

AMATEUR SWIMMING ASSOCIATION

Health and Safety

Safety in the Disciplines of Swimming - Risk Assessment

Contents

Contents	1
Health, Safety and Environmental Policy Statement	3
The ASA Approach to Safety	4
Swimming Pool Accidents	4
Safety in the Disciplines of Swimming	5
Hazard Identification and the Risk Assessment	6
Further Reading	8
Hazard Identification and Risk Assessment Form	10

Table of Hazards and control measures

<u>Building design</u>	11
External areas	
Entrance	
Reception	
Spectator area	
Fitness suite	
Changing areas	
Pool hall	
Pool tank	
<u>General Matters</u>	15
Hire agreements and contracts	
Supervision	
Safety equipment	
Events	
Health Issues	
Electrical Equipment	
Child Protection	
Organised Trips	
Accident/Incident	

Contents continued

Discipline Specific Issues 19

Diving training, competition and teaching
Swimming training, competition and teaching
Water polo
Synchronised swimming
Masters all disciplines
Disability swimming and teaching
Open water swimming

Health, Safety and Environmental Policy Statement

The Amateur Swimming Association (ASA) is an unincorporated association and as such recognises its responsibilities to both its employees and volunteers.

It is the policy of the Amateur Swimming Association to reduce its business risk to the lowest possible level. The Chairman of the ASA Board and the Chief Executive take a personal responsibility for achieving and maintaining the highest standards of health, safety and environmental performance.

The Amateur Swimming Association complies with the Health and Safety of Work Act 1974 in respect of the health, safety and welfare of its employees. The Association also recognises its duty of care under common law in respect of the health, safety and welfare of its affiliated members and volunteers.

This policy extends to a number of key activities, summarised below:-

For employees:

- Identifying and assessing health and safety risks arising from our work activities, providing adequate control measures and reviews accordingly to maintain a safe and healthy working environment.
- Support for high standards of communication, training and continuing professional development of all staff and contractors.
- Recording and investigating of incidents, accidents and cases of work ill health, in order to prevent re-occurrence and become a 'learning organisation.'
- Maintenance of business continuity planning to minimise disruption in the event of a disaster at an Association employee location.
- Reviewing and revising this policy as necessary and at regular intervals and in any case to be reviewed annually by the ASA Board.

The Amateur Swimming Association manages these processes through the Senior Management Team and the Administration Health and Safety Working Party.

For affiliated members, athletes and volunteers:

- To provide and communicate guidance to the ASA Regions, Counties and Clubs in relation to their employee obligations and health and safety.
- Identifying and assessing health and safety risks arising from club activities, providing adequate control measures and reviews accordingly to maintain a safe and healthy club environment.
- To provide and communicate Health and Safety Laws, Rules and Guidelines for the good governance of the sport, primarily through the ASA Handbook, revised annually.
- To provide support for training and continuing professional development of all volunteers.
- To encourage recording and investigating of incidents, accidents and cases of club activity ill health, in order to prevent re-occurrence and become a 'learning organisation.'
- Reviewing and revising this policy as necessary and at regular intervals and in any case to be reviewed annually by the ASA Board and ASA Council.

The Amateur Swimming Association manages this process through the ASA Board, the ASA Management Team and the Health and Safety Forum.

The Amateur Swimming Association is committed to achieving excellence in all of its business functions and accordingly, it expects all its staff and affiliated members, athletes and volunteers to support and co-operate with the Association in meeting its health, safety and environmental policy and legal obligations.

The ASA Approach to Safety

In recent years, in accordance with the Health and Safety Policy Statement the ASA has adopted a pro-active approach to the safety of competitors, officials, teachers and coaches through its own initiatives such as the:-

- Safety Forum consisting of representatives of the various Technical Committees and the Medical Advisory Committee to advise the ASA Board on issues which are related to safety.
- ASA Safety Laws
- Discipline specific Prompt Cards for Officials
- Competitive Start Award
- Child Protection Policies

and has also worked with other organisations to produce guidance which will help to ensure that the risks relating to the teaching of swimming and in the various disciplines of the sport are minimised for example

- Diving and Jumping in Swimming Pools and Open Water Areas
- Safe Supervision for Teaching and Coaching Swimming

Swimming Pool Accidents

Swimming pools are intrinsically unsafe buildings and in addition to the risk of drowning have many features which contribute towards an environment in which accidents may occur including

- wet surfaces and bare feet a combination of which increases the likelihood of slipping
 - unclothed bodies and hard surfaces which increase the likelihood of injury if slips or trips occur
 - deep water areas where poor swimmers may get into difficulties
 - shallow water areas where diving by unskilled persons may lead to spinal or head injuries of a serious nature
 - diving boards, which when used by unskilled persons or not properly supervised, can be a source of serious injury.
- Chemicals which if incorrectly used or mixed may lead to burns or the liberation of dangerous gas.

The list of possibilities for an accident is long and yet the number of serious accidents occurring in swimming pools is small compared to the estimated 170 million attendances made to swimming pools in this country each year. Indeed statistics have indicated that the estimated number of less serious accidents, but which required hospital treatment of some type, of around 15,000 per year is small when compared to the figures for other popular sports such as football and rugby with estimates of over 400,000 and around 80,000 respectively.

Accidents stem from a number of causes including

- poor building design
- inadequate systems of work and in particular poor supervision
- irresponsible actions of individuals and/or groups.

Responsibility for health and safety in swimming pools falls upon those who have any involvement with their management and operation; primarily pool owners (including local authority clients), pool operators (including management contractors), architects, engineers, designers, manufacturers and constructors.

However, hirers such as associations, swimming clubs, swim schools etc have a responsibility to see that their actions or sometimes lack of action do not produce a situation where health and safety is or may be compromised.

Safety in the Disciplines of Swimming (SIDS)

As a continuation of the pro-active approach towards safety it was considered there was a need for the Association to produce a document that identified most of the issues in regard to safety that related to the use of facilities both indoor and outdoor for competition and training and also to other activities.

