



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:	Bedford School Swimming Pool	Venue Contact Name & Contact Details:	Jo York Head of Commercial 01234 362249
Address: (Include postcode)	Bedford School, De Parys Avenue, Bedford, MK40 2TU		Ben Nelson-Coles Duty Manager – Sports & Lettings 01234 362268
Group:	Bedford Harriers Thursday Swimming	Location of first aider:	Poolside Lifeguard
Date:	3 rd September 2025	Location of AED	Recreation Centre Foyer – by the front door.
Participants:	Time:	19:15 – 20:15	Location of telephone:
	Number:	36	Pool Office - poolside Mobile phone - with coaches
	Age:	Mixed	Location of toilets:
	Ability:	Mixed - all able to complete 100m continuous swimming.	Changing rooms
Lead coach name:	Simon Fisher	Location of changing rooms:	Recreation Centre – alongside swimming pool
		Location of first-aid kit:	Pool Office - poolside
		Stocked and maintained:	Yes

Venue documents read and understood	<ul style="list-style-type: none"> • Bedford School Pool Safety Operating Procedure – including Normal Operating Procedures and Emergency Action Plan • Bedford School Hire Terms & Conditions • Bedford School Health and safety policy 	Additional notes:	
Name of person conducting risk assessment:		Signed:	
Date:			
Simon Fisher Reviewed by Elaine Massie			27/09/2022 03/09/2025

