



IAPS swimming risk assessment

The set-up of the IAPS Swimming Competition is the responsibility of the pool operator (London Aquatics Centre) and this activity is covered by their Pool Safe Operating Procedures (PSOP).

IAPS has hired the use of the Swimming Pool from GLL. The hire conditions are subject to a contract of hire. This contract specifies the terms of the hire and identifies the roles and responsibilities of both the pool operator and IAPS.

As part of the set-up procedures the Pool Operator will provide and install the following equipment:

- Starting blocks
- Automatic Officiating Equipment (AOE) or Semi-Automatic Officiating Equipment (Semi-AOE)
- Anti-baffle lane lines
- Backstroke flags and poles
- False start rope and poles
- Chairs for lane officials as appropriate

IAPS will provide the following equipment:

- Stop watches
- Whistles
- Personal Computers and relevant competition software
- Competition paperwork
- Display stands

YaHire will provide the following:

- 10 crowd carriers
- 20 6ft benches

The event will comply with England's Health and Safety at Work Act 1974 and all its subsequent Regulations, together with the common law duty of care. The event will be conducted under FINA's rules and regulations.

The Management of Health and Safety at Work Regulations 1999 states that every employer shall make a suitable and sufficient risk assessment of:

- a. The risks to health and safety of his employees to which they are exposed whilst they are at work: and
- b. The risks to health and safety of persons not in his employment arising out of or in connection with the conduct by him or his undertaking

A hazard is something with the potential to cause harm. The potential is always there e.g. a diving board.

A risk is the likelihood that the harm a particular hazard can cause, will be realised e.g. the difference between a supervised or unsupervised diving board.

The following parties have a responsibility to ensure safety at IAPS's National Swimming Finals:

- IAPS staff and volunteers
- The referee
- Wise Security
- LAC's staff and lifeguards

IAPS National Swimming Finals Risk Assessment

Source of Hazard	Persons Affected & Number	Control measures in place	High Risk	Medium Risk	Low Risk	Additional control or reference to other information
<p>ENTRY & EXIT Spectators entering pool before admission stewards are in place. Injuries due to falls caused by overcrowding through entrance or in spectator area.</p> <p>Increase risk during exit time and in an emergency.</p>	Spectators	<p>IAPS appoints entrance and admission stewards. Checks they are in-situ controlling flow of spectators into venue and then viewing area Promoter aware of venue Pool Safety Operating Procedure and Emergency Action Plan. IAPS not to exceed venue's stated spectator maximum numbers.</p>			x	Security and IAPS staff to direct spectators to fire exits in an emergency
<p>ENTRY & EXIT Swimmers entering pool area before officials and lifeguards are in-situ.</p> <p>Swimmers may enter or fall into water unsupervised. Risk of drowning for weak/novice swimmers.</p>	Competitors	<p>IAPS and the LAC to ensure that all the necessary officials and lifeguards have been arranged.</p> <p>Lifeguards to be on poolside before competitors allowed.</p>			x	School staff responsible for competitors whereabouts
<p>ENTRY & EXIT Wet Swimmers Entering Spectator area barefooted. Spectator area surfaces may be or become slippery.</p> <p>Swimmer or spectators fall.</p>	Competitors	<p>All swimmers instructed to report to member of staff responsible before leaving poolside.</p> <p>Swimmers instructed to wear suitable footwear & to dry off before leaving poolside.</p>		x		Security to monitor children in barefoot outside poolside and remind them to wear shoes.

Source of Hazard	Persons Affected & Number	Control measures in place	High Risk	Medium Risk	Low Risk	Additional control or reference to other information
ENTRY & EXIT Under 18 swimmers leaving venue early - Risk of abduction or injury.	Competitors	Swimmers not to leave building before collection by parents or leaving with staff member.		x		Schools to be responsible for letting children under 18 leave their responsibility.
POOL / VENUE HAZARDS Fire exits are obstructed delaying evacuation in an emergency/fire delaying evacuation in an emergency/fire	Competitors Officials Spectators	Referee and designated person checks fire exits are clear inside and out. Announcer's Safety announcement before competition commences alerts everyone to number and location of fire exits.			x	IAPS, LAC and security team to monitor exits throughout gala making sure they remain clear at all times.
POOL / VENUE HAZARDS Pool steps / Access Winch left in and swimmers catch themselves on steps / mechanism	Competitors	LAC 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. Inspections are recorded.			x	
POOL / VENUE HAZARDS No backstroke flags in place. Backstroke swimmers hitting head or hands hard on wall at turns or finishes.	Competitors	Ensure both sets of backstroke flags are put in place at correct distance from ends of pool by LAC staff and remain in place for the duration of the Gala.			x	