The document, which has taken some time to produce, cannot identify every issue which may be come across because of differences in design, the way pools are operated and the intricacies of the different activities, nevertheless the Table commencing on page 8 gives a lead on the type of matters of which associations, clubs etc should be aware. The document provides information on three aspects:-

- Building design problems
- General matters
- Discipline specific matters.

For each it lists information on which to base a risk assessment

- Hazards
- Persons at risk and how
- Measures to control risk
- Sources of information.

It is incumbent upon everyone to provide as safe an environment as possible for those who take part in swimming and activities associated with swimming and a risk assessment will show where there is room for improvement; sometimes in relation to the way activities are carried out and sometimes in relation to outside factors. This guidance document is meant to help in that risk assessment.

In many cases the hazards listed are matters related to the facility and the actions or lack of action of the pool management and can only be remedied by the pool management. Nevertheless by drawing these to the attention of the pool management the club or other organisation is fulfilling its duty of care and helping to look after the safety of its members and safeguard their interests

Hazard Identification and the Risk Assessment

In order to discharge the duty of care to provide a safe environment it is necessary to identify hazards, assess the associated potential risks and take action if necessary to eliminate the hazard, or if not practical, take action to either eliminate the risks or reduce them to a level of acceptability.

A **hazard** is something with the potential to cause harm to an individual and can be an object, an activity and even a substance.

Risk expresses the likelihood that the harm from the potential hazard is realised and may be categorised as, **low, medium or high**.

In an office situation the Risk Assessment might simply be carried out by a walk through the premises; looking afresh at what could reasonably be expected to cause harm to the work force or others who visit the premises as a result of the activities which take place. For the ASA the situation is more complicated viz

Building design

The assessment should include only those areas where it is reasonable to expect your members or others who visit the premises as a result of your activities to go and a suggested route may involve the following:-

- outside areas such as the car park and pathways
- the entrance to the building
- the reception area and its immediate environs eg toilets, refreshment area and staircases and passage-ways to other areas of the building
- the spectator gallery
- the fitness suite
- the changing areas, showers and toilets
- the pool hall, the pool tank

General matters

This section considers issues related to the use by clubs and organisations – contracts and their implications, supervision, safety equipment etc

Discipline specific matters

The third section deals with the more specific requirements relating to the teaching, coaching and the holding of events in each discipline..

If a hazard is identified it is necessary to consider how significant it is and how likely it is that it will cause harm and whether there are precautions in place which control the risk and, if there are, whether these are sufficient.

In some cases after all precautions have been taken some risk may remain and this should be considered as to whether it is high, medium or low. If the risk is high this may cause a review of an activity and even its cessation altogether.

Recording

The results of the findings should be recorded as should the actions proposed and taken.

Risk assessments should be suitable and sufficient and show that

- a proper check was made
- consideration was given to persons affected
- obvious and significant hazards were dealt with
- the precautions are reasonable and the risk is low

Further information about risk assessment can be found in the Health and Safety Executive pamphlet “Five steps to risk assessment” which explains in understandable terms what is required.

Further Reading

Amateur Swimming Association

Publications

“ASA Handbook” also available for downloading on the website and includes

“Safety Laws”

“Prompt Cards for all disciplines”

“Child protection in swimming - procedures and guidelines”

“Safe sport away” ”

“Accident/incident record log”

“The swimmer pathway – long term athlete development”

Supplementary Guidance Notes available for down loading on the ASA Website.

ASA Accident/Incident Book

Child Protection in Swimming – Procedures and Guidelines

Guidelines for the use of Photographic/Filming Equipment at Competitions

Incident Notification Guidelines

Risk Assessment Swimming Competition Events

Risk Assessment Diving Competition Events

Use of electrical equipment and Appliances near swimming pools

Use of Mini-buses and Other Forms of Transport

Health and Safety Executive

Publications

“Five steps to risk assessment” published by HSE and available for downloading on their website

“Managing health and safety in swimming pools” HSG 179 published by HSE Books

Sport England

“Access for disabled persons” published by Sport England and available for downloading on their website

FINA

“FINA Handbook 2005 - 2009” published by FINA and available for downloading on their website which give details of “Facilities Rules”

Institute of Sport and Recreation Management

“Safe supervision for teaching and coaching swimming “ published by the Institute of Sport and Recreation Management but available on the ASA web site.

“Diving and jumping in swimming pools and open water” published by the Institute of Sport and Recreation Management

**Amateur Swimming Association
Hazard Identification and Risk Assessment Form**

Risk Assessment for *Name of pool*

Undertaken by *Name of person undertaking the assessment* **Date**

Identified Hazard	Persons at Risk	Risk Significance			Action required	Date Action taken
		Low	Med	High		

