

# Risk Assessment

All activities and events in RMVCC(P) require a risk assessment. Use this form to conduct a risk assessment where a generic risk assessment does not already exist or is not sufficient. Insert more rows if required. Do not complete shaded fields. Contact the HSO for guidance if required. Once complete, send to HSO for comment and approval. All risk assessments will appear in the 'Health and Safety' pages of the RMVCC(P) website. This form is based on MOD Form 5010a (Apr 08).

<b>Unit:</b>	Royal Marines Volunteer Cadet Corps Portsmouth Division	<b>Assessment Number:</b>	RA010	<b>Assessment Date:</b>	14 Apr 15							
<b>Section or Department:</b>	Physical Training	<b>Assessment Type</b> (Delete as appropriate; see Note 1)										
		Specific	Generic	Record of Dynamic Assessment								
<b>Activity, Event or Process:</b>	Swimming											
<b>Assessor (See Note 2)</b>			<b>HSO Acceptance</b>									
<b>Name:</b>	M A May	<b>Name:</b>	C R Spratt									
<b>Rank:</b>	CSgt RMC Unit PTI	<b>Rank &amp; Position:</b>	Lt RMC Health and Safety Officer									
<b>Signature:</b>	<i>M A May</i>	<b>Signature:</b>	<i>C R Spratt</i>									
<b>Hazards</b> (Include Hazard Survey Number where applicable)	<b>Who is at Risk?</b>	<b>Existing Control Measures</b> (Specific existing Control Measures)	<b>Risk Rating</b> (See Note 3)			<b>Additional Control Measures</b> (Each Control Measure is to be specific and managed)	<b>Residual Risk Rating</b> (See Note 4)			<b>Management Plan</b>		
			L	C	R		L	C	R	Owner	Target Date	Comp Date
Accidents resulting from pool design (eg: blind spots)	Swimmers	<ul style="list-style-type: none"> <li>Competent and trained staff used as lifeguards.</li> <li>Qualifications renewed as required.</li> <li>All sessions to be adequately supervised)</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Lifeguard positions defined in by person IC and actions to take in the event of glare.</li> <li>On-going staff training.</li> </ul>	1	2	2			
Accidents resulting from use of the pool surround	Swimmers and spectators	<ul style="list-style-type: none"> <li>Non slip floor surfaces.</li> <li>Effective cleaning schedules and inspections.</li> <li>Checked on a daily basis by caretaker/pool staff.</li> <li>Checked by person IC before swimming commences.</li> <li>The poolside should be washed down every night to clear any residual chlorine from the tiles to ensure the longevity of the pool surround.</li> </ul>	1	2	2	n/a	1	2	2			

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Accidents resulting from insufficient lighting	Swimmers and spectators	<ul style="list-style-type: none"> <li>Regular maintenance program in operation.</li> <li>If the bottom of the pool cannot be seen then no-one is allowed to swim.</li> </ul>	1	2	2	n/a	1	2	2			
Accidents or illness from humidity and/or temperature	Swimmers and spectators	<ul style="list-style-type: none"> <li>Air handling systems in place.</li> <li>Humidity and temperature checks taken on daily basis.</li> <li>Suitable and sufficient lighting</li> </ul>	1	2	2	n/a	1	2	2			
Pool Inlets and Outlets	Swimmers	<ul style="list-style-type: none"> <li>Inlets and outlets of the pool circulation system should have suitable covers to prevent limbs and fingers getting trapped.</li> <li>Undue suction should not be created which could result in a body being held against a grille.</li> <li>There should be no exposed sharp edges.</li> </ul>	1	2	2	n/a	1	2	2			
Pool Access Ladders	Swimmers	<ul style="list-style-type: none"> <li>Regular inspections of the steps to ensure that there are no sharp edges or damaged steps.</li> <li>Inspections are recorded.</li> </ul>	1	2	2	n/a	1	2	2			
Disabled Access	Swimmers	<ul style="list-style-type: none"> <li>Poolside hoist in operation.</li> <li>Regular service and maintenance by reputable contractor.</li> <li>Staff trained in operation.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Manual handling training given where required.</li> </ul>	1	2	2			
Unauthorised Access	Swimmers and spectators	<ul style="list-style-type: none"> <li>Pool secures when not in use.</li> <li>Fencing is in good condition and locks are fit for purpose.</li> <li>Caretaker checks pool area as part of opening and closing procedures.</li> </ul>	1	2	2	n/a	1	2	2			
Water Quality	Swimmers	<ul style="list-style-type: none"> <li>Competent and trained staff.</li> <li>Effective water quality control in place.</li> <li>Pool water tests including chemical levels, clarity and temperature are performed every? hours.</li> <li>Planned Preventative Maintenance schedule in place.</li> <li>Reactive maintenance schedule is on-going.</li> <li>Specialist contractors brought in for regular service of pool water treatment plant and equipment.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Records checked by RMVCC swimming staff on periodic basis.</li> <li>Any deficiencies brought to the attention of pool staff</li> </ul>	1	2	2			

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Deep Water and Shallow Water Supervision	Swimmers	<ul style="list-style-type: none"> <li>• Competent and trained staff.</li> <li>• If water depth exceeds 1.2m the National Pool Lifeguard Qualification is required.</li> <li>• Water depth signs around the pool.</li> <li>• Shallow area segregated where necessary from deep water by use of lane rope / boom.</li> <li>• See additional guidance regarding supervision competencies on Clusterweb.</li> </ul>	1	2	2	n/a	1	2	2			
Diving or Jumping	Swimmers	<ul style="list-style-type: none"> <li>• The minimum depth of water where shallow diving should be allowed is 1.5m.</li> <li>• Clear warning signs should be visible around the pool to advise swimmers of water depth, safe diving areas and general diving rules.</li> <li>• Normal and emergency procedures in place.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>• Diving from upper boards not permitted (only from pool side).</li> </ul>	1	2	2			
Level and Quality of Supervision for <b>programmed</b> sessions (ie: risk of drowning)	Swimmers	<ul style="list-style-type: none"> <li>• Only competent and trained staff are allowed to supervise swimming sessions.</li> <li>• Lifeguard and other relevant qualifications to be held on file by Admin Office.</li> <li>• Induction and on-going staff training.</li> <li>• Staffing ratios in accordance with ASA and 'Managing H&amp;S in Swimming Pools' guidance.</li> <li>• Defined in the procedure.</li> <li>• Emergency action plan in place.</li> </ul>	1	2	2	n/a	1	2	2			
Level and Quality of Supervision for <b>unprogrammed</b> sessions (ie: risk of drowning)	Swimmers	<ul style="list-style-type: none"> <li>• For unprogrammed swimming staff are to be trained to the National Pool Lifeguard qualification (NPLQ).</li> <li>• Bather loads are imposed as per managing safety in swimming pools and not exceeded.</li> <li>• Induction and on-going staff training. Staffing ratios in 'Managing H&amp;S in Swimming Pools' guidance.</li> <li>• Normal and emergency action plans in place.</li> </ul>	1	2	2	n/a	1	2	2			

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Swimmers with Special needs	Swimmers	<ul style="list-style-type: none"> <li>For participants who require specialist help or prefer segregation a range of provision may be both possible and preferable.</li> <li>Their participation may be fully integrated, integrated and supported or a specialist disabled session.</li> <li>These specific needs can be determined through direct consultation with the individual or parent, their swimming background and observation on how the disability affects their swimming style.</li> </ul>	1	2	2	n/a	1	2	2			
Swimmers with Known Medical Needs	Swimmers	<ul style="list-style-type: none"> <li>Written parental consent must be obtained before cadets can take part.</li> <li>Cadets must be supervised carefully and by a responsible adult. This may require additional staff to aid in supervision.</li> </ul>	1	2	2	n/a	1	2	2			
Missing Children	Swimmers and spectators	<ul style="list-style-type: none"> <li>A headcount should be recorded prior to and after the swimming session to ensure all cadets are accounted for.</li> <li>Implementing the "buddy" system is also recommended.</li> </ul>	1	2	2	n/a	1	2	2			
Child Protection	Staff and Helpers	<ul style="list-style-type: none"> <li>All staff to have appropriate DBS checks.</li> <li>Any coaches or teachers being employed from outside of the establishment/RMVCC should be subject to the DBS checks before commencing work.</li> <li>Volunteers that help out swimming session's maybe required by to have a DBS check.</li> </ul>	1	2	2	n/a	1	2	2			
First Aid Provision	Swimmers and spectators	<ul style="list-style-type: none"> <li>Adequate levels of trained first aiders on site.</li> <li>When administering first aid staff where possible to wear PPE.</li> <li>A fully stocked first aid kit is easily accessible.</li> <li>Face shields should be available on request from staff for resuscitation.</li> <li>Communication network in place.</li> </ul>	1	2	2	n/a	1	2	2			

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Rescue Equipment