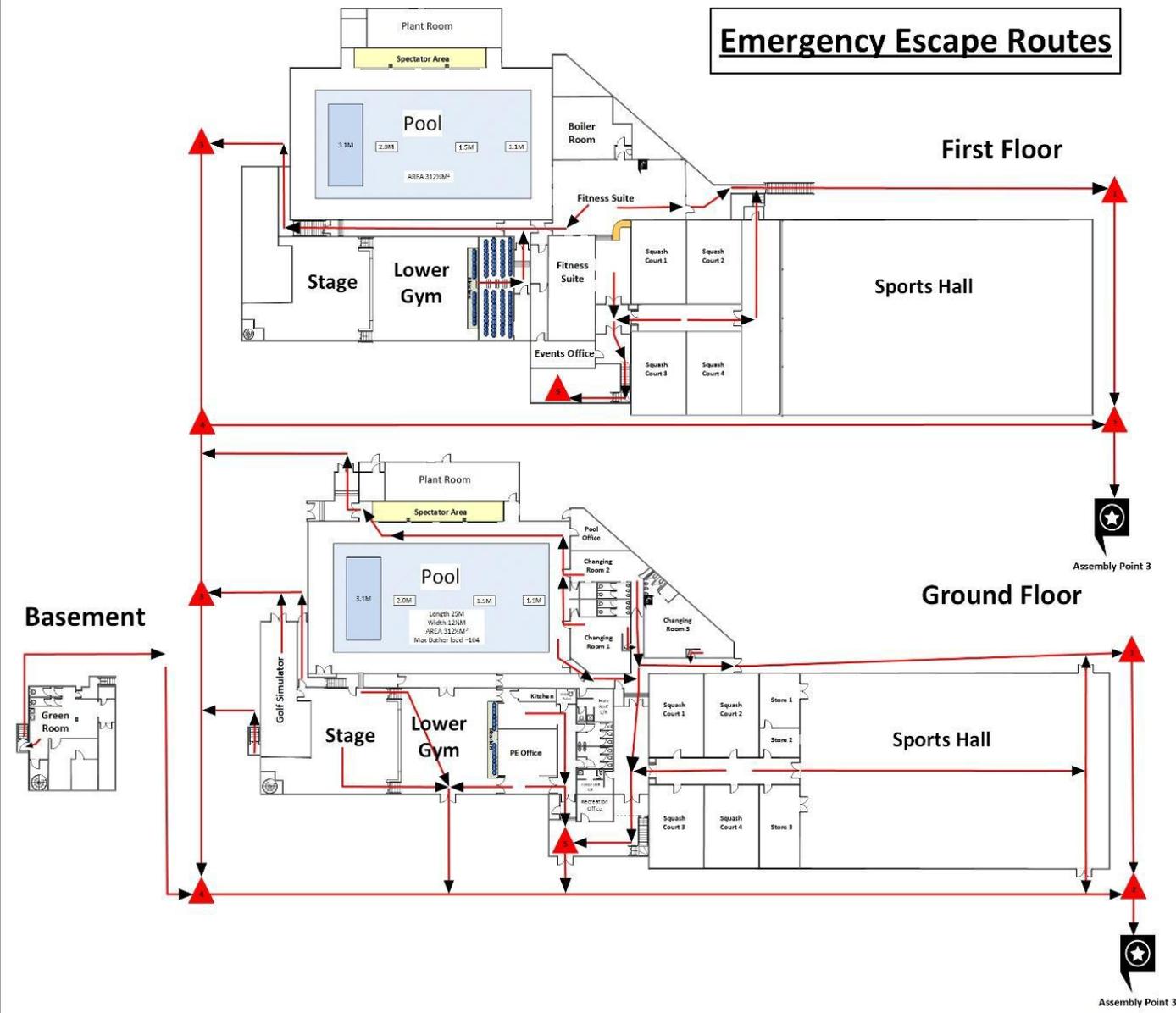
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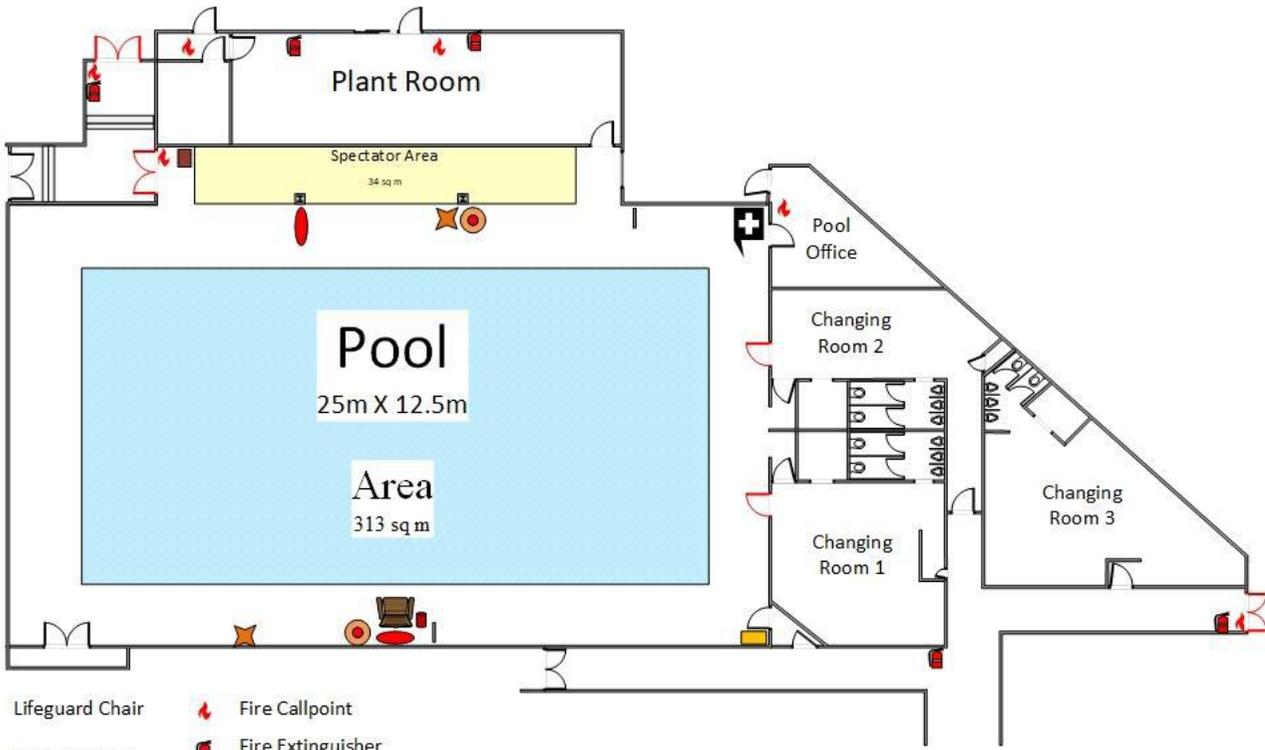
Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required: (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
Changing area and shower area: potential for there to be trip hazards leading to falls.	Athletes, Coaches, Complex Staff	Likelihood: Medium Impact: Medium	No	Advise athletes to keep kit and bags on pegs and benches. Keep walkways clear.	Lead Coach	Likelihood: Low Impact: Low	03/09/2025 EM
Changing area and shower area: potential for there to be slips and falls.	Athletes, Coaches, Complex Staff	Likelihood: Medium Impact: Medium	No	Advise athletes to walk not run in changing/shower area. Make athletes aware of wet floor.	Lead Coach	Likelihood: Low Impact: Low	03/09/2025 EM