Hazard	Persons at risk how	Measures to control risk	Sources of information
BUILDING DESIGN			
<p>Outside areas</p> <ul style="list-style-type: none"> • Unsafe layout of car park • Lack of parking or badly placed parking for persons with a disability (no more than 50m from entrance if not under cover) • Poor access from parking to pool entrance - unlit or badly lit, uneven or insufficient or blocked (by overgrowing shrubberies) pathways, no dropped kerbs (wheel chairs and buggies) or tactile paving (visually impaired). • Inadequate or no signing – no direction signs on roadway, no speed restriction signs, no direction signs to pool entrance 	<ul style="list-style-type: none"> • Swimmers, teachers, coaches, officials, volunteers and spectators particularly children, women, disabled or elderly • Possible accidents or incidents including trips, falls and assaults 	<p>ACTION BY CLUB OFFICERS</p> <ul style="list-style-type: none"> • discussions with the pool management re improvements to eliminate hazards and risk and/or the provision of warning signs relating to deficiencies. • warnings to club members and others regarding deficiencies. <p>WITH IMPLEMENTATION OF ADEQUATE CONTROL MEASURES - RISK LOW</p>	<ul style="list-style-type: none"> • “Access for Disabled People”
<p>Entrance</p> <ul style="list-style-type: none"> • Slippery or worn steps, inadequate handrails • Steep ramps (more than 1:15) • Slippery floors, no dirt traps • Difficult to open doors for children and wheelchair user • Badly lit 	<ul style="list-style-type: none"> • Swimmers, teachers, coaches, officials, volunteers and spectators particularly children, disabled or elderly • Possible accidents, trips and falls 	<p>ACTION BY CLUB OFFICERS</p> <ul style="list-style-type: none"> • discussions with the pool management re improvements to eliminate hazards and risk and/or the provision of warning signs relating to deficiencies. • warnings to club members and others regarding deficiencies. <p>WITH IMPLEMENTATION OF ADEQUATE CONTROL MEASURES - RISK LOW</p>	<ul style="list-style-type: none"> • “Access for Disabled People”
<p>Reception area and areas off</p> <ul style="list-style-type: none"> • Badly designed reception desk with no provision for disabled users • None or poor direction signs to other areas of the building • Worn, slippery or loose floor and stair finishes • In-adequate handrails on stairs • In-adequate lighting on stairs • In adequate corridor and door widths • Difficult to open doors in corridors and other areas for children and wheelchair users. • Doors without visibility panels 	<ul style="list-style-type: none"> • Swimmers, teachers, coaches, officials, volunteers and spectators particularly children, disabled or elderly • Possible accidents, trips and falls • Major incident – lack of emergency lighting 	<p>ACTION BY CLUB OFFICERS</p> <ul style="list-style-type: none"> • discussions with the pool management re improvements to eliminate hazards and risk and/or the provision of warning signs relating to deficiencies. • warnings to club members and others regarding deficiencies. 	<ul style="list-style-type: none"> • “Access for Disabled People”

Hazard	Persons at risk how	Measures to control risk	Sources of information
<ul style="list-style-type: none"> • Unlocked doors to prohibited areas • Projections from walls restricting access ways • No emergency lighting 		<p align="center">WITH IMPLEMENTATION OF ADEQUATE CONTROL MEASURES - RISK LOW</p>	
<p><u>Spectator gallery</u></p> <ul style="list-style-type: none"> • Worn, slippery or loose floor and stair finishes • Inadequate handrails on gallery fronts • Poor ventilation, excessive temperatures • Broken or loose seating • No provision for or inadequate access and exit for wheelchair users • No emergency exits • No emergency lighting 	<ul style="list-style-type: none"> • Spectators particularly children, disabled or elderly, • Possible accidents, trips and falls • Major incident – lack of emergency exits and/or lighting 	<p>ACTION BY CLUB OFFICERS</p> <ul style="list-style-type: none"> • discussions with the pool management re improvements to eliminate hazards and risk and/or the provision of warning signs relating to deficiencies. • warnings to club members and others regarding deficiencies. <p align="center">WITH IMPLEMENTATION OF ADEQUATE CONTROL MEASURES - RISK LOW</p>	<ul style="list-style-type: none"> • “Access for Disabled People”
<p><u>Fitness suite</u></p> <ul style="list-style-type: none"> • Worn, slippery or loose floor finishes • Poor ventilation, excessive temperatures • Broken or loose equipment • Overcrowding • No emergency lighting 	<ul style="list-style-type: none"> • Swimmers and coaches • Accidents, trips and falls • Major incident – lack of emergency lighting 	<p>ACTION BY CLUB OFFICERS</p> <ul style="list-style-type: none"> • discussions with the pool management re improvements to eliminate hazards and risk and/or the provision of warning signs relating to deficiencies. • warnings to club members and others regarding deficiencies. <p align="center">WITH IMPLEMENTATION OF ADEQUATE CONTROL MEASURES - RISK LOW</p>	<ul style="list-style-type: none"> • “Access for Disabled People”
<p><u>Changing areas, showers and toilets</u></p> <ul style="list-style-type: none"> • Slippery or defective floors, inadequate cleaning • Missing, broken or proud drainage covers and grilles • Footbaths or changes in floor levels making disabled access difficult • Broken or loose seating • Defective lockers (non closing doors projecting into walkways, sharp edges) • Rough surfaces and projections from walls • Defective shower controls • No emergency lighting • Inadequate heating and ventilation • Inadequate access/provision for 	<ul style="list-style-type: none"> • Swimmers, parents, officials and coaches • Accidents, trips, falls cuts, bumps, grazes and scalds • Major incident – lack of emergency lighting 	<p>ACTION BY CLUB OFFICERS</p> <ul style="list-style-type: none"> • discussions with the pool management re improvements to eliminate hazard or risk and/or the provision of warning signs relating to deficiencies. • warnings to club members and others regarding deficiencies. 	<ul style="list-style-type: none"> • “Access for Disabled People” • “Managing health and safety in swimming pools”

Hazard	Persons at risk how	Measures to control risk	Sources of information
disabled users <ul style="list-style-type: none"> • No signs requiring use of toilets and showers before entering the pool • None or inadequate control signs re use of pool • Unsafe access from changing areas onto deep water with no safety rails where water is more than 1.2m deep 		WITH IMPLEMENTATION OF ADEQUATE CONTROL MEASURES - RISK LOW	
Pool hall <ul style="list-style-type: none"> • None or inadequate signing re pool depth and use of pool • Poor ventilation • No emergency lighting • No emergency exits or poorly signed or blocked • Inadequate pool surrounds (less than 1.5m in width) causing non swimmers to go near deep water and/or making wheelchair access difficult • Slippery or defective pool surrounds, cracked or broken tiles, inadequate grouting • Excessive slope on pool surrounds of leisure pools requiring guard/hand rails 	<ul style="list-style-type: none"> • Swimmers, parents, officials and coaches • Possible accidents, slips, trips, falls and cuts. • Poor ventilation leading to eye, nose and throat irritation and breathing problems particularly for "stressed" swimmers • Major incident – lack of emergency exits and/or lighting 	ACTION BY CLUB OFFICERS <ul style="list-style-type: none"> • discussions with the pool management re improvements to eliminate hazard or risk and/or the provision of warning signs relating to deficiencies. • warnings to club members and others regarding deficiencies. <p style="text-align: center;">WITH IMPLEMENTATION OF ADEQUATE CONTROL MEASURES - RISK LOW</p>	<ul style="list-style-type: none"> • "Access for Disabled People" • "Managing health and safety in swimming pools"
Pool Tank <ul style="list-style-type: none"> • Tiling deficiencies, cracked or broken tiles, inadequate grouting • Sudden changes in depth causing bathers to lose footing • Steep slopes of pool floor (more than 1:15 in walking depth) causing bathers to lose footing • Projections into the pool tank (ladders and pool steps) • Glare and specular reflection on water caused by excessive glazing or badly positioned artificial lighting creating difficulties for Lifeguards in supervising the pool • Inadequate lighting levels (floor of 	<ul style="list-style-type: none"> • Swimmers particularly learners and coaches • Possible cuts, entrapment, drowning incidents, • Poor chemical water quality leading to eye, nose and throat irritation and breathing problems particularly for "stressed" swimmers. 	ACTION BY CLUB OFFICERS <ul style="list-style-type: none"> • discussions with the pool management re improvements to eliminate hazard or risk and/or the provision of warning signs relating to deficiencies. • warnings to club members and others regarding deficiencies. 	<ul style="list-style-type: none"> • "Access for Disabled People" • "Managing health and safety in swimming pools"

