



## RISK ASSESSMENT

### Millfield School Swim Camp (28 Oct – 31 Oct 2015)

Potential Hazard		Who is at Risk	Existing Control Measures	Risk Rating <small>L (likelihood) X C (Consequence) = Risk rating</small>	Preventative Measures	Date action taken	Responsible
1	Lack of Preparation	All Team Members	Ensure activity well co-ordinated – all involved are aware of their responsibilities. Check detailed arrangements.	<b>L = 1</b> <b>C = 4</b> <b>Rating = 4</b>  <b>LOW</b>	Adult (DBS cleared) support (female/male) available during the duration of the camp.	30/09/15	Coaches & Team Managers
					Programme of activities completed for the duration of the swim camp, with contingencies.	24/10/15	
					All involved are aware of their responsibilities (coach, team managers).	13/10/15	
					Team Manager visiting location to review standard of facilities/accommodation prior to camp.	09/10/15	
					Parents/Guardians/Swimmers are briefed using the swim camp pack, which includes consent details; special needs; emergency contact details for Coaches and parents/guardians and medical notes.	09/10/15	
					Team managers / Coaches available to answer any questions/discuss concerns.	23/10/15	



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2	Failure of transport to arrive	All Team Members	Ensure copy of booking form available, including emergency contact numbers.	L = 2 C = 2 Rating = 4  LOW	Team manager to check the booking. Phone to confirm details.	03/10/15	Team Managers
					Obtain contact / emergency details for travel company.	03/10/15	
					Ensure parents/guardians contact details are available.	23/10/15	
3	Potential safety hazards on Journey	All Team Members	Select safe methods of transport and use safety measures available	L = 2 C = 4 Rating = 8  MEDIUM	Reputable coach company selected.	03/10/15	Team Managers
					Ensure seatbelts are available & used	03/10/15	
					Adult supervision available	13/10/15	
					Park off the road or with passenger door pathside	03/10/15	
					Luggage stored appropriately	03/10/15	
					Getting on/off the coach – Team Manager to complete head count	03/10/15	
					Bucket, kitchen rolls and first aid kit available in the event of travel sickness. Issue medication if consent given.	23/10/15	



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4	Transfers	All Team Members	Assess safety issues while moving between venues (on foot between rooms, pool, leisure facilities, park and during meals)	<b>L = 3</b> <b>C = 4</b> <b>Rating = 12</b>  <b>HIGH</b>	Adult Supervision available, head count will be utilised at the start and end of the transfer.	30/09/15	Coaches & Team Managers
					Group to move between venues together with staff (Team Managers and Coaches) where possible. Use paths and designated road crossings.	30/09/15	Coaches & Team Managers
					Ensure swimmers know meeting times for meals and all activities.	30/09/15	Team Managers
					Team Manager visiting location to review prior to swim camp, to share any issues with Coach for mitigation	28/09/15	Coaches & Team Managers



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5	'Safety of swimmer in changing rooms	Swimmers	Culture of looking out for each other. Team Managers available if the swimmers report any issues.	<b>L = 3</b> <b>C = 4</b> <b>Rating = 12</b>  <b>HIGH</b>	Be alert to any child welfare issues. No mobile phones; ipods; ipads or cameras being taken on swim camp by swimmers.	30/09/15	Coaches & Team Managers
					Ensure safety of personal belongings by using designated lockers or poolside management plan.	30/09/15	
6	Safety during warm-up	Swimmers	No Diving; control safe numbers (12) per lane; back stroke flags in place, etc.	<b>L = 1</b> <b>C = 4</b> <b>Rating = 4</b>  <b>LOW</b>	No diving policy, except in designated sprint lanes.	30/09/15	Coaches
					Awareness of water depths, height of starting blocks and any other potential hazards.	30/09/15	
					Ensure swimmers are safe and confident about diving in – given the conditions.	30/09/15	



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7	Compliance with normal operating procedure – ‘facilities’.	All Team Members	Usual pool prohibitions – no running, blocking exits with bags etc.	<b>L = 2</b> <b>C = 4</b> <b>Rating = 8</b>  <b>MEDIUM</b>	Awareness of general rules at the venue. Support pool staff in enforcement	28/09/15	Coaches & Team Managers in consultation with Lifeguards.
					Brief swimmers on facilities in rooms, fire exit and procedure	30/09/15	
					Provide litter bags if none available.	23/10/15	
8	Responsible for discipline of team	All Team Members	Take control of ALL situations	<b>L = 4</b> <b>C = 3</b> <b>Rating = 12</b>  <b>HIGH</b>	Exercise sensible discipline within agreed code of conduct for both swimmers and team staff.	23/10/15	Coaches & Team Managers
					Deal with any issues before they become a problem.	30/09/15	
					In the event of a serious breach of discipline, follow code of conduct. Take notes of the situation from all parties involved and report to Committee. Seek further guidance from Head/Deputy Head Coach/Committee as required.	30/09/15	



