

Health, Safety and Risk Management Manual

Version: 2.0

Effective Date: 1 September 2025

Review Date: 1 July 2027

Document Owner: Ascot Royals Swimming Club

Approved By: Ascot Royals Swimming Club Management Team

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SECTION 1 – HEALTH & SAFETY POLICY STATEMENT

1.1 Policy Statement

Ascot Royals Swimming Club is committed to providing a safe, healthy and enjoyable environment for all swimmers, coaches, volunteers, officials, parents and visitors participating in club activities.

The Club recognises its responsibilities under current Health and Safety legislation together with the guidance issued by Swim England and will take all reasonably practicable steps to minimise foreseeable risks associated with club activities.

Health and safety is the responsibility of everyone involved with the Club. All members are expected to work together to create a safe environment and to report hazards, accidents and unsafe behaviour immediately.

The Club will:

- Provide a safe environment for all activities.
- Regularly review risk assessments.
- Follow Swim England guidance.
- Promote safe coaching practices.
- Provide appropriate supervision.
- Encourage a positive safeguarding culture.
- Maintain appropriate insurance.
- Review accidents and near misses to improve safety.

1.2 Scope

This manual applies to all Ascot Royals Swimming Club activities including:

- Swimming Training
- Land Training
- Club Galas
- Hosted Meets
- Open Meets
- Time Trials
- Committee Meetings
- Social Events
- Volunteers
- Officials
- Coaches
- Parents
- Spectators

1.3 Legislation and Guidance

This document has been prepared with reference to:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Occupiers' Liability Acts
- Swim England Wavepower
- Swim England Coaching Guidance
- Venue Pool Safety Operating Procedures (PSOP)
- Venue Normal Operating Procedures (NOP)
- Venue Emergency Action Plans (EAP)

1.4 Club Statement

Ascot Royals Swimming Club is committed to providing a safe, enjoyable and inclusive environment for everyone participating in our activities.

The Club recognises that effective health and safety management is fundamental to achieving this objective. This manual outlines the policies, procedures and risk assessments that support the safe delivery of swimming training, land training, competitions and all other club activities.

The Committee is committed to reviewing this manual regularly to ensure it reflects current legislation, Swim England guidance and best practice.

1.5 Related Club Policies

The following documents should be read in conjunction with this Health, Safety and Risk Management Manual:

- Safeguarding Policy (Swim England Wavepower)
- Code of Conduct
- Emergency Action Procedures
- Pool Safety Operating Procedures (Venue Specific)
- Underwater Skills, Breath-Holding and Hypoxic Training Safety Policy
- Equality, Diversity & Inclusion Policy
- Data Protection Policy
- Photography & Video Recording Policy

SECTION 2 – DOCUMENT CONTROL

Item	Details
Document Title	Ascot Royals Swimming Club Health, Safety & Risk Assessment Manual
Version	2.0
Document Owner	Ascot Royals Swimming Club Committee
Approved By	Committee
Review Frequency	Annually
Next Review	9th July 2027

2.1 Review Procedure

This manual will be reviewed:

- Every 12 months.
- Following any significant accident.
- Following a near miss.
- Following changes in legislation.
- Following changes to Swim England guidance.
- Following changes of venue.
- Following changes in Club activities.

After Document Control.

Version	Date	Author	Approved By	Summary
1.0	Sept 2021	Manager	Committee	Initial Draft
2.0	Sept 2025	Manager	Committee	Complete rewrite

2.2 Risk Assessment Philosophy

Ascot Royals Swimming Club aims to eliminate risk wherever reasonably practicable.

Where hazards cannot be eliminated, suitable control measures will be introduced to reduce the likelihood of injury occurring.

Risk assessments are live documents and may be amended at any time.

SECTION 3 – ROLES & RESPONSIBILITIES

3.1 Club Committee

The Committee will:

- Approve and review this manual.
- Ensure suitable insurance is maintained.
- Ensure policies remain up to date.
- Support coaches in maintaining safe practices.
- Monitor accidents and incidents.