Hazard	Persons at risk how	Measures to control risk	Sources of information
<p>pool not clearly visible)</p> <ul style="list-style-type: none"> • Only one pool outlet (possible entrapment - minimum of two required) • Poor physical (cloudy) water quality floor of pool not clearly seen) • Poor chemical water quality (eye nose and throat problems for swimmers and coaches) • Inadequate access and facilities for persons with a disability – no pool hoist 		<p>WITH IMPLEMENTATION OF ADEQUATE CONTROL MEASURES - RISK LOW</p>	

GENERAL MATTERS			
<p><u>Hire Agreements and Contracts</u></p> <ul style="list-style-type: none"> • Lack of written documentation • Lack of clarity in documentation for responsibility for <ul style="list-style-type: none"> ○ Various areas of building eg changing areas ○ supervision, ○ additional responsibilities if keyholder 	<ul style="list-style-type: none"> • Officials, teachers, coaches and swimmers • Possible legal implications if an incident/accident should occur • Possible drowning or other major incidents 	<p>ACTION BY CLUB OFFICERS</p> <ul style="list-style-type: none"> • discussions with pool management re clarification of agreements/contracts and clear definition of responsibilities of the club • request copy of Normal Operating Procedures and Emergency Action Plans for the pool, consider role of volunteers and agree this with the pool operator • brief and train volunteers as necessary • contact ASA Legal Affairs Department for advice if in doubt <p>WITH IMPLEMENTATION OF ADEQUATE CONTROL MEASURES - RISK LOW</p>	<ul style="list-style-type: none"> • “Managing health and safety in swimming pools” • “Safe supervision for teaching and coaching swimming” • “Prompt Cards for Officials”
<p><u>Supervision</u></p> <p>Where pool provide staff –</p> <ul style="list-style-type: none"> • no clear definition of their roles and responsibility regarding Pool Safety Operating Procedures including Normal Operating Plan and Emergency Action Plan • Lack of or poorly trained lifeguards provided by pool Management <p>Where lifeguards provided by the hirer</p> <ul style="list-style-type: none"> • no clear definition of the responsibilities of the hirer relating to numbers, qualification, training and CPD • Clarification of dual role of lifeguard/teacher/coach <p>Where club employs teachers/coaches</p> <ul style="list-style-type: none"> • Health and safety responsibility of club as an employer 	<ul style="list-style-type: none"> • Officials, teachers, coaches and swimmers • Possible drowning or other major incidents 	<p>ACTION BY CLUB OFFICERS</p> <ul style="list-style-type: none"> • discussion with pool management on the role of staff • discussion with pool management re inadequacies of staff • where hirer has responsibilities for providing lifeguards discuss with pool management the role of teachers, coaches, lifeguards and compilation of a Normal Operating Plan and Emergency Action plan to be agreed with the pool manager. • brief and train club staff and volunteers as necessary <p>WITH IMPLEMENTATION OF ADEQUATE CONTROL MEASURES - RISK LOW</p>	<ul style="list-style-type: none"> • “Managing health and safety in swimming pools” • “Safe supervision for teaching and coaching swimming” • “Prompt Cards for Officials”
<p><u>Safety Equipment</u></p> <ul style="list-style-type: none"> • Poor or no provision of emergency equipment e.g. poles, throwing ropes, spine board, resuscitator, first aid, drowning alarms etc • Poor or no access to an emergency telephone 	<ul style="list-style-type: none"> • Swimmers • Possible drowning or other major incidents 	<p>ACTION BY CLUB OFFICERS</p> <ul style="list-style-type: none"> • discussion with pool management on the standard of safety equipment and clarify the responsibility of the hirer in relation to the use and/or the provision and training in the use of the equipment <p>WITH IMPLEMENTATION OF ADEQUATE CONTROL MEASURES - RISK LOW</p>	<ul style="list-style-type: none"> • “Managing health and safety in swimming pools”