Source of Hazard	Persons Affected & Number	Control measures in place	High Risk	Medium Risk	Low Risk	Additional control or reference to other information
POOL / VENUE HAZARDS Starting blocks-unstable or too high-causing overdeep dive – hitting head/hands on pool floor	Competitors	LAC and officials to ensure each block checked for stability and compliance with ASA regulations before warm-up commences.			x	If blocks cannot be made stable alternative means will be created for swimmers to start the race safely.
POOL / VENUE HAZARDS Slack Lane Ropes – swimmers catching arms on hard plastic anti- wave lane ropes	Competitors	LAC and officials to check ropes are correctly tensioned.			x	
POOL / VENUE HAZARDS Incorrect location of recording table, & starting equipment. Obstruction, & electrical leads can cause people to trip u.	Competitors Officials	Official to check that recording table is positioned safely and does not obstruct poolside access. Ensure that all cables are secured and covered. All equipment tested before competition commences. All electrical equipment should meet safety standards.			x	
POOL / VENUE HAZARDS No safety announcements before warm-up Lack of awareness of water depths-swimmers may hit head diving in.	Competitors Spectators	Announcer appointed before gala reads safety announcements before warm-up-including pool depths and reminders of swimmer competitive start competence.			x	

Source of Hazard	Persons Affected & Number	Control measures in place	High Risk	Medium Risk	Low Risk	Additional control or reference to other information
POOL / VENUE HAZARDS Diving during warm-ups & competition - Risk of hitting head or hands on pool floor.	Competitors	Strict supervision by school staff in place to ensuring safety.			x	
POOL / VENUE HAZARDS Jewellery-on swimmers can snag injuring themselves or other swimmers. Glass bottles can break.	Competitors Officials	School staff and officials to ensure swimmers not wearing jewellery and have not brought drinks in glass bottles. If glass bottles are found they will be removed from poolside and swimmer advised plastic only in future				
Injury from warm-up session		Swimmers are advised of rules pertaining to specific venue/event, e.g. diving restrictions.		x		Ensure that swimmers are following "local " instructions, e.g. lane rotation. Any concerns are reported to host club/referee.
Safeguarding issues	Swimmers, Coaching staff, helpers	All coaches attend official safeguarding course as and when required by the Club. All club poolside staff, including helpers, have current DBS clearance.		X		Coaches are aware of the signs of child abuse and know the action to be taken in the event of an occurrence. Club Welfare Officer ensures that all club poolside staff have extant DBS clearance.
Pool design i.e. Blind spots, glare		Competent & trained staff. Ongoing staff training. Lifeguard positions defined in NOP and actions to take in the event of glare.			X	NB. Lifesavers will need to move around the poolside to avoid glare, and be able to see the pool bottom.

Source of Hazard	Persons Affected & Number	Control measures in place	High Risk	Medium Risk	Low Risk	Additional control or reference to other information
Pool surround	Competitors Officials	Non slip floor surfaces. Effective cleaning schedules & inspections. Checked on a daily basis by caretaker. The poolside should be washed down every night to clear any residual chlorine from the tiles to ensure the longevity of the pool surround.			x	NB. If the pool surround is slippery, non-slip matting is available that can be laid over the existing tiles.
Insufficient lighting	Competitors Officials Spectators	Regular maintenance program in operation. If the bottom of the pool cannot be seen then no-one is allowed to swim.			x	
Environment i.e. humidity / temperature	Competitors Officials Spectators	Air handling systems in place. Humidity and temperature checks taken on daily basis. Suitable and sufficient lighting			x	NB That change in weather will result a change in the environment of an indoor pool as well as outdoor pool.
Pool inlets and Outlets	Competitors	Inlets and outlets of the pool circulation system should have suitable covers to prevent limbs and fingers getting trapped. Undue suction should not be created which could result in a body being held against a grille. There should be no exposed sharp edges.			x	NB. Check size of apertures for existing pools, they should not exceed 8mm (BS EN: 13451 (HSE managing health and safety in swimming pools)).
Disabled access	Competitors Officials Spectators	Poolside hoist in operation. Regular service and maintenance by reputable contractor. Staff trained in operation.			x	NB Where moving or handling operations are in place please complete the relevant manual handling risk assessment. Staff training may also be required.

Source of Hazard	Persons Affected & Number	Control measures in place	High Risk	Medium Risk	Low Risk	Additional control or reference to other information
Unauthorised access	Competitors Officials Spectators	Pool secured when not in use. Caretaker checks pool area as part of opening and closing procedures. NOP and EAP in operation. Security company brought in to provide service for the gala.			x	NB. Pool covers should be used during holidays and winter.
Water Quality	Competitors Officials	Competent / trained staff. Effective water quality control in place. Pool water tests including chemical levels, clarity and temperature are performed every? hours. Planned Preventative Maintenance schedule in place. Reactive maintenance schedule is ongoing. Specialist contractors brought in for regular service of pool water treatment plant and equipment. NOP and EAP in place.			x	NB. For additional information on pool water treatment please acquire the Swimming Pool Water Treatment and Quality standards produce by the Pool Water Treatment Advisory Group (PTWAG). NB. Manual dosing systems tested every 2 hours. Automated systems to minimum of 3 times a day.
Deep Water / Shallow Water supervision	Competitors Officials	Competent & trained staff. If water depth exceeds 1.2m the National Pool Lifeguard Qualification is required. Water depth signs around the pool. Shallow area segregated where necessary from deep water by use of lane rope / boom. See additional guidance regarding supervision competencies on Clusterweb.			x	NB Where changing rooms lead directly on to poolside (especially to deep water) it is recommended that there is a physical barrier to stop children from gaining unauthorised access to the pool i.e. balustrading.

