



## Risk Assessment Form

This form should be completed with a list of hazards that affect the session, and should be written from a coaching perspective, not a venue management perspective. For each risk assessment there should be an associated Emergency Action plan to be used in case a risk occurs.

Venue:		Knutsford Leisure Centre		Venue Contact Name & Contact Details:	Duty Manager  Contactable at reception or via receptionist.
Address: (Include postcode)		Knutsford Leisure Centre Westfield Drive Knutsford WA16 0BL  Tel: 01625 383951 What3words location: initiates.quack.decreased			
Group:		Knutsford Tri Club		Location of first-aider:	Poolside (Lifeguard & KTC Coach)
Date:		Friday		Location of Defibrillator	Reception (adjacent to pool)
Time:		Friday – 06:15 – 7:45am		Location of telephone:	Reception (adjacent to pool)
Participants:	Number:	Maximum of 20 members to one Level 2 BTF coach in line with BTF latest Covid Guidance.		Location of toilets:	Changing rooms. Disabled toilet poolside at shallow end.
	Age:	18+		Location of changing rooms:	Adjacent to pool shallow end
	Ability:	Mixed		Location of first-aid kit:	On the wall by the shallow end (see attached diagram). Also, in reception (adjacent to the pool).
Lead coach name:		Head Coach – vacant  Leads: Friday – Lynda Cook BTF level 2 diploma coach 07743 717384 As agreed with the facility, on rare occasions, when there is no KTC BTF coach available, there will be a point of contact (poolside) for KTC members to swim for a non-coached session.		Stocked and maintained:	<input checked="" type="checkbox"/> Yes

Venue documents read and understood  (please ✓ appropriate box):	Normal operating procedures: <input checked="" type="checkbox"/> Yes	Additional notes:	Most KTC coaches have First Aid Qualifications
	Health and safety policy: <input checked="" type="checkbox"/> Yes		
	Emergency action plan (EAP): <input checked="" type="checkbox"/> Yes		
Name of person conducting risk assessment: Lynda Cook		Signed: Lynda Cook	Date: 30/11/2022