GENERAL MATTERS			
<p>Events</p> <ul style="list-style-type: none"> No clear definition of roles and responsibility of hirer regarding Pool Safety Operating Procedures including Normal Operating Plan and Emergency Action Plan in relation to events 	<ul style="list-style-type: none"> Swimmers, Officials and Spectators Possible major incident 	<p>ACTION BY CLUB OFFICERS</p> <ul style="list-style-type: none"> discussions with pool management on the responsibilities and role of hirer in relation to staffing and preparation of written Normal Operating and Emergency Plans if required. ensure where hirer has responsibilities that briefing of hirer's staff, volunteer lifeguards and stewards takes place <p>WITH IMPLEMENTATION OF ADEQUATE CONTROL MEASURES - RISK LOW</p>	<ul style="list-style-type: none"> "Managing health and safety in swimming pools" "Prompt Cards for Officials" "Risk Assessment Competition swimming Events" Risk assessment Diving Competition Events"
<p>Health Issues</p> <p>Fitness to undertake strenuous exercise</p> <ul style="list-style-type: none"> Exercise addiction and over training Use of stimulants Medical conditions Outdoor swimming 	<ul style="list-style-type: none"> Child and Masters swimmers Possible adverse effect on body Swimmers Possible adverse effects on body Swimmers Addiction and adverse effect on body Swimmers May lead to activities being unsafe Swimmers, coaches and officials Possible sunburn, dehydration or hypothermia 	<p>ACTION BY CLUB OFFICERS AND COACHES</p> <ul style="list-style-type: none"> Children - initial medical check before youngsters begin to take part in strenuous training and checks when significantly increasing the volume of training. Provide parental consent forms. Masters - consider the need for regular medical checks ensure athletes and coaches aware of problems and provide advice provide information to coaches, parents and swimmers on the indicative signs and provide details of sources of advice ensure athletes are aware of advice on the adverse effects of drugs take advice, consider and formulate policy in conjunction with interested parties, including pool management, regarding supervision arrangements, responsibilities and treatment of athletes with a known medical condition e.g. epilepsy consider the event and make specific arrangements, including the taking of medical advice, to anticipate the needs of athletes and officials <p>WITH IMPLEMENTATION OF ADEQUATE CONTROL MEASURES - RISK LOW</p>	<ul style="list-style-type: none"> "The swimmer pathway - Long term athlete development"

<p><u>Electrical Equipment</u></p> <ul style="list-style-type: none"> • Use of Electrical Equipment in the pool tank, on the pool side or in areas of the pool hall and changing areas where electrical equipment may be exposed to moisture. 	<ul style="list-style-type: none"> • Athletes and officials • Electrocutation and • tripping over trailing wires leading to falls 	<p>ACTION BY CLUB OFFICERS</p> <ul style="list-style-type: none"> • use of low voltage or battery equipment • discussions with pool management re <ul style="list-style-type: none"> ○ siting of poolside electrical installations ○ list for the checking of equipment before each use including residual current devices (circuit breakers), sockets, plugs, cable insulation, connections and regular testing of the equipment • Minimize length of trailing cables and cover to prevent tripping. <p>WITH IMPLEMENTATION OF ADEQUATE CONTROL MEASURES - RISK LOW</p>	<ul style="list-style-type: none"> • “Managing health and safety in swimming pools” • ASA Information Sheet “The use of electrical equipment and appliances near swimming pools”
<p><u>Child protection issues</u></p>	<ul style="list-style-type: none"> • Athletes • Possible abuse of children • Teachers, coaches, officials and volunteers • Possibility of wrongful accusations 	<p>ACTION BY CLUB OFFICERS</p> <ul style="list-style-type: none"> • provide information to coaches, athletes and parents on the indicative signs of problems and how to proceed should suspicion arise • provide coaches, instructors, officials and volunteers with information on good practice and code of conduct • Contact ASA Child Protection Officer for advice <p>WITH IMPLEMENTATION OF ADEQUATE CONTROL MEASURES - RISK LOW</p>	<ul style="list-style-type: none"> • “ASA publication Child Protection in Swimming – Procedures and Guidelines”
<p><u>Organised trips</u></p>	<ul style="list-style-type: none"> • Athletes • Harm to children going to events, on trips and to training camps • Teachers, coaches, officials and volunteers • Possibility of wrongful accusations 	<p>ACTION BY CLUB OFFICERS</p> <ul style="list-style-type: none"> • consider the need to produce a code of practice to prevent possible mishaps and abuse including <ul style="list-style-type: none"> the journey day trips Travel abroad Ratio of staff to athletes Code of conduct for athletes Code of conduct for staff Reporting procedure for debriefing or other purpose • contact ASA Legal Affairs Department for advice <p>WITH IMPLEMENTATION OF ADEQUATE CONTROL MEASURES - RISK LOW</p>	<ul style="list-style-type: none"> • “Safe Sport Away – A Guide to Good Planning”

<p><u>Accidents/incidents</u></p>	<ul style="list-style-type: none"> • Athletes, teachers, coaches, officials and volunteers • Accident or incident which may lead to criminal or civil court action • Lack of insurance cover 	<p>ACTION BY CLUB OFFICERS</p> <ul style="list-style-type: none"> • consider the need to produce a code of practice for reporting all accidents or incidents • check areas of insurance cover and stop activities not covered or obtain cover • contact ASA Legal Affairs Department for advice <p>WITH IMPLEMENTATION OF ADEQUATE CONTROL MEASURES - RISK LOW</p>	<ul style="list-style-type: none"> • "ASA accident/incident log"
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DISCIPLINE SPECIFIC ISSUES			
<u>Diving - training and competition</u>			
<p>Sub standard diving facilities –</p> <ul style="list-style-type: none"> • inadequate water depth and clearances <p>Poor condition of diving installation:-</p> <ul style="list-style-type: none"> • Board surfaces – smooth/slippery/ rucked/loose • Ladders - slippery or loose treads/ snags or sharp edges • Handrails –loose or excessive spacing allowing divers to fall through onto pool surround <ul style="list-style-type: none"> • No water surface disturbance <ul style="list-style-type: none"> • Inadequate supervision <ul style="list-style-type: none"> • Diving into main pool 	<ul style="list-style-type: none"> • Divers • Possible spinal or head injuries <ul style="list-style-type: none"> • Divers • Possible slips, trips falls leading to serious injury <ul style="list-style-type: none"> • Divers from boards 3m or more in height • Possible mistiming of entry leading to injury <ul style="list-style-type: none"> • Divers • Horseplay, possible collisions leading to injury <ul style="list-style-type: none"> • Divers and other swimmers • Possible collisions with bathers entering the diving area 	<p>ACTION BY CLUB OFFICERS AND COACHES</p> <ul style="list-style-type: none"> • ensure that diving installations are in accordance with FINA Facilities Rules. • if in default, careful consideration, based upon a Risk Assessment by a competent person, should be taken as to whether diving continues and under what constraints and conditions. <ul style="list-style-type: none"> • produce checklist for use when making initial booking and regularly check condition before use • discussion with management regarding responsibility and repairs <ul style="list-style-type: none"> • Arrange for hosepipe with spray nozzle to be provided <ul style="list-style-type: none"> • discussions with management to agree level of supervision, who will provide lifeguards (depth qualified) and their duties and roles, or alternatively the role of the coach as lifeguard • produce a procedure for the organisation of warm up sessions for events. • produce a procedure (Site specific safety regulations) for general training activities. <ul style="list-style-type: none"> • see above re role of lifeguards • arrange for diving area to be clearly defined by surface marking (floats) 	<ul style="list-style-type: none"> • “FINA Facilities Rules 2005 – 2009 Diving” • “Managing health and safety in swimming pools” • “Risk assessment Diving Competition Events” • “Prompt Cards for Diving Officials” <ul style="list-style-type: none"> • “Managing health and safety in swimming pools” – page 73 • “Prompt Cards for diving Officials” • “Safe supervision for teaching and coaching swimming <ul style="list-style-type: none"> • “Managing of health and safety in swimming pools” – page 73 • “Diving and jumping in swimming pools and open water areas” - page 17