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9	Swimmers being away from home and feeling home sick	Swimmers	Take control of the situation	L = 4 C = 3 Rating = 12  HIGH	Be aware whom maybe away from home for the first time.	23/10/15	Team Managers
					Deal with the situation if it arises using a buddy approach, support from Team Manager. Keep them engaged and busy. Consider ringing home if really bad.	30/09/15	
10	Swimmers being unwell during the swim camp	Swimmers	Ensure a copy of all swimmers known medical history is available.	L = 3 C = 3 Rating = 9  MEDIUM	In the event of a medical emergency ring 999, and make contact with parent/guardian.	30/09/15	Team Managers
					If non-medical emergency: follow guidance as per consent form / first aider if available.	30/09/15	



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11	Loss/damage of valuables	All Team Members	Ensure Swimmers look after their own valuables	<b>L = 4</b> <b>C = 2</b> <b>Rating = 8</b>  <b>MEDIUM</b>	Brief swimmers regarding looking after keys, money, kit, etc.	30/09/15	Team Managers
					Advice to all parents/guardians to label belongings.	30/09/15	
					Team managers to ensure all rooms are left in good condition and no belongings left at the end of the stay.	30/09/15	
					All luggage to be put in designated place/room on the last day.	30/09/15	



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12	Management of electronic devices and social media	All Team Members	Ensure all know the expectations regarding electronic devices – NO ELECTRONIC DEVICES TO BE TAKEN ON THIS EVENT	L = 1 C = 4 Rating = 4  LOW	Get agreement from Parents/Guardians for swimmer to use social media during the swim camp, and for team staff to use social media (photographs, etc.) to share with parents/guardians and the club.	23/10/15	Team Managers
					Swimmers can give valuables to Team Manager if they want, but responsibility for loss/damage is still with the swimmer	30/09/15	





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13	Lack of Nutrition	Swimmers	Ensure that all swimmers have adequate nutrition during the swim camp.	<b>L = 3</b> <b>C = 3</b> <b>Rating = 9</b>  <b>MEDIUM</b>	Breakfast, lunch and evening meal all provided.	30/09/15	Team Managers
					Guidance given to parents and guardians regarding snacks.	30/09/15	
					Swimmers are aware of the necessity of hydration.	30/09/15	
					Any special dietary needs disclosed as part of the consent form e.g. vegetarian, allergies, etc.	23/10/15	
					Local shops available – Tesco express, etc.	28/09/15	
14	Lack of communication with Parents and Guardians during swim camp	Swimmers/ Parents/Guardians	Ensure that all Parents/Guardians have contact details for Team Managers	<b>L = 1</b> <b>C = 3</b> <b>Rating = 3</b>  <b>LOW</b>	All Parents/Guardians have access to contact details for Team Managers via Swim Camp Guide	30/09/15	Team Managers
					Allow time in timetable for communication by Team Managers	30/09/15	
					Utilise the blog for updates for Parents/Guardians.	30/09/15	
					Use 'Group Text' to keep Parents/Guardians informed.	25/10/15	



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15	Injury during land training (in/out doors)	All Team Members	Ensure all participants wear appropriate equipment for land training.	<b>L = 4</b> <b>C = 2</b> <b>Rating = 8</b>  <b>MEDIUM</b>	Provide kit list to all participants.	30/09/15	Team Managers
					Plan indoor and outdoor land training to minimise risk of injury.	24/10/15	
					Sessions can only be taken by qualified coaches	30/09/15	
					In the event of a medical emergency ring 999, and make contact with parent/guardian.	30/09/15	
					Centre has qualified first aid trainers.	28/09/15	
					Take first aid kit for minor injuries.	24/10/15	



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16	Injury at accommodation/damage to accommodation	All Team Members	Carry out standard risk assessment on each room occupied by swimmers. Implement mitigation as appropriate.	L = 1 C = 3 Rating = 3  LOW	Ensure rooms are clean and safe.	30/09/15	Team Managers
					Carry out risk assessment and ensure appropriate mitigation is put in place.	30/09/15	
					In the event of a medical emergency ring 999, and make contact with parent/guardian.	30/09/15	
					Take first aid kit for minor injuries.	24/10/15	
					Take contingency funding to cover any additional costs.	24/10/15	



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17	Security & assurance during the night	Swimmers	Ensure swimmers are aware of how to contact Team Managers during the night.	<b>L = 4</b> <b>C = 3</b> <b>Rating = 12</b>  <b>HIGH</b>	One Team Manager on each corridor.	24/10/15	Team Managers
					Team Manager to have a list of all swimmers rooms.	24/10/15	
					Ensure all swimmers know what to do in case of an emergency (e.g fire).	24/10/15	

Likelihood scale = 1 – 4: The most likely the risk to happen the higher the score

Seriousness of consequence = 1 – 4: High risk of serious injury (mental or physical) would score high

Risk Rating: Low (score 1 – 5), Medium (6 – 9), High (10 – 16)