

Club Activity Risk Assessment

CLUB	ELLESMERE PORT ASC	LOCATION	External Facility		
ACTIVITY	External Gala with Travel	Assessors Name and Position	P. McDonnell Teacher	Date Assessed	8 th August 2026

Potential Hazard People Impacted	Existing Control Measures	Likelihood L=1 to 5	Severity S=1 to 5	Risk 0 to 25	Preventative Measures	Action By Whom	Action By When	Date Completed
Inadequate vehicle / driver. All passengers	Vetting of travel company prior to hire vetting for seat belts, CRB drivers, companies own risk assessment etc.	1	5	5	Hire through approved company only, vehicle fitted with seat belts and has approved procedures.	Executive Committee	1 week prior to hire	
Potential to get lost on route to Venue. All passengers	Travel company told of destination, ensure full address and location map are made available with parking located.	1	3	3	Travel Company Issues an agreed route plan prior to booking.	Team manager.	1 week prior to hire	
Safeguarding/child protection issues. All passengers	DBS + SGCP are required by all personnel who work with children i.e., Team Coach, team manager, bus driver, poolside staff etc.	1	4	4	From a club responsibility team coaches and team managers to be DBS and SGCP checked and are up to date.	Welfare Officer/Team Coach and Team manager	Ongoing	
Safeguarding/child protection issues All passengers	Team managers to have TM1 qualification as a minimum with current DBS and SGCP training.	1	4	4	Team manager of each sex or coach of different sex required.	Welfare Officer/Team Coach and Team manager	Ongoing	
Insufficient Supervision for number of athletes.	SE Coaching/Team Manager and Chaperone Policy requirements to be met, dependent upon athlete numbers.	1	5	5	Team manager of each sex or coach of different sex required.	Welfare Officer/Team Coach and Team manager	Ongoing	
At pick up point, athletes crossing road / car park. Collision with car. Athletes	Parents to accompany athletes to bus.	1	5	5	Parents and Team Mangers to supervise athletes whilst in car park.	Team Mangers & Parents	Ongoing	
Bus fails to arrive. Athletes	Team manager has mobile number for bus driver on the day. Parents do not leave children until the bus has arrived and children are on the bus.	1	2	2	No further action	Team Mangers & Parents	Ongoing	

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At pick up point, verify all athletes have arrived.	Team managers to perform head count against team list before starting journey. Team managers to hold emergency contact details for swimmers. Verify if any athletes are travelling independently.	1	4	4	TM to use contact details for parents to verify athlete attendance and travel requirements.	Team Mangers & Parents	Ongoing	
The bus breaking down during transport to or from venue. All passengers	If the bus does break-down, then evacuate children to a safe place whilst awaiting recovery. Liaise with the coach driver and manage situation. Follow travel company procedure.	2	3	6	The bus is well maintained and has a current MOT certificate. Travel company has own procedure to cover incident.	Coach company driver with Team Coach, Team manager / steward support.	Ongoing	
Opening Emergency exit whilst the bus is in motion. Injury to swimmer/official All passengers	Position responsible person in seat adjacent emergency exit.	2	5	10	Brief passengers prior to departure.	Team coach / Team manager / steward.	Ongoing	
Injury to swimmer/official on the bus whilst in motion. All passengers	Seat belts to be worn. All passengers seated during transport facing forward.	1	3	3	Brief passengers prior to departure.	Team manager /coach / steward.	Ongoing	
Travel Sickness on Route. All passengers.	Parents to advise if a child is prone to travel sickness and inform Team Manager. Sick bags should be readily available.	3	2	6	No further Action	Parent / Team Manager	Ongoing	
Illness on Route/ at Venue. All passengers.	Parents to advise if a child has eating allergies and inform Team Manager.	3	2	6	Observation of party at venue.	Parent / Team Manager	Ongoing	
Arrival venue or departing from venue, athletes crossing road / car park. Collision with car. Athletes	Team Managers to accompany athletes from bus to venue entrance and onto poolside.	2	5	10	No further Action	Team Mangers Athletes	Ongoing	
Safeguarding/child protection issues. Mobile Phone use in changing area. All passengers	Follow SE Wavepower guidelines regarding mobile phone use.	2	2	4	Remind all passengers that use of mobile phones in changing areas is prohibited. Report any incident to the organisers Welfare Officer.	Team Mangers Athletes	Ongoing	