DISCIPLINE SPECIFIC ISSUES			
<ul style="list-style-type: none"> Inappropriate teaching/coaching qualifications Masters Diving 	<ul style="list-style-type: none"> Divers Possible injury to diver attempting a dive beyond his/her competence Masters divers Musculo-skeletal injuries 	<ul style="list-style-type: none"> ensure appropriate level of teaching/coaching qualification and competence for the skills being taught or coached. Diving should only take place when an appropriately qualified person is present. raise awareness of possible risk to masters divers ensure range of dives confirm to FINA Masters Rules <p>WITH IMPLEMENTATION OF ADEQUATE CONTROL MEASURES - RISK LOW</p>	<ul style="list-style-type: none"> “ASA Teaching and Coaching Certificates Regulations”
Diving – teaching			
<ul style="list-style-type: none"> Inadequate depth of water inadequate supervision Inappropriate teaching qualification 	<ul style="list-style-type: none"> Pupils Possible injury to pupil as a result of impact with pool floor Pupils Possible drowning incident or injury - horseplay Pupils Possible injury to diver attempting a dive beyond his/her competence 	<p>ACTION BY CLUB OFFICERS AND COACHES</p> <ul style="list-style-type: none"> ensure appropriate water depth for teaching of preliminary jumping and diving skills discussion with management to agree level of lifeguard supervision and role of teacher. ensure appropriate level of teaching qualification and competence for skills being taught <p>WITH IMPLEMENTATION OF ADEQUATE CONTROL MEASURES - RISK LOW</p>	<ul style="list-style-type: none"> “Awards Handbook Including Test Conditions” “ASA Teaching and Coaching Certificates Regulations” “Safe supervision for teaching and coaching swimming” “ASA teaching and Coaching Certificates Regulations”

DISCIPLINE SPECIFIC ISSUES			
<p><u>Swimming Training and competition</u> Poor condition of competition equipment:-</p> <ul style="list-style-type: none"> Starting platforms – Uneven or slippery surface/sharp edges or snags/unstable or insecure fixing Lane lines - poor fixing arrangements/ sharp edges or snags Turning boards – sharp edges, insecure fixings Touch panels – sharp edges Wrongly positioned backstroke warning flags <p>Depth of water:-</p> <ul style="list-style-type: none"> Diving starts - height of pool surround and starting platforms above the water Tumble turns <ul style="list-style-type: none"> Projecting ladders <ul style="list-style-type: none"> Electrical equipment, 	<ul style="list-style-type: none"> Swimmers Possible accidents, slips, trips, falls and cuts. <ul style="list-style-type: none"> Swimmers Possible injury as a result of impact with pool floor <ul style="list-style-type: none"> Swimmers Possible bruises and cuts <ul style="list-style-type: none"> Swimmers and officials Electrocution and tripping 	<p>ACTION BY CLUB OFFICERS AND COACHES</p> <ul style="list-style-type: none"> produce checklist for use when making initial booking and regularly check condition before use discussions with management over repair and responsibility discussions with management to agree responsibility for setting out equipment. <ul style="list-style-type: none"> ensure swimmers and coaches are aware of strictures relating to the depth of water required for the teaching and performance of starts and the relevance of the competency shown by the standard of the Preliminary Competitive Start Award and the Competitive Start Award ensure swimmers and coaches are aware of the minimum depth of water of 0.9m when performing tumble turns <ul style="list-style-type: none"> discussions with management about removal if possible during training and events or the use of padding. <ul style="list-style-type: none"> discussions with pool management re poolside electrical installations. use of low voltage/battery equipment produce check list for the checking of equipment before each use including residual current devices (circuit breakers), sockets, plugs, cable insulation and connections. minimize the length of trailing cables and warn swimmers and officials 	<ul style="list-style-type: none"> “Prompt Cards for swimming Officials” “Risk Assessment Swimming Competition Events” <ul style="list-style-type: none"> “Prompt Cards for swimming Officials” “ASA Teaching and Coaching Certificates Regulations”. “Awards Booklet” <ul style="list-style-type: none"> “Managing health and safety in swimming pools” ASA Information Sheet “The use of electrical equipment and appliances near swimming pools”

DISCIPLINE SPECIFIC ISSUES			
<ul style="list-style-type: none"> • Lane swimming:-adequacy of supervision and organisation of training sessions and warm up and swim down at events • Inappropriate teaching/coaching qualifications 	<ul style="list-style-type: none"> • Swimmers • Possible collisions between swimmers • Swimmers • Possible drowning incident 	<ul style="list-style-type: none"> • produce guidelines which include reference to:- • supervision (role of coach if also undertaking supervision of swimmers safety, • direction of swim, numbers per lane, lane speed, starts and turns • provide signs to assist lane control. • ensure that persons of an appropriate level of teaching/coaching qualification and competence for the level skills being taught or coached are present during training sessions and that less qualified teachers are properly supervised <p>WITH IMPLEMENTATION OF ADEQUATE CONTROL MEASURES - RISK LOW</p>	<ul style="list-style-type: none"> • “Safe Supervision for teaching and coaching swimming” • “Prompt Cards for swimming officials” • “ASA Teaching and Coaching Certificates Regulations”
Swimming – teaching			
<ul style="list-style-type: none"> • Inappropriate depth of water • • Inadequate supervision • Inappropriate teaching qualification 	<ul style="list-style-type: none"> • Pupils • Possible drowning incident in deep water • Possible injury to pupil as a result of impact with pool floor when learning to jump or dive • Pupils • Possible drowning incident • Pupils • Possible drowning incident 	<p>ACTION BY CLUB OFFICERS AND TEACHERS</p> <ul style="list-style-type: none"> • ensure appropriate depth of water for teaching various age groups • ensure appropriate depth of water for teaching jumping entry • ensure appropriate depth of water for teaching head first entry • discussions with management to agree level of lifeguard supervision and role of teacher • ensure that persons of an appropriate level of teaching qualification are present during sessions and that less qualified teachers are properly supervised <p>WITH IMPLEMENTATION OF ADEQUATE CONTROL MEASURES - RISK LOW</p>	<ul style="list-style-type: none"> • “Diving and jumping into swimming pools and open water areas” • “Safe Supervision for teaching and coaching swimming” • “ASA Teaching and Coaching Certificates Regulations”

DISCIPLINE SPECIFIC ISSUES			
Water Polo			
<ul style="list-style-type: none"> Poor condition of equipment - goals, pitch markings and referees walkway:- <ul style="list-style-type: none"> Sharp edges or snags Insecure fixing Instability of floating goals Slippery surface on walkway Projecting ladders Electrical equipment, Lack of protection for persons behind goals Setting up goals Injuries during training and games including Mini Polo 	<ul style="list-style-type: none"> Players and referees Possible cuts and, falls. Overturning of goals may lead to more severe injury Players Possible bruises and cuts Swimmers and officials Electrocution and tripping Spectators and others Possible injury from polo ball Players, officials and volunteers Possible injury when lifting or carrying goals Players Cuts, bruises and dental, eye and ear injuries 	<p>ACTION BY CLUB OFFICERS AND COACHES</p> <ul style="list-style-type: none"> produce checklist for use when making initial booking and regularly check condition before use discussions with management over repair and responsibility discussions with management to agree responsibility for setting up equipment discussions with management about removal if possible during training and events or the use of padding discussions with pool management re poolside electrical installations. use of low voltage/battery equipment produce check list for the checking of equipment before each use including residual current devices (circuit breakers), sockets, plugs, cable insulation and connections. minimize the length of trailing cables and warn swimmers and officials discussions with pool management re protective measures discussions with pool management about handling and storage of goals discussions with pool management about redesign to reduce bulk and weight encourage players to use mouth protectors (gum shields), and male players a plastic box. caps with malleable ear protectors should be worn during training and competition and toe and finger nails kept short 	<ul style="list-style-type: none"> "Prompt Cards for Water Polo Officials" "Managing health and safety in swimming pools" ASA Information Sheet " The use of electrical equipment and appliances near swimming pools" Manual Handling Guidance

DISCIPLINE SPECIFIC ISSUES			
<ul style="list-style-type: none"> • Depth of water • Inadequate supervision • Inappropriate teaching/coaching qualification 	<ul style="list-style-type: none"> • Players • Possible injury as a result of impact with pool floor when jumping or diving entries are made • Players • Possible drowning incident • Players • Possible injuries 	<ul style="list-style-type: none"> • ensure players and coaches are aware of strictures relating to depth of water and jumping and diving entries. • discussion with pool management to agree level of lifeguard supervision during training and matches and role of coach and players • ensure that persons of an appropriate level of teaching/coaching qualification are present during sessions and that less qualified teachers are properly supervised <p>WITH IMPLEMENTATION OF ADEQUATE CONTROL MEASURES - RISK LOW</p>	<ul style="list-style-type: none"> • "Diving and jumping in swimming pools and open water areas" • "Prompt Cards for Water Polo Officials" • "Safe supervision for teaching and coaching swimming" • "ASA Teaching and Coaching Certificates Regulations"

Synchronised Swimming			
<ul style="list-style-type: none"> • Depth of water 	<ul style="list-style-type: none"> • Swimmers • Possible injury as a result of impact with pool floor when jumping or diving entries are made • Possible injury by striking pool floor with head when performing rotational movements when training and during events 	<p>ACTION BY CLUB OFFICERS AND COACHES</p> <ul style="list-style-type: none"> • ensure swimmers and coaches are aware of strictures relating to the depth of water for jumping and diving entries and when undertaking rotational movements under water. 	<ul style="list-style-type: none"> • “Diving and jumping in swimming pools and open water areas”
<ul style="list-style-type: none"> • Projecting ladders 	<ul style="list-style-type: none"> • Swimmers • Possible bruises and cuts 	<ul style="list-style-type: none"> • discussions with management about removal if possible during training and events or the use of padding 	
<ul style="list-style-type: none"> • Electrical equipment, 	<ul style="list-style-type: none"> • Swimmers and officials • Electrocution and tripping 	<ul style="list-style-type: none"> • discussions with pool management re poolside electrical installations. • use of low voltage/battery equipment • produce check list for the checking of equipment before each use including residual current devices (circuit breakers), sockets, plugs, cable insulation and connections. • minimize the length of trailing cables and warn swimmers and officials 	<ul style="list-style-type: none"> • “Managing health and safety in swimming pools” • ASA Information Sheet ” The use of electrical equipment and appliances near swimming pools” • FINA Handbook 2005 to 2009
<ul style="list-style-type: none"> • Prolonged breath holding 	<ul style="list-style-type: none"> • Swimmers • Possible drowning incidents 	<ul style="list-style-type: none"> • ensure swimmers and coaches are aware of the dangers from prolonged holding of breath during figures and routines 	<ul style="list-style-type: none"> • Statement by Professor Keatinge
<ul style="list-style-type: none"> • Inadequate supervision 	<ul style="list-style-type: none"> • Swimmers • Possible drowning incidents 	<ul style="list-style-type: none"> • discussions with pool management to agree level of lifeguard supervision (depth qualified) and role of coach during training and events. 	<ul style="list-style-type: none"> • “Safe Supervision for teaching and coaching swimming”

Synchronised Swimming			
<ul style="list-style-type: none"> • Inappropriate teaching/coaching qualification 	<ul style="list-style-type: none"> • Swimmers • Possible drowning incidents 	<ul style="list-style-type: none"> • ensure that persons of an appropriate level of teaching/coaching qualification and competence for skills being taught or coached are present during training sessions and that less qualified teachers are properly supervised <p>WITH IMPLEMENTATION OF ADEQUATE CONTROL MEASURES - RISK LOW</p>	<ul style="list-style-type: none"> • "ASA Teaching and Coaching Certificates Regulations"

<u>Masters all disciplines (except Open Water)</u>			
<ul style="list-style-type: none"> • Lack of fitness to train • Lack fitness to compete • Inadequate supervision and safety equipment 	<ul style="list-style-type: none"> • Masters athletes in all disciplines • Possible health connected incidents • Masters athletes in all disciplines • Possible health related incidents • Masters athletes in all disciplines • Possible drowning incidents 	<p>ACTION BY CLUB OFFICERS AND COACHES</p> <ul style="list-style-type: none"> • ensure athletes have regular health checks and that they have the necessary fitness to train. • ensure competitors are aware of the need to seek appropriate medical advice if they have concerns as to the state of their health by including a clause to this effect in entry forms. • discussions with pool management to agree level of lifeguard supervision and any special needs including equipment as a consequence of the use of the facilities by masters athletes <p>WITH IMPLEMENTATION OF ADEQUATE CONTROL MEASURES - RISK LOW</p>	

Disability swimming Training and Competition			
<ul style="list-style-type: none"> • Facility defects: • Parking and access to building • Floors and surfaces • Changing, toilets and showering • Pool hall and pool 	<ul style="list-style-type: none"> • Disabled athletes, helpers, teachers and coaches • Possible accidents, slips, trips, falls and cuts 	<p>ACTION BY CLUB OFFICERS AND COACHES</p> <ul style="list-style-type: none"> • discussions with pool management concerning adaptations and improvements to allow safer use of the building 	<ul style="list-style-type: none"> • “Access for disabled persons” • “Disability Discrimination Act 1995”
<ul style="list-style-type: none"> • Manual handling and lifting 	<ul style="list-style-type: none"> • Disabled athletes, helpers, teachers and coaches • Possible falls and back injuries 	<ul style="list-style-type: none"> • discussions with pool management concerning provision of equipment and/or assistance from staff to help in lifting of disabled athletes. • provide opportunities for those involved to attend appropriate lifting and handling courses 	<ul style="list-style-type: none"> • Manual Handling Guidance
<ul style="list-style-type: none"> • Inadequate supervision and safety equipment 	<ul style="list-style-type: none"> • Disabled athletes • Possible drowning incidents 	<ul style="list-style-type: none"> • discussions with pool management to agree level of lifeguard supervision and any special needs as a consequence of use by persons with a disability <p>WITH IMPLEMENTATION OF ADEQUATE CONTROL MEASURES - RISK LOW</p>	<ul style="list-style-type: none"> • “Safe supervision for teaching and coaching swimming” • “Integration of People with Disabilities into Mainstream Activities”
Disability Swimming – teaching			
<ul style="list-style-type: none"> • Adequacy of supervision • Inappropriate teaching qualification 	<ul style="list-style-type: none"> • Disabled pupils • Possible drowning incidents • Disabled pupils • Possible drowning incidents 	<p>ACTION BY CLUB OFFICERS AND COACHES</p> <ul style="list-style-type: none"> • discussions with pool management regarding lifeguard supervision and the roles of teachers and helpers. • ensure that persons of an appropriate level of teaching/coaching qualification and competence for skills being taught are present and that less qualified teachers are properly supervised <p>WITH IMPLEMENTATION OF ADEQUATE CONTROL MEASURES - RISK LOW</p>	<ul style="list-style-type: none"> • “Safe supervision for teaching and coaching swimming” • “ASA teaching and coaching certificates regulations”

<u>Open Water Swimming</u>			
<p>Course problems including:-</p> <ul style="list-style-type: none"> • Underwater obstructions • Weed • Passing vessels • Marking out • Wildfowl <p>Weather and its effects including:-</p> <ul style="list-style-type: none"> • Hot and sunny • Misty • Windy <p>Water including:-</p> <ul style="list-style-type: none"> • Bacteriological quality • Temperature • Pollution • Tides and currents • State of sea <p>Inadequacy of safety provision including:-</p> <ul style="list-style-type: none"> • Safety boats (number) • Escort Canoes (number) • Competence of crews • Safety equipment • Medical staff • Swimmer health checks • Number of volunteer staff • Communication in an emergency • Standby ambulance • Notification of and liaison with emergency services about the event • Changing accommodation 	<ul style="list-style-type: none"> • Swimmers, officials and volunteers in safety craft 	<p>ACTION BY CLUB OFFICERS AND COACHES</p> <ul style="list-style-type: none"> • Prepare a Safe Operating Procedure which consists of a Normal Operating Plan and an Emergency Action Plan, building upon local knowledge, experience and other guidance which identifies hazards, assesses the consequent risks and provides solutions which minimize or remove the risk • The procedure to be written and to include pre-event briefings and post event de-briefings. <p style="text-align: center;">WITH IMPLEMENTATION OF ADEQUATE CONTROL MEASURES - RISK LOW</p>	<ul style="list-style-type: none"> • “FINA Rules Open Water Swimming” • “FINA Guide for the Conduct” Masters Events • “ASA Open Water Swimming Technical Rules” • “ASA open water guidance”