Source of Hazard	Persons Affected & Number	Control measures in place	High Risk	Medium Risk	Low Risk	Additional control or reference to other information
Diving / Jumping	Competitors	The minimum depth of water where shallow diving should be allowed is 1.5m. Clear warning signs should be visible around the pool to advise swimmers of water depth, safe diving areas and general diving rules. NOP and EAP in operation.			x	NB. Where diving platforms are in use they should meet the FINA regulations.
Risk of drowning	Competitors	Competent / trained staff. Lifeguard on poolside at all times Trained first aiders on site. Staffing ratios in accordance with			x	NB. Please see KCC health and safety policy for swimming and water safety
Swimmers with special needs – access and support		For participants who require specialist help or prefer segregation a range of provision may be both possible and preferable. Their participation may be fully integrated, integrated and supported or a specialist disabled session. These specific needs can be determined through direct consultation with the individual or parent, their swimming background and observation on how the disability affects their swimming style.			x	NB. An individual risk assessment should be undertaken for each individual to ensure that safety measure and are in place and risks are controlled.

Source of Hazard	Persons Affected & Number	Control measures in place	High Risk	Medium Risk	Low Risk	Additional control or reference to other information
Swimmers with known medical needs	Competitors Officials	Written parental consent must be obtained before pupils can take part. Pupils must be supervised carefully and by a responsible adult. This may require additional staff to aid in supervision. Officials must self-assess they are fit to work.			x	NB. Pupils with epilepsy require careful observation, as shimmering water or flickering lights may trigger a seizure.
Missing child	Competitor Spectator	LAC and IAPS missing child process to be followed in the event of a child going missing.		x		Ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out
CRB Checks / child protection	Competitors	All teachers to have enhanced CRB checks. Volunteers that help out maybe required by the school to have a CRB check. Anyone without a CRB not to be left alone with children without another adult.			x	
First aid provision	Competitors Officials Spectators	Adequate levels of trained first aiders on site. When administering first aid staffs where possible to wear PPE. A fully stocked 1 st aid kit is easily accessible. Face shields should be available on request from staff for resuscitation. Communication network in place. NOP and EAP in operation.			x	NB. Only staff that has received training in the correct use of a face shield should use it.

Source of Hazard	Persons Affected & Number	Control measures in place	High Risk	Medium Risk	Low Risk	Additional control or reference to other information
Rescue equipment	Competitors	Suitable and sufficient rescue equipment. This includes Throw bag, reach pole, torpedo buoy, face shield, first aid kit, blankets etc. Staffs are trained and competent in its use.			x	NB. Spinal board may be required where staff have received the National Pool Lifeguard Qualification due to the depth and/or nature of the pool.
Pool Equipment	Competitors Officials	Woggles, floats and other equipment should be in a good condition. Equipment needs to be checked prior to gala. Children misusing equipment to be disciplined accordingly. The equipment should be stored in a safe and dry location.			x	NB. It is worth noting that to prolong the life of perishable items i.e. floats, a periodic cleaning of equipment with fresh water is good practise.
Pool Covers (covering the pool)	Organisers Officials	Minimum of 2 person operation. Ensure the pool cover is pulled tight allowing no water to get on top to reduce the chance of it sinking and ensure it covers the whole pool.			x	NB. It is all suggested that laced non-slip training shoes be worn for this task. Safe working practise should be introduced and manual handling assessment undertaken.
Pool Covers (Removing the cover)	Organisers Officials	Minimum 2 person operation. Slowly pull the cover off and whilst doing so, fold in a concertina fashion. Push all air out of fold, wipe down and dry as far as possible. When the cover has been removed, roll it up and move to storage area immediately.			x	NB. It is all suggested that laced non-slip training shoes be worn for this task. Safe working practise should be introduced and manual handling assessment undertaken.

Source of Hazard	Persons Affected & Number	Control measures in place	High Risk	Medium Risk	Low Risk	Additional control or reference to other information
Goggles / Masks		Any goggles used should be made of unbreakable plastic or rubber. Pupils should be taught to remove them by slipping them off their head, rather than by stretching the retaining band.			x	NB. Flippers, snorkels etc. are not allowed in the majority of pools unless being used by a swimming club.
Changing rooms for the gala	Competitors Staff/coaches	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. Separate changing times for girls and boys sessions. Disabled changing facilities available. Male and female chaperones supervise swimmers in changing rooms.			x	NB. Where possible the temperature should be maintained at 24c and have 10 air changes per hour (discuss). Chaperones are vigilant for any safe guarding issues. Personal belongings to be taken to poolside.
Hygiene	Competitors	Pupils should be encouraged to perform the recommended hygiene procedures before entering the water.			x	NB. The Institute of Sport and Recreation Management have posters that can be purchased regarding pool hygiene.

Signed by – Emily Connell

Job Title - IAPS Sports Event Manager

Date – May 2022