

IAPS Swimming Finals - Risk Assessment



Table 1: Event details

Item	Details
Event date	06 June 2026
Event type	Swimming gala
Location	London Aquatics Centre, Queen Elizabeth Olympic Pool
Organiser	IAPS (Independent Association of Prep Schools)
Venue operator	Everyone Active
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

Table 2: Document contents

Section	Title
1	Event overview and scope
2	Risk rating matrix
3	Risk assessment
4	First aid arrangements
5	Summary of responsibilities
6	Review and approval

IAPS Swimming Finals - Risk Assessment



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.

IAPS Swimming Finals - Risk Assessment



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

IAPS Swimming Finals - Risk Assessment



3. Risk assessment

Hazard	Who may be harmed	Existing controls	Risk rating	Additional controls / actions (where required)
Crowd management and overcrowding	Competitors, spectators, staff, volunteers	<ul style="list-style-type: none"> - Professional security provider on site - Venue capacity limits adhered to - Controlled entry and exit points - Barriers and stewarding in high-traffic areas - PA announcements reminding spectators to remain seated when appropriate 	6	<ul style="list-style-type: none"> - Ongoing monitoring of crowd density throughout the event - Emergency Action Plan followed in the event of overcrowding
Blocked or restricted emergency exits	All attendees	<ul style="list-style-type: none"> - Venue and organiser checks of exits pre-event - Announcer safety briefing outlining fire exits - Security and stewards stationed at access points 	5	<ul style="list-style-type: none"> - Continuous monitoring by venue and security staff - Immediate intervention if exits become obstructed
Slips, trips and falls (wet surfaces, stairs, changes in level)	Competitors, spectators, officials, staff, volunteers	<ul style="list-style-type: none"> - Poolside and concourse regularly inspected and cleaned - Prompt clean-up of spills - Signage used where hazards cannot be immediately removed - Coaches briefed to ensure swimmers dry off before leaving poolside - First aiders on site 	8	<ul style="list-style-type: none"> - Reinforce footwear expectations via announcements and school staff - Volunteers monitor higher-risk areas (stairs, transitions)

IAPS Swimming Finals - Risk Assessment



Unauthorised or uncontrolled access to poolside	Competitors	<ul style="list-style-type: none"> - Lifeguards, first aiders and officials in position before pool access - Stewards controlling access points - Defined warm-up and race access windows 	3	<ul style="list-style-type: none"> - School staff reminded of responsibility for pupil supervision during all transitions - about volunteers having responsibility too
Poolside congestion during warm-up and racing	Competitors, officials, volunteers	<ul style="list-style-type: none"> - Restricted poolside access to allocated swimmers and coaches only - Marshals controlling numbers on poolside 	1	<ul style="list-style-type: none"> - Reinforce requirement for swimmers and coaches to return to seating area when not racing
Hazardous items or obstructions on poolside	Competitors, coaches, officials, volunteers	<ul style="list-style-type: none"> - No glass policy on poolside - Electrical equipment safety-checked and secured - Jewellery prohibited for swimmers - Trip hazards removed promptly 	6	<ul style="list-style-type: none"> - Continued poolside monitoring by officials and marshals throughout event
Electrical hazards from AV or event equipment	Staff, volunteers, competitors	<ul style="list-style-type: none"> - All equipment PAT tested or venue approved - Cables secured or covered - Equipment kept clear of walkways 	5	
Pre-existing medical conditions (including allergies and seizure risk)	All attendees	<ul style="list-style-type: none"> - Schools responsible for competitors medical information and medication - Serious conditions flagged to organisers in advance - First aiders briefed on known risks - Clear emergency handover protocols 	12	<ul style="list-style-type: none"> - Lifeguards and first aiders trained and briefed appropriately

IAPS Swimming Finals - Risk Assessment



Acute medical emergencies (collapse, cardiac incident, concussion)	All attendees	<ul style="list-style-type: none"> - Qualified first aid provider on site - Defibrillator available - Radio and PA communication systems in place - Clear emergency access routes 	5	
Pool access equipment hazards (steps, access winch)	Competitors	<ul style="list-style-type: none"> - Winches removed before warm-ups - Steps inspected for damage or sharp edges - Lane rope positioning to prevent contact 	3	- Final visual checks by officials and venue staff before racing
Head injuries during racing or turns	Competitors	<ul style="list-style-type: none"> - Backstroke flags correctly positioned - Lane ropes tensioned - Announcer safety briefings - Supervision during warm-up - Venue rules on starts and dives followed 	1	- Alternative start methods available if equipment becomes unsafe
Equipment failure (starting blocks, lane ropes)	Competitors	<ul style="list-style-type: none"> - Pre-event checks for compliance with regulations - Officials and venue staff responsible for inspections 	1	
Safeguarding: children leaving venue unsupervised	Competitors (under 18s)	<ul style="list-style-type: none"> - Schools responsible for pupils at all times, other than when in marshalling area where the marshals will take responsibility - Security and volunteers monitor exits - Exit points staffed throughout the event 	9	- Clear pre-event communications to schools reinforcing safeguarding responsibility

IAPS Swimming Finals - Risk Assessment



Safeguarding: unauthorised access or inappropriate behaviour	Competitors	- Controlled access to changing rooms via wristbands - DBS-checked staff for regulated activity - Disabled changing provision	2	- Vigilance by chaperones and event staff - Clear reporting procedures for safeguarding concerns
---	-------------	---	---	---

Monitoring and review

- The venue, security and 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
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, 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 reception
Incident reporting	Logged by first aid contractor and shared with IAPS Significant injuries escalated immediately

IAPS Swimming Finals - Risk Assessment



5. Summary of responsibilities

Group	Key responsibilities
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
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

IAPS Swimming Finals - Risk Assessment



6. Review and approval

Created by	Emily Nunan, Head of Sport and Pupil Experience
Signature	<i>Emily Nunan</i>
Date	06.05.26
Review date	Prior to next finals gala