



Bath Dolphin SC

Risk Assessment Away Galas



Version Date: Dec 2017

Review Date: Dec 2018

Potential Hazard	Who is at risk?	Existing Control Measures	Risk Rating	Preventative Measures	Responsible Person	Action Required/By when?
Transport does not arrive at pick up point	All	A club representative responsible for the booking of transport is appointed each year. Copy of the booking form and an emergency contact number for the coach company is available at pick up point.	Medium	Booking is confirmed a few days in advance of travel date.	Swimming Committee. Team Manager	None
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.	Medium	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.	Club management committee.	All DBS checks are extant. Ongoing.
Injury to passenger(s) on journey to/from gala venue	All	Swimmers are given a travel safety brief prior to journey commencing.	Medium	All passengers are instructed to wear seat belts throughout journey. A first aid kit is carried. A charged mobile phone is available. Aisle to be kept clear of obstructions.	Team Manager	None
Transfer from coach to pool facility and return to coach	Swimmers, coaching staff, parents	Access from coach to pool venue is assessed before swimmers disembark. Coaching staff escort swimmers to/from pool venue.	Medium	Swimmers are escorted to pool venue as a group. Swimmers are advised of a specific muster point on gala completion.	Team Manager	None
Changing for gala	Swimmers	Male and female chaperones supervise swimmers in changing rooms.	Low	Chaperones are vigilant for any safe guarding issues. Personal belongings to be taken to poolside.	Chaperones	None



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Non compliance with NOP at pool facility	All	Compliance with local NOP is ensured.	Medium	Ensure awareness of the NOP and general rules of the facility. Pool staff are fully supported in enforcing the safe running of the event.	Team Manager	None
Injury from warm-up session	Swimmers	Swimmers are advised of rules pertaining to specific venue/event, e.g. diving restrictions.	Low	Ensure that swimmers are following "local " instructions, e.g. lane rotation. Any concerns are reported to host club/referee.	Team Manager	None
Lack of discipline	Swimmers	A mutually agreed Code of Conduct is in place.	Medium	The agreed Code of Conduct is enforced at all times. Any issues are addressed in a timely fashion.	Team Manager	None
Failure to muster all swimmers post gala	Swimmers	An accurate team list is available. Chaperones ensure that all swimmers report to agreed muster point.	High	Return journey does not commence until all swimmers are accounted for. Parents making their own way to gala are made aware of requirement to notify Team Manager if their child is not returning on the coach.	Team Manager.	None

- Note:** 1. This risk assessment is to be treated as a live document, therefore the document will require periodic review. Every endeavour is to be made to ensure that the risks identified in this risk assessment are assessed in line with the 'ALARP' (As Low As Reasonably Practicable) principle.
2. Unless otherwise stated, for all references to "coach" and "training session" read "coach/teacher" and "training/teaching" sessions.