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Injury to swimmer at venue during warm up or during competition. Swimmers.	Team coach and team managers to follow gala referee directions, as Safety Announcements made prior to starting swimming. Team manager / Team coach to control warm up lane – check water depth prior to allowing diving entries.	2	5	10	Team coach and team managers to supervise athletes during warm up. No diving during warm up unless sprint lanes advised, no horseplay. Minimum diving water depth is 1.35m	Team manager / team coach.	Ongoing	
Incidents at Venue Fire Alarm, Power Failure All attendees	Pool has approved EAP / NOP procedures. Gala controlled by gala officials and assisted by venue poolside staff	1	5	5	If an incident occurs follow direction of Lead referee and pool staff	Team managers/ Referee / Pool Staff.	Ongoing	
Minor Illness or injury to a swimmer during competition. Swimmers.	Pool has approved EAP / NOP procedures and first aid. Safety Announcements made prior to starting swimming. Team manager to support swimmers and liaise with poolside staff.	2	3	6	Control of warm up lanes. Competitive start for racing. Encourage swimmers to speak up if feeling unwell at the event. If required contact parent / guardian to collect. (If injury fill in accident book)	Team managers/ Pool Staff.	Ongoing	
Illness or Major injury to a swimmer during competition requiring medical attention. Swimmers.	Control of meeting by referee using available officials. Emergency contact details held by club. Club officials available for phone contact to assist.	1	5	5	If needed a team manager to travel with swimmer, contacting parent or guardian. Team manager to remain with swimmer. (If injury fill in accident book, seek witnesses) Remaining team manager to enlist assistance of parent or steward for return.	Team Coach, managers Pool staff Gala Referee	Ongoing	
Safeguarding/child protection issues at event. All participants	Team managers attend training workshops and are DBS cleared. Organiser of meet has welfare responsibility at the venue.	1	5	5	Team manager to ensure any matter is reported to the referee and organiser immediately. Responsibility for handling the issue lies with the Promoters appointed referee and Welfare Officer.	Welfare Officer for Organiser / Club Team managers.	Ongoing	

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Compliance with normal operating procedures at pool All participants	Supervision by team managers, with usual pool prohibitions – no running, blocking exits with bags etc.	2	3	6	Awareness of general rules at the venue; Support Pool Staff in enforcement;	Team manager.	Ongoing	
End of competition falls All participants	Ensure swimmers leave poolside safely at end of session. Athletes to enter changing area to get dressed.	3	2	6	Teacher / coach to control exit of lane. Monitor athletes exiting changing area and organise group.	Team Coach, Team managers.	Ongoing	
Missing Athlete at gathering point. Athletes.	Team Managers to carry out head count to identify all present or identity of absent athlete.	3	3	9	One person to sweep changing area whilst the other maintains control of group.	Team Coach, Team managers.	Ongoing	
Missing Athlete at gathering point. Athletes.	Team Managers to carry out head count to identify absent athlete.	3	3	9	On confirmation of athlete use EM contact list to check if travelling home by independent means.	Team Coach, Team managers.	Ongoing	
Arrive back to collection point early due to competition finishing early. Or late arrival due to another factor. Swimmers.	Team manager has contact details of swimmer's families involved in competition. If swimmers have mobile phones allow them to call parents and notify them of new arrival time.	2	3	6	Team managers to stay with swimmers until collected. Contact to be made with parent / guardian.	Team manager.	Ongoing	

(Score Likelihood & Severity from 1 to 5: Likelihood – 1 = Improbable, 5 = Frequent; Severity – 1 = Negligible, 5 = Catastrophic)

Assessor:

P. McDonnell

Assessment Date:

Signed



8/08/2026

Date

14/08/26

Review Date: January 2027