competitors to look out for backstroke flags.
Safeguarding hazards				
Under 18's leaving venue unsupervised: e.g. Risk of abduction	<ul style="list-style-type: none"> Competitors 	<ul style="list-style-type: none"> Coaches to ensure competitors do not leave venue before being collection by parents or leaving with staff member. Security and volunteers to stop and question any child seen leaving the venue without an adult. 	9	<ul style="list-style-type: none"> Schools have been notified prior to the event that they are responsible for all the children/competitors they bring to the event. Schools have primary responsible for their children and for letting children under 18 leave their responsibility.

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		<ul style="list-style-type: none"> Security are located on the exit points of the venue. 		
Safeguarding concerns: e.g. Unauthorised access to changing rooms, abusive/inappropriate behaviour towards a minor.	<ul style="list-style-type: none"> Competitors 	<ul style="list-style-type: none"> Only staff wearing an allocated wristband, identifiable by the security team, are permitted access to the changing rooms. Individuals without the designated wristband are not authorised to enter. All event organisers and school staff in regulated activity with children must have a clear up to date DBS check. Separate changing times for girls and boys' sessions. Disabled changing facilities available. 	2	<ul style="list-style-type: none"> Chaperones are vigilant for any safeguarding issues Those in regulated activity are aware of the signs of child abuse and know the action to be taken in the event of an occurrence Each school will need to assess the risk for the own sites with regards to the following: - showers and other washing facilities, seating, floors, equipment i.e. hairdryers and toilets.

Monitoring and review

- The IAPS event team will monitor safety risks throughout the day.
- Volunteers and school staff are encouraged to report any emerging hazards.
- A post-event debrief will review health and safety effectiveness and inform planning for future events.

4. First aid arrangements

Item	Description
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First aid provider	First Aid Cover Ltd
Location of first aid stations	Poolside (primary) Upper concourse near spectator area (secondary)
Communication	Radios linking first aid team, IAPS event lead, and venue control PA system for major announcements
Emergency access	Via designated vehicle route at poolside entrance Security briefed to assist emergency services
Defibrillator	Located at LAC
Incident reporting	Logged by first aid contractor and shared with IAPS Significant injuries escalated immediately

5. Summary of responsibilities

Group	Key responsibilities
IAPS (Event Organiser)	<ul style="list-style-type: none"> • Oversee the delivery and safe running of the event • Ensure risk assessment is in place and shared • Liaise with venue staff and coordinate with volunteers • Monitor overall schedule and ensure procedures are followed • Respond to incidents and escalate as appropriate
School staff	<ul style="list-style-type: none"> • Maintain responsibility for the behaviour, safety, and whereabouts of their pupils throughout the event, including during transitions (e.g. poolside to changing rooms) • Ensure pupils follow event and venue rules, including footwear, conduct, and warm-up procedures • Provide supervision during warm-up, competition, and in changing rooms • Ensure pupils are collected by appropriate adults after the event

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Venue staff (London Aquatics Centre)	<ul style="list-style-type: none">• Provide a safe and suitable environment as per the contract and PSOP• Ensure lifeguards, security, and emergency systems are in place• Maintain the facility (e.g. cleanliness, hazard management)• Support emergency response procedures• Remove or secure any poolside hazards before and during the event
Volunteers	<ul style="list-style-type: none">• Support queue management and spectator guidance• Assist with crowd control and wayfinding• Alert event organisers to any safety or safeguarding concerns• Reinforce house rules (e.g. seating, no running)• Support staff and venue team in case of emergency
First aid provider	<ul style="list-style-type: none">• Deliver professional on-site medical care, maintain incident logs, and escalate serious issues

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6. Review and approval

Created by	Emily Nunan Head of Sport and Pupil Experience
Signature	<i>Emily Nunan</i>

Reviewed by	Emilie Darwin Deputy CEO
Date of assessment	29.04.25
Review date	Post-event or prior to next finals gala