



# Risk Assessment Form

This form should be completed with a list of hazards that affect the session, and should be written from a coaching perspective, not a venue management perspective. For each risk assessment there should be associated Emergency Action plan to be used in case a risk occurs.

Venue:		Box End Water Park		Venue Contact Name & Contact Details:	Russell Hanford 01234 846222
Address: (Include postcode)		<b>Box End Road Bedford MK43 8RQ</b>			
Group:		Bedford Harriers Triathletes C2S		Location of first-aider:	Lifeguard/Coach
Date:		Saturdays – April to October		Location of Defibrillator	Reception, where you check in for swimming
Time:		8:00am – 10:00am		Location of telephone:	Venue Reception, lifeguards, Coach's Mobile
Participants:	Number:	20+		Location of toilets:	Clubhouse
	Age:	18+		Location of changing rooms:	Clubhouse
	Ability:	Mixed		Location of first-aid kit:	Dock and reception
Lead coach name:		Angie Finch, Simon Fisher, Kev Willett		Stocked and maintained:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Venue documents read and understood  (please ✓ appropriate box):		Normal operating procedures: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Additional notes:  The venue has its own open water safety guidelines which at minimum Bedford Harriers Triathletes will adhere to.	
		Health and safety policy: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
		Emergency action plan (EAP): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Name of person conducting risk assessment:			Signed:		Date:
Angie Finch			Angie Finch		28 <sup>th</sup> May 2025

## Risk Assessment Form

<b>Location &amp; Description of Hazard:</b>	<b>People at Risk:</b>	<b>Level of Risk</b> (High/Medium/Low):	<b>Advice Required:</b> (from whom)	<b>Action(s) to Mitigate/ Remove Risk:</b>	<b>Person responsible for resolution:</b>	<b>Residual Risk:</b> After resolution	<b>Dates Reviewed</b>
Car Park and approach to Lake	All users	Likelihood: L Impact L	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, who: Signs on display	Advise all club members to take care and abide by venue speed limits and signage	Venue/Lead coach	Likelihood: L Impact: L	Monthly
Changing rooms /exterior decking & path to Dock	All users	Likelihood: M Impact M	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, who: Signs on display	Warning to club members about not running. Always walk. Wear suitable footwear	Venue/Lead coach	Likelihood: M Impact: M	Monthly
Entry/Exit at Lakeside. Often wet, slips, trips ,falls	All Users	Likelihood M Impact M	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, who: Signs on display	Limit number of swimmers to entry ramp to 2. No diving from Entry ramp. Check entry ramp matting in tact	Venue/Lead coach	Likelihood: L Impact: L	Weekly
Water Quality Risk of disease	Swimmers/Coaches	Likelihood: H Impact H	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, who: Venue	Spring fed lake water quality high –check venue has up to date certificate of water quality & water has been checked regularly	Venue / Lead coach	Likelihood: M Impact: M	Weekly
Water temperature Low	Swimmers	Likelihood: L Impact M	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, who: Lead Coach	Check water temperature of lake prior to sessions, there are thermometers situated at Dock and info from reception. Wet suits mandatory if temp below 16c. Session cancelled if below 13c	Lead coach	Likelihood: L Impact: L	Weekly
Water temperature high	Swimmers	Likelihood L Impact M	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, who: Lead Coach	Check water temperature of lake prior to sessions, there are thermometers situated at Dock. If temp above 24c then encourage but not make compulsory a non wetsuit swim of shorter loop adjacent to bank for weaker/novice swimmers. All swimmers who opt to swim longer loop with	Lead /Assistant Coach	Likelihood: L Impact: L	Weekly

				wetsuit should swim at a more casual pace than normal to avoid overheating and reduce number of laps.			
Ski jump obstacles Collisions causing injury to swimmers Collisions with other swimmers	Swimmers	Likelihood: M Impact M	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, who: Lead coach	Advise swimmers to swim central channel below overhead cables away from obstacles. Encourage additional sighting. All swimmers to swim in an anticlockwise direction with bright coloured swim cap and a swim float if desired.	Lead coach	Likelihood: L Impact: L	Weekly
Pond weed. Swimmers getting tangled	Swimmers	Likelihood: M Impact M  Risk is higher late summer	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, who: Lead coach	Advise swimmers of any known large weed patches at brief. Venue to carry out weed control.	Lead Coach/Venue	Likelihood: M Impact: M	Weekly
Wildlife attacks From swans, ducks, moorhens etc	Swimmers	Likelihood: L Impact M	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, who: Lead coach	Make swimmers aware of need to swim 10mts away from lake birds and in no circumstances antagonise them	Lead Coach	Likelihood L Impact: L	As required
Swimmer related conditions. Injury, Illness, Drowning, Cramping.	Swimmers	Likelihood: H Impact: H	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, who: Lead coach, lifeguard	Lead coach needs to be aware of swimmers' ability & known illnesses. All swimming in pairs (Buddies) with bright coloured swim hats. Lead coach to ensure sufficient coaches to comply with & 2 life guards in place. 1 level 2 coach to 14 swimmers max with assistant coach/s L1	Lead Coach	Likelihood: M Impact: M	Weekly
Novice swimmers	Swimmers	Likelihood: M Impact: M	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, who: Lead coach and coaches	Novice swimmers to swim channel adjacent to bank which is shallow with swim buddy and coach on bank who is less than 10 mts away.	Lead / additional coaches	Likelihood: M Impact: M	Weekly

				Novice swimmers should have progressed from Bedford Harriers coached pool sessions			
Poor weather / visibility/Lightening	Swimmers / coaches	Likelihood: M Impact: M	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, who: Lifeguard and any coach	Lead coach to always monitor weather if adverse weather and or poor light levels then session should be cancelled. Prior or during session. Session should be cancelled if any chance of lightening. Venue may be closed during poor weather at discretion of owners.	Lead Coach/Venue	Likelihood: L Impact: L	Weekly
Swimmer goes missing/possible drowning	Swimmers	Likelihood: M Impact: M-H	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes, who Lifeguard and coaches	Swimmers should be checked in /out by coaches' assistant at entry/exit point. All swimming with buddies. Venue staff to be notified of missing persons who will deploy safety craft.	Lead Coach/Venue	Likelihood: L Impact: H	Weekly
Swimmers are too cold on exit	Swimmers	Likelihood: L Impact: H	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes coaches.	Tell swimmers to get dry and dress quickly, do not shower, put on a hat and have a hot drink. Sit in a warm car. Foil blankets available in FAK in reception.	Lead and coaches	Likelihood: L Impact: H	During colder temperatures

Key - L= Low risk  
M = Medium risk  
H = High risk