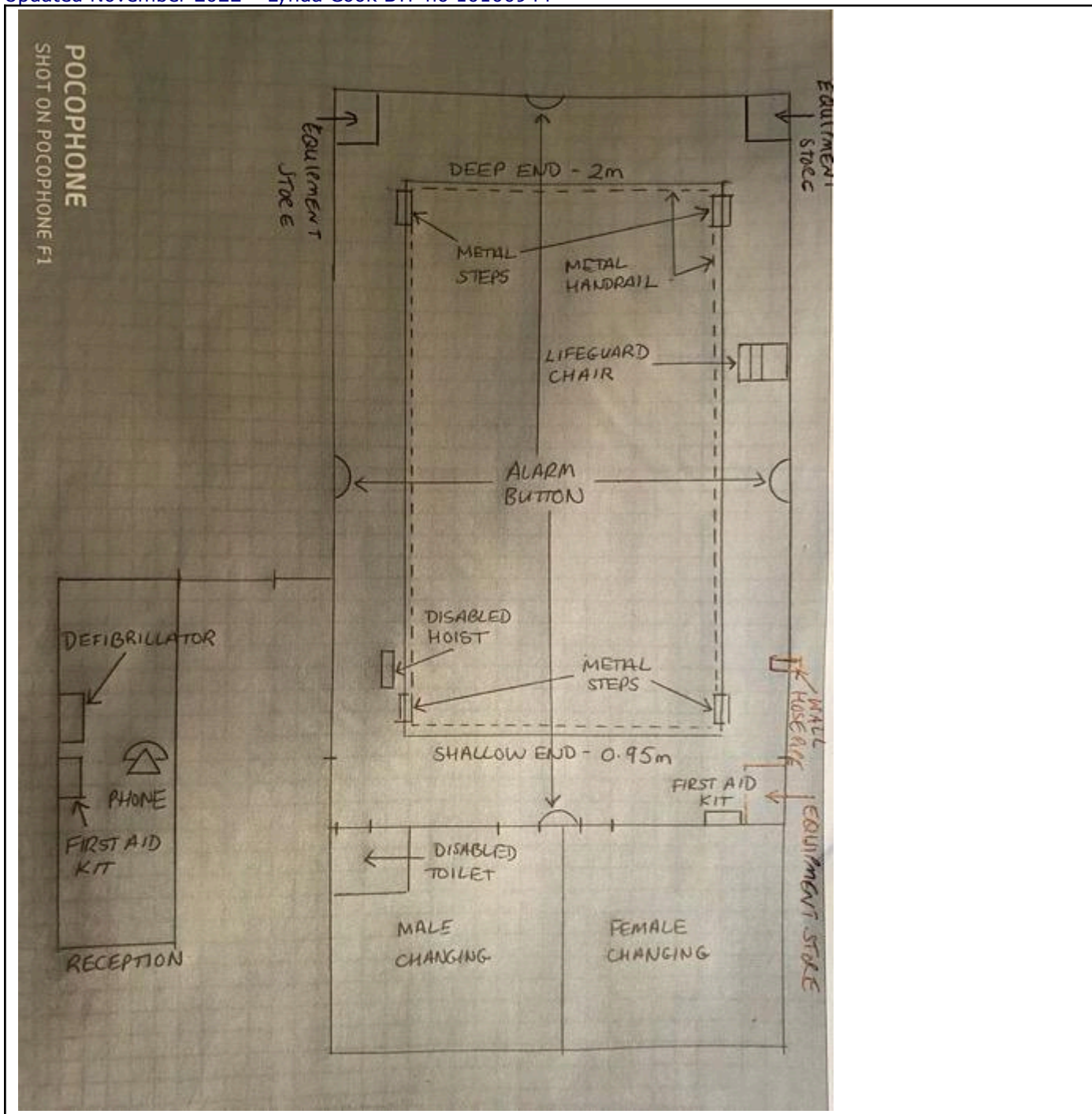
## Risk Assessment Form

Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required: (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
COVID-19  Spread of/ catching/ positive cases of infection	Everyone	Likelihood: Medium  Impact: High	Yes Coach	British Triathlon Guidance ( <a href="#">March22</a> ) requirements of clubs includes: <ul style="list-style-type: none"> <li>- adhering to any Government guidelines.</li> <li>- Adhering to coaching ratios (<i>for example, 20 x members to a L2 coach</i>)</li> <li>- Continue online pre booking and note attendance</li> <li>- Reminding participants of pre-session symptom checks (see below)</li> </ul>	Coach to advise  ALL participants responsible	Likelihood: Low  Impact: Medium	LC 29Nov22
Metal handrail around inside of the pool – potential impact hazard when swimming next to the pool edge and when turning.	Swim participants.	Likelihood: Low  Impact: Medium	Yes Coach	Coach to remind all swimmers of the location of the handrail	N/A – Permanent fixture  Coach to advise	Likelihood: Low  Impact: Low	LC – 29/11/2022

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Metal entry/exit steps at both sides of the deep and shallow end, potential impact hazard when swimming next to the pool edge.	Swim participants.	Likelihood: Low  Impact: Medium	Yes Coach	Coach to remind all swimmers who are using the steps to access the pool and those who are swimming in the lanes closest to the steps.	N/A – Permanent fixture  Coach to advise	Likelihood: Low  Impact: Low	LC – 29/11/2022
Wet pool deck – potential slip hazard.	Swim participants, Coaches, assistants and observers.	Likelihood: Medium  Impact: High	Yes Coach	Swimmers are reminded to walk carefully and in case of junior members not to run on the pool deck.  Suitable footwear to be worn by coaches, assistants and observers.	N/A – Permanent condition  Coach to advise	Likelihood: Medium  Impact: Medium	LC – 29/11/2022
Lifeguard Chair – significant obstruction on one side of the pool deck near the deep end. Attempting to walk past could result in collision with a chair and/or fall into the pool.	Coaches, assistants and observers.	Likelihood: Low  Impact: Medium	Yes Coach	Coach should advise anyone new to the pool who might be walking on that side of the pool to be careful of the chair.  Coaches, assistants and observers should not cross the position of the lifeguard chair at any time during the session. A one-way system poolside should be observed by all coaches, assistants and observers.	N/A – Permanent fixture  Coach to advise	Likelihood: Low  Impact: Low	LC – 29/11/2022
Disabled hoist beside the shallow end steps. – Partially obstructs the pool deck. Could result in a collision.	Swim participants, Coaches, assistants and observers.	Likelihood: Low Impact: Medium	Yes Coach	Coach should advise anyone new to the pool who might be walking on that side of the pool to be careful of the hoist and swimmers to be careful of it when exiting the pool via steps closest to it.  Coaches, assistants and observers should avoid walking past the chair and if they have to then be aware that it is there	N/A – Permanent fixture  Coach to advise	Likelihood: Low  Impact: Low	LC – 29/11/2022

Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required: (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
Equipment Storage – right hand corner of pool at shallow end – potential trip / collision hazard.	Coaches, assistants and observers	Likelihood: Low Impact: Medium	Yes Coach:	Coaches to advise others of its location. Coaches assistants and observers should take care if walking past the equipment store box.	N/A – Permanent fixture	Likelihood: Impact:	LC – 29/11/2022
Rolled up hose pipe hanging on wall – potential trip / collision obstacle.	Coaches, assistants and observers	Likelihood: Low Impact: Low	Yes Coach	Coaches to advise others of its location. Coaches, assistants and observers should take care if walking past it in case it has slightly un-looped or has not been put back properly. Advise the lifeguard so that it can be correctly put back.	Coach  Leisure centre staff	Likelihood: Low  Impact: Low	LC – 29/11/2022
Increasing numbers of KTC swimmers in each lane leading to collisions	Swim participants	Likelihood: Medium  Impact: High	Yes Coach	Remind all KTC members of swim rules and lane etiquette.  Maximum of 6 swimmers per lane*	Coach	Likelihood: Low  Impact: Medium	LC – 29/11/2022
Total no of swimmers* per session should be limited to the session coach's BT qualification level. This is to ensure a safe coaching environment.	Coach  Swim Participants	Likelihood: Medium  Impact: High	Yes Coach	Coaches to ensure that they do not have more swimmers' than their qualification allows in the pool.  Participants will need to register in advance of any session with a limit per lane depending on the participants and to be determined by the coach. Participant registration will be lane specific (based on participant swim speed/ability).  Coaches will coordinate and ensure the required coach : participant ratio for the lead coaches qualification is not exceeded.	Lead coach	Likelihood: Low  Impact: Low	LC – 29/11/2022

Updated November 2022 – Lynda Cook BTF no 10100944



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