Poolside area: potential for trip hazards leading to falls.	Athletes, Coaches, Complex staff	Likelihood: Medium Impact: Medium	No	Advise athletes of potential trip hazards, and of slip potential if floor is wet. Advise athletes to keep kit on benches. Advise athletes to keep walkways clear. Advise no running.	Lead Coach	Likelihood: Low Impact: Low	03/09/2025 EM
Poolside area: potential for there to be slips and falls	Athletes, Coaches, Complex staff	Likelihood: Medium Impact: Medium	No	Advise athletes to walk not run in changing/shower area. Make athletes aware of wet floor.	Lead Coach	Likelihood: Low Impact: Low	03/09/2025 EM
Location & Description of Hazard:	People at Risk:	Level of Risk (High/Medium/Low):	Advice Required: (from whom)	Action(s) to Mitigate/ Remove Risk:	Person responsible for resolution:	Residual Risk: After resolution	Dates Reviewed
Potential for collisions in the pool.	Athletes	Likelihood: Medium Impact: Medium	No	Make athletes aware of the direction of swim in each lane. Explain correct lane etiquette to athletes.	Lane Coach	Likelihood: Low Impact: Low	03/09/2025 EM

Minor Injury to athlete	Athletes	Likelihood: Low Impact: Medium	No	<p>Check with athletes before each session that they are in good health and don't have any niggles/injuries.</p> <p>Ensure athletes are able to swim to the level required for the session and adapt session if not.</p>	Lead Coach/ Lane Coach	Likelihood: Low Impact: Low	03/09/2025 EM
Athlete experiencing cramp	Athletes	Likelihood: High Impact: Medium	No	<p>Ensure athletes have access to hydration, bring their own drink bottles to mitigate cramp.</p>	Lead Coach/ Lane Coach	Likelihood: Low Impact: Low	03/09/2025 EM
Risk of major injury or drowning	Athletes	Likelihood: Low Impact: High	No	<p>Make sure athletes are aware of lane etiquette so that risk of possible collision and head injury risk is reduced.</p> <p>Coaches to assess any relevant individual health conditions and ensure that appropriate mitigation measures are in place.</p> <p>Ensure Lifeguard is always present before allowing swimmers into pool.</p>	Lead Coach	Likelihood: Low Impact: Low	03/09/2025 EM

Insert Diagram(s) of layout of venue with key safety elements marked (this page is intended to be shared between Risk Assessment and EAP):





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|---|-----------------|--|--|
|  | Lifeguard Chair |  | Fire Callpoint |
|  | Torpedo Buoy |  | Fire Extinguisher |
|  | Rescue Rope |  | Pool Alarm |
|  | Throw Bag |  | Evacuation Box |
|  | Reach Pole |  | First Aid Point
Including Phone
Diabetic
Asthma |
|  | PXB |  | Fire Exit |