



REN 96 SWIM TEAM

RISK ASSESSMENT POLICY AND PROCESS

Procedure No. REN/P/008

Issue No. 01
Date: 01/04/2011
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The Purpose

To provide a safe environment for those who take part in swimming and other activities associated within the club

The Scope

It is incumbent upon everyone to provide as safe an environment as possible for those who take part in swimming and activities associated within the Club and a risk assessment is there to show where there is room for improvement; sometimes in relation to the way activities are carried out and sometimes in relation to outside factors.

General Guidelines

Hazard Identification and the Risk Assessment

In order to discharge the duty of care to provide a safe environment it is necessary to identify hazards, assess the associated potential risks and take action if necessary to eliminate the hazard, or if not practical, take action to either eliminate the risks or reduce them to a level of acceptability.

A **hazard** is something with the potential to cause harm to an individual and can be an object, an activity and even a substance. If a hazard is identified it is necessary to consider how significant it is and how likely it is that it will cause harm and whether there are precautions in place which control the risk and, if there are, whether these are sufficient.

Risk expresses the likelihood that the harm from the potential hazard is realised and may be categorised as, **low, medium or high**. In some cases after all precautions have been taken some risk may remain and this should be considered as to whether it is high, medium or low. If the risk is high this may cause a review of an activity and even its cessation altogether.

The Risk Assessments is used to identify and record hazards and should be suitable and sufficient and show that

- a proper check was made
- consideration was given to persons affected
- obvious and significant hazards were dealt with
- the precautions are reasonable and the risk is low

REN/P/008A is the template used by the Club for any Team Events involving travel, both within the UK and Abroad.

Further information about risk assessment can be found in the Health and Safety Executive pamphlet "Five steps to risk assessment" which explains in understandable terms what is required