3.2 Head Coach

The Head Coach is responsible for:

- Safe delivery of coaching.
- Ensuring coaches understand these risk assessments.
- Reviewing coaching practices.
- Monitoring swimmer welfare.
- Reporting hazards.

3.3 Coaches

All coaches must:

- Hold appropriate Swim England qualifications.
- Maintain current safeguarding qualifications.
- Hold an Enhanced DBS check where appropriate.
- Read and understand the venue's:
 - Pool Safety Operating Procedures (PSOP)
 - Normal Operating Procedures (NOP)
 - Emergency Action Plan (EAP)
 - Venue Risk Assessments
- Know the location of:
 - Fire exits

- First Aid equipment
- Emergency telephone
- AED
- Actively supervise swimmers.
- Deliver age and ability appropriate training.
- Prevent overtraining and excessive fatigue.
- Report accidents and hazards immediately.

3.4 Poolside Helpers

Poolside helpers will:

- Support coaches.
- Follow coach instructions.
- Maintain safe poolside behaviour.
- Report hazards immediately.
- Assist during emergencies if required.

3.5 Parents & Guardians

Parents are responsible for:

- Ensuring swimmers arrive fit to train.
- Advising the Club of medical changes.
- Ensuring swimmers bring appropriate equipment.
- Collecting swimmers promptly.
- Supervising swimmers until coaches are present.

3.6 Swimmers

Swimmers are expected to:

- Follow coach instructions.
- Behave responsibly.
- Follow the Club Code of Conduct.
- Report injuries.
- Respect others.
- Care for equipment.
- Remain hydrated.
- Never enter the water without permission.

SECTION 4 – GENERAL CLUB SAFETY POLICIES

4.1 Pool Safety Operating Procedures (PSOP)

Every venue used by Ascot Royals Swimming Club has its own Pool Safety Operating Procedures.

Every coach must familiarise themselves with:

- Normal Operating Procedures (NOP)
- Emergency Action Plan (EAP)
- Pool Risk Assessments
- Emergency evacuation procedures

Coaches must know the location of:

- Fire exits
- Assembly points
- AED
- First Aid kit
- Emergency telephone

All venue procedures must be followed.

4.2 Medical Conditions

Medical conditions for every swimmer are recorded on the squad register.

Coaches must review the register before every training session.

Particular attention should be given to swimmers with:

- Asthma
- Diabetes
- Epilepsy
- Allergies
- Recent injuries
- Temporary illness

Parents must notify the Club of any changes.

Emergency medication should be readily available where appropriate.

4.3 Safeguarding

Ascot Royals Swimming Club follows the current Swim England Wavepower safeguarding policies.

All coaches:

- Maintain current safeguarding qualifications.
- Hold an Enhanced DBS check where required.

- Follow the Club Code of Conduct.
- Report safeguarding concerns immediately to the Welfare Officer.

4.4 Safe Coaching Practices

Coaches must:

- Deliver sessions appropriate for age and ability.
- Demonstrate exercises.
- Supervise all lanes.
- Intervene immediately where unsafe behaviour is observed.
- Encourage hydration.
- Prevent overtraining.
- Include warm-up and cool-down.
- Monitor fatigue.

Breath-holding challenges, underwater endurance activities and hypoxic training are prohibited unless specifically risk assessed, approved by the Head Coach, and delivered in accordance with the Club's Underwater Skills, Breath-Holding and Hypoxic Training Safety Policy.

4.5 Adverse Weather

During hot weather:

- Encourage hydration.
- Increase drink breaks.
- Modify sessions if necessary.

During winter:

- Liaise with parents and the venue.
- Consider snow and ice.
- Check car parks and walkways.
- Cancel sessions if access is unsafe.

4.6 Infection Control

Swimmers, coaches and volunteers should not attend training if unwell.

Swimmers with vomiting or diarrhoea must remain away from training until 48 hours after symptoms have ceased.

Cuts must be covered.

Hand hygiene encouraged.

Shared equipment cleaned regularly.

4.7 Water Quality

Before training:

Coaches should assess:

- Pool clarity
- Pool chemistry (via the venue operator)
- Water temperature (where appropriate)

Immediately report:

- Poor clarity
- Blood contamination
- Faecal contamination
- Chemical concerns

Follow the venue PSOP and EAP.

4.8 First Aid

At least one appropriately qualified coach must be present at every session.

Coaches should know:

- First Aid kit location
- AED location
- Emergency telephone
- Exact venue address

Emergency services should be contacted immediately where required.

4.9 Accident Reporting

All accidents, incidents and near misses must be:

- Reported immediately.
- Recorded.
- Investigated where appropriate.
- Reviewed by the Committee.

4.10. Lone Working Policy

Policy Statement

Ascot Royals Swimming Club recognises that coaches and volunteers may occasionally be required to work alone before, during or after club activities. Wherever reasonably practicable, lone working will be avoided.

The Club is committed to ensuring that suitable arrangements are in place to minimise risks associated with lone working.

Procedures

- Coaches should avoid being alone with a swimmer wherever reasonably practicable.
- At least two adults should be present during club activities whenever possible.
- Coaches should arrive in sufficient time to prepare for sessions but should not permit swimmers onto the poolside until appropriate supervision is available.
- Coaches leaving after a session should ensure that all swimmers have been collected before leaving the venue.
- Any concerns regarding personal safety should be reported to the Head Coach or Committee immediately.
- Lone working arrangements should comply with Swim England Wavepower guidance.

4.11 Photography & Video Recording Policy

Policy Statement

Ascot Royals Swimming Club recognises that photography and video recording are an important part of celebrating achievement and promoting the sport. However, safeguarding the welfare of children and vulnerable adults remains paramount.

Procedures

- Photography and filming should be carried out in accordance with the current Swim England Wavepower guidance.
- Images must never place swimmers at risk or compromise their privacy.
- Parents, spectators and club members must comply with any photography restrictions imposed by the venue or event organiser.
- Coaches should challenge any inappropriate photography or filming and report concerns immediately to the Welfare Officer.
- Images used by the Club should be appropriate, respectful and consistent with safeguarding guidance.

4.12. Social Media Policy

Policy Statement

Ascot Royals Swimming Club encourages the responsible use of social media to promote the Club and celebrate achievements.

Procedures

- Coaches and volunteers must maintain professional boundaries when communicating with swimmers.
- Communication with junior swimmers should normally take place through parents or official Club communication platforms.
- Inappropriate comments, bullying, discrimination or offensive material will not be tolerated.
- Club social media accounts should only be managed by authorised individuals.
- Photographs published online must comply with the Club Photography Policy and Swim England Wavepower guidance.

4.13 Mobile Phone Policy

Policy Statement

Mobile phones are an important communication tool but can present **safeguarding and safety risks if used inappropriately.**

Procedures

- Coaches should avoid using mobile phones whilst actively supervising swimmers unless required during an emergency.
- Mobile phones should not distract coaches from supervising activities.
- Swimmers should use mobile phones responsibly and in accordance with venue rules.
- Photography or video recording using mobile phones must comply with the Club Photography Policy.
- Any misuse of mobile phones should be reported to the Welfare Officer.

4.14 Equality, Diversity & Inclusion Policy

Policy Statement

Ascot Royals Swimming Club is committed to creating a welcoming, inclusive and respectful environment where everyone has an equal opportunity to participate regardless of:

- Age
- Disability
- Sex
- Gender reassignment
- Race

- Religion or belief
- Sexual orientation
- Pregnancy or maternity
- Marriage or civil partnership

The Club will not tolerate discrimination, bullying, harassment or victimisation in any form.

Procedures

- Coaches will promote inclusive coaching practices.
- Reasonable adjustments will be made wherever practicable to enable participation.
- Any concerns regarding discrimination should be reported to the Committee or Welfare Officer.
- The Club will comply with the Equality Act 2010.

4.15. Environmental Sustainability Policy

Policy Statement

Ascot Royals Swimming Club recognises its responsibility to minimise the environmental impact of its activities.

Procedures

The Club encourages members to:

- Reduce waste wherever possible.
- Recycle materials using venue facilities.
- Avoid single-use plastics where practical.
- Bring reusable drinks bottles.
- Dispose of litter responsibly.
- Share transport to training and competitions where appropriate.
- Respect the facilities provided by host venues.
- The Club will support initiatives that promote environmental sustainability and responsible use of resources.

4.16. Data Protection Policy

Policy Statement

Ascot Royals Swimming Club collects and processes personal information in order to administer membership, coaching, competitions and safeguarding responsibilities.

The Club is committed to protecting personal data and handling information responsibly in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Procedures

- Personal information will only be collected where necessary.
- Medical information will only be shared with coaches who require it to ensure swimmer safety.
- Information will be stored securely and accessed only by authorised individuals.
- Personal data will not be disclosed to third parties without lawful authority.
- Members have the right to request access to personal information held by the Club.

4.17 Safe Coaching Policy

Policy Statement

Ascot Royals Swimming Club is committed to delivering coaching that promotes swimmer welfare, long-term athlete development and enjoyment while minimising the risk of injury.

Coaching Principles

All coaches will:

- Deliver sessions appropriate to the swimmer's age, ability and stage of development.
- Follow current Swim England coaching guidance and recognised good practice.
- Promote safe, progressive skill development.
- Encourage enjoyment, confidence and positive behaviour.
- Maintain appropriate coach-to-swimmer ratios.
- Monitor swimmers for signs of fatigue, illness, injury or distress.
- Adapt activities where necessary to meet individual needs.
- Ensure appropriate warm-up, cool-down and recovery periods are included within every session.
- Encourage regular hydration before, during and after training.
- Avoid excessive training loads and overexertion.
- Maintain professional standards of behaviour at all times.
- Foster a positive, inclusive and supportive training environment.
- The welfare of every swimmer will always take priority over performance.

Responsibility: Head Coach and Coaching Team

SECTION 5 – SWIMMING TRAINING RISK ASSESSMENT

Hazard	Persons at Risk	Initial Risk	Control Measures	Residual Risk	Responsible Person
Car Park	Swimmers, Parents	Medium	Use designated walkways. Reverse parking is encouraged. Parents supervise swimmers.	Low	Parents / Venue
Entrance	All	Medium	Lighting maintained. Walkways kept clear. No bags left in entrances.	Low	Venue
Changing Rooms	Swimmers	Medium	Wet floors monitored. Belongings stored safely. No running.	Low	Parents / Coaches
Poolside	Swimmers	Medium	Coaches actively supervise all lanes and intervene immediately where unsafe behaviour is observed.	Low	Coaches
Entry to Pool	Swimmers	Medium	No swimmer enters the poolside until coaches and lifeguards are present.	Low	Coaches
Diving	Swimmers	High	Diving only under direct coach supervision and in accordance with Swim England guidance.	Low	Coaches
Starting Blocks	Swimmers	Medium	Blocks inspected before use. Faults reported immediately.	Low	Coaches / Venue
Backstroke Flags	Swimmers	Medium	Flags checked before every session. Swimmers are encouraged to learn stroke count.	Low	Coaches

Equipment	Swimmers	Medium	Equipment stored safely away from the pool edge. Emergency exits remain clear.	Low	Coaches
Water Quality	Everyone	Medium	Coaches assess water clarity. The facility monitors chemistry. Training suspended if unsafe.	Low	Venue / Coaches
Medical Conditions	Swimmers	Medium	Coaches review squad registers before every session.	Low	Coaches
Behaviour	Swimmers	Medium	Club Code of Conduct followed. Unsafe behaviour was challenged immediately.	Low	Coaches
Overtraining	Swimmers	Medium	Sessions appropriate to age and ability. Monitor fatigue and recovery.	Low	Coaches
Hydration	Swimmers	Medium	Water bottles encouraged. Drink breaks provided where appropriate.	Low	Coaches
Emergency Procedures	Everyone	High	Coaches familiar with PSOP, NOP and EAP. Emergency exits kept clear.	Low	Coaches / Venue
First Aid	Everyone	Medium	Qualified first aider on site. AED location known. Emergency phone available.	Low	Coaches
Safeguarding	Swimmers	Medium	Swim England Wavepower followed. DBS and safeguarding training maintained.	Low	Welfare Officer / Coaches

SECTION 6 – LAND TRAINING RISK ASSESSMENT

6.1 Purpose

Land training forms an important part of the swimmer development programme at Ascot Royals Swimming Club. Sessions are designed to improve strength, mobility, flexibility, coordination, injury prevention and overall athletic performance.

Land training will always be delivered by appropriately qualified coaches and in accordance with Swim England coaching guidance.

Coaches must ensure that all exercises are appropriate to the swimmer's age, physical development, ability and experience.

6.2 Land Training Risk Assessment

Hazard	Persons at Risk	Initial Risk	Control Measures	Residual Risk	Responsible Person
Arrival at Venue	Swimmers, Parents	Medium	Parents supervise swimmers until coaches are present. Designated walkways used.	Low	Parents
Inappropriate Clothing	Swimmers	Medium	Suitable sports clothing and footwear must be worn. No jewellery permitted. Long hair tied back.	Low	Coaches / Parents
Medical Conditions	Swimmers	Medium	Coaches review the squad register before each session. Parents notify coaches of any changes to medical conditions. Appropriate medication available where required.	Low	Coaches / Parents

Behaviour	Swimmers	Medium	Club Code of Conduct followed. Coaches actively supervise all activities and intervene immediately where unsafe behaviour is observed.	Low	Coaches
Group Size & Supervision	Swimmers	Medium	Appropriate coach-to-swimmer ratios maintained. Groups organised according to age and ability.	Low	Head Coach
Warm-Up	Swimmers	Medium	Dynamic warm-up completed before exercise begins. Coaches demonstrate correct techniques.	Low	Coaches
Cool-Down	Swimmers	Medium	Appropriate cool-down and stretching included after every session.	Low	Coaches
Cardio Equipment	Swimmers	Medium	Equipment demonstrated before use. Coaches supervise use at all times. Faulty equipment removed from service immediately.	Low	Coaches
Free Weights & Resistance Equipment	Swimmers	Medium	Only age-appropriate exercises undertaken. Correct lifting techniques demonstrated.	Low	Coaches

			Coaches supervise all activities.		
Manual Handling	Swimmers, Coaches	Medium	Heavy equipment moved by adults where appropriate. Safe lifting techniques demonstrated.	Low	Coaches
Equipment Storage	Everyone	Medium	Equipment returned immediately after use. Walkways kept clear. Emergency exits unobstructed.	Low	Coaches
Slips, Trips & Falls	Everyone	Medium	Floors checked before use. Spillages cleaned immediately. Bags stored away from training areas.	Low	Coaches
Ventilation	Everyone	Medium	Adequate ventilation maintained using venue systems or natural ventilation where appropriate.	Low	Facility Staff
Hydration	Swimmers	Medium	Swimmers and coaches bring filled water bottles. Regular hydration breaks are encouraged, particularly during warm weather.	Low	Coaches
Safe Coaching Practices	Swimmers	Medium	Sessions appropriate to age and ability. Coaches monitor fatigue, technique and wellbeing. Activities	Low	Coaches

			modified where necessary.		
Overexertion	Swimmers	Medium	Progressive training programmes followed. Adequate recovery periods incorporated. Coaches monitor for signs of fatigue or distress.	Low	Coaches
Infection Control	Everyone	Medium	Anyone feeling unwell should not attend. Cuts covered with waterproof dressings. Shared equipment cleaned regularly.	Low	Coaches
Adverse Weather	Everyone	Medium	Coaches liaise with parents and the venue regarding snow, ice and unsafe travel conditions. Sessions cancelled if necessary.	Low	Committee / Coaches
First Aid	Everyone	Medium	Qualified first aider present. First aid kit accessible. AED location known. Emergency telephone available.	Low	Coaches
Safeguarding	Swimmers	Medium	Swim England Wavepower followed. Current safeguarding training and DBS requirements maintained.	Low	Welfare Officer

6.3 Land Training Safety Procedures

Before every land training session coaches should:

- Inspect the training area.
- Remove hazards.
- Check equipment.
- Confirm emergency exits are clear.
- Review the squad register for medical conditions.
- Confirm first aid equipment is available.
- Ensure emergency contact details are accessible.

During training coaches should:

- Maintain active supervision.
- Monitor technique.
- Encourage hydration.
- Adapt exercises where appropriate.
- Prevent inappropriate behaviour.
- Monitor signs of fatigue.

After training:

- Equipment returned safely.
- Area left tidy.
- Accidents recorded.
- Equipment defects reported.

SECTION 7 – COMPETITION, GALA & HOSTED MEET RISK ASSESSMENT

7.1 Purpose

Ascot Royals Swimming Club regularly attends and hosts swimming competitions.

Competitions involve additional risks due to increased numbers of swimmers, officials, volunteers, spectators and equipment.

These risk assessments apply to:

- Club Championships
- Club Galas
- Hosted Meets
- Open Meets
- Time Trials

7.2 Competition Risk Assessment

Hazard	Persons at Risk	Initial Risk	Control Measures	Residual Risk	Responsible Person
Pre-event Information	Swimmers, Parents	Medium	Parents provided with venue address, arrival time, warm-up details, parking information and collection arrangements before the event.	Low	Meet Director
Arrival	Everyone	Medium	Coaches supervise team arrival. Swimmers remain with the team. Parents follow venue instructions.	Low	Coaches
Registration	Swimmers	Low	Team Manager maintains attendance register and emergency contact information.	Low	Team Manager
Safety Announcement	Everyone	Medium	Announcer advises fire procedures, emergency exits, assembly point, first aid arrangements and venue safety information before competition begins.	Low	Announcer
Emergency Exits	Everyone	High	Emergency exits checked before competition. Escape routes remain clear throughout the event.	Low	Meet Director
Fire Evacuation	Everyone	High	Venue Emergency Action Plan followed. Officials and	Low	Facility Staff

			volunteers assist with evacuation if required.		
Spectator Behaviour	Everyone	Medium	Spectators remain within designated viewing areas. Walkways kept clear. Children supervised by parents.	Low	Volunteers
Electrical Equipment	Everyone	Medium	Only electrical equipment specifically designed for poolside use is permitted. All cables secured to prevent trip hazards. Personal electrical equipment is not permitted on the poolside.	Low	Meet Director
Poolside Equipment	Everyone	Medium	Timing equipment, cables and chairs positioned to minimise trip hazards. Emergency exits kept clear.	Low	Officials
Maximum Bather Load	Swimmers	High	Maximum bather loads determined by the facility operator must never be exceeded. Warm-up sessions managed accordingly.	Low	Referee / Facility Staff
Warm-up Procedures	Swimmers	High	Warm-up supervised by coaches and officials. Diving only when authorised. Sprint lanes designated where appropriate.	Low	Referee

Lane Direction	Swimmers	High	Lane directions clearly identified. Swimmers follow warm-up etiquette and Swim England guidance.	Low	Officials
Starting Blocks	Swimmers	Medium	Starting blocks inspected before use. Faults reported immediately. Unsafe blocks removed from use.	Low	Facility Staff
Water Quality	Everyone	Medium	Pool water clarity confirmed before warm-up. Pool chemistry maintained by the facility operator. Training or competition is suspended if conditions become unsafe.	Low	Facility Staff
Medical Emergency	Everyone	High	Qualified first aider available. AED location known. Emergency telephone available. Emergency services contacted where required.	Low	Meet Director
Missing Child	Swimmers	High	Coaches maintain attendance registers. The missing swimmer reported immediately to the Meet Director and facility staff.	Low	Coaches
Safeguarding	Swimmers	Medium	Swim England Wavepower followed. Photography policy observed. DBS requirements maintained.	Low	Welfare Officer

End of Competition	Everyone	Low	Coaches and Team Managers are to ensure swimmers are collected safely. Venue checked before departure.	Low	Coaches
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7.3 Competition Safety Procedures

Before the Competition

The Meet Director should ensure:

- Risk assessment reviewed.
- Officials briefed.
- Emergency exits checked.
- First aid arrangements confirmed.
- AED location confirmed.
- Pool water clarity acceptable.
- Pool water chemistry confirmed by the facility operator.
- Timing equipment tested.
- Maximum bather load confirmed.

During the Competition

The Announcer should advise:

- Fire evacuation procedures.
- Emergency exits.
- Assembly point.
- No running.
- Poolside safety.
- Spectator expectations.

Coaches should:

- Supervise swimmers.
- Maintain attendance register.
- Monitor swimmer welfare.
- Encourage hydration.
- Follow warm-up procedures.
- Ensure lane etiquette is followed.

Officials should:

- Monitor warm-up.

- Monitor poolside safety.
- Ensure maximum bather loads are not exceeded.
- Stop activity if unsafe conditions develop.

After the Competition

Meet organisers should:

- Record accidents or incidents.
- Report equipment defects.
- Review any near misses.
- Remove equipment safely.
- Ensure the venue left clean and safe.

7.4 Competition Safety Checklist

Before the first race, confirm:

- ☐ Emergency exits clear
- ☐ Fire procedures announced
- ☐ AED location known
- ☐ First Aid provision confirmed
- ☐ Pool water clarity acceptable
- ☐ Pool water chemistry confirmed
- ☐ Timing equipment tested
- ☐ Starting blocks inspected
- ☐ Warm-up lane directions displayed
- ☐ Maximum bather loads not exceeded
- ☐ Coaches briefed
- ☐ Officials briefed
- ☐ Volunteers briefed
- ☐ Emergency contacts available
- ☐ Squad register available

SECTION 8 – INDIVIDUAL RISK ASSESSMENTS

8.1 Purpose

Ascot Royals Swimming Club is committed to providing a safe, inclusive and supportive environment where every swimmer has the opportunity to participate and achieve their full potential.

Whilst this manual provides general risk assessments covering all club activities, there may be occasions where an individual's medical condition, disability or additional support needs require a separate risk assessment.

The purpose of an Individual Risk Assessment is to identify any additional hazards, consider reasonable adjustments and ensure suitable control measures are implemented to enable safe participation.

Individual Risk Assessments are intended to support participation wherever reasonably practicable and should never be viewed as a barrier to inclusion.

8.2 When is an Individual Risk Assessment Required?

An Individual Risk Assessment should be considered where a swimmer has:

- Asthma requiring regular medication or emergency intervention.
- Diabetes.
- Epilepsy.
- Severe allergies or risk of anaphylaxis.
- Physical disability.
- Visual impairment.
- Hearing impairment.
- Autism Spectrum Condition (ASC).
- Attention Deficit Hyperactivity Disorder (ADHD).
- Learning disability.
- Behavioural needs requiring additional supervision.
- Long-term medical conditions.
- Temporary injuries affecting participation.
- Returning to training following significant illness or injury.
- Any condition identified by parents, carers, coaches or healthcare professionals that may increase risk during club activities.

8.3 Preparing an Individual Risk Assessment

Individual Risk Assessments should:

- Be completed before participation where reasonably practicable.
- Be developed in partnership with the swimmer and parent or guardian.

- Consider advice from healthcare professionals where appropriate.
- Identify hazards specific to the individual.
- Record any reasonable adjustments required.
- Identify emergency procedures where appropriate.
- Be reviewed regularly or whenever circumstances change.

All information will be treated confidentially in accordance with the Club's Data Protection Policy.

8.4 Medical Conditions

Medical information for swimmers is recorded on the Club's squad register.

Coaches must familiarise themselves with any swimmer requiring additional supervision before every session.

Where appropriate, coaches should be aware of:

- Medication requirements.
- Known triggers.
- Emergency procedures.
- Activity restrictions.
- Recovery arrangements.
- Emergency contact details.

Emergency medication such as inhalers or adrenaline auto-injectors (EpiPens) should remain readily accessible throughout training and competitions where appropriate.

Parents and guardians remain responsible for informing the Club of any changes to a swimmer's medical condition.

8.5 Disabilities and Additional Needs

Ascot Royals Swimming Club is committed to ensuring that swimmers with disabilities or additional needs have equal opportunities to participate in club activities.

Reasonable adjustments may include:

- Additional supervision.
- Modified coaching activities.
- Adapted communication methods.
- Individual coaching support.
- Additional rest periods.
- Flexible training programmes.
- Adapted equipment where appropriate.

The Club will work closely with swimmers and families to identify appropriate adjustments while maintaining the safety of all participants.

8.6 Return to Swimming Following Injury or Illness

Following significant illness or injury:

- Parents or guardians should notify the Head Coach before the swimmer returns to training.
- Medical clearance should be obtained where appropriate.
- Coaches should reintroduce training progressively.
- Training loads should be modified where necessary.
- Swimmers should be monitored closely for signs of discomfort, pain or fatigue.
- Participation should cease immediately if there are concerns regarding the swimmer's wellbeing.

The welfare of the swimmer will always take priority over training or competition performance.

8.7 Review of Individual Risk Assessments

Individual Risk Assessments should be reviewed:

- At least annually.
- Following any significant incident.
- Following changes to medical conditions.
- Following changes to medication.
- Following changes in coaching arrangements.
- Following any change in venue or club activity.

Parents, swimmers and coaches should be involved in the review process wherever appropriate.

8.8 Responsibility

The preparation and review of Individual Risk Assessments is the responsibility of:

- Club Welfare Officer
- Head Coach
- Relevant Coach
- Parent or Guardian
- Swimmer (where appropriate)
- Club Committee (where required)

8.9 Individual Risk Assessment Template

The following information should be recorded when completing an Individual Risk Assessment:

Item	Details
Swimmer Name	
Squad	
Date of Birth	
Relevant Medical Condition / Disability	
Emergency Contact	
Medication Required	
Hazards Identified	
Control Measures	
Emergency Procedures	
Reasonable Adjustments	

Persons Responsible	
Date Completed	
Review Date	
Completed By	

8.10 Confidentiality

All information contained within Individual Risk Assessments will be treated as confidential.

Information will only be shared with those who require it to ensure the safe participation of the swimmer and will be managed in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Swim England Wavepower guidance
- Ascot Royals Swimming Club Data Protection Policy

Medical and personal information will not be disclosed to third parties without lawful authority or appropriate consent, except where necessary to protect the safety and welfare of the swimmer.

9.1 Accident Investigation

Policy Statement

Following any significant accident or serious near miss, Ascot Royals Swimming Club will undertake an investigation to establish the cause of the incident and identify any lessons that can improve future safety.

The purpose of an investigation is to prevent recurrence rather than to attribute blame.

9.2 Investigation Procedure

Where appropriate, the following actions should be taken:

- Make the area safe and prevent further injury.
- Provide first aid and contact the emergency services where necessary.
- Preserve the scene until it has been assessed.
- Obtain witness statements from those involved.
- Photograph the scene where appropriate and lawful to do so.
- Review available CCTV footage where provided by the venue.
- Record the sequence of events and any contributing factors.
- Notify the Committee and Welfare Officer where appropriate.
- Review the relevant risk assessment.
- Introduce additional control measures where required.
- Share any lessons learned with coaches and volunteers.

The Committee will review all significant incidents and monitor the implementation of any corrective actions arising from the investigation.

APPENDIX A – EMERGENCY TELEPHONE SCRIPT

When calling **999** provide:

"This is Ascot Royals Swimming Club.

We require an ambulance.

The incident has occurred at:

St George's School Swimming Pool

St George's School, Ascot Wells Lane, Ascot, Berkshire SL5 7DZ

Heathfield School

Prior Road, Ascot, Berkshire, SL5 8BQ

Bishopsgate School

Bishopsgate Road, Englefield Green, Egham Surrey, TW20 0YJ

The casualty is:

- Conscious / Unconscious
- Breathing / Not Breathing

Nature of injury:

(Number of casualties)

We have trained first aiders present.

Please send assistance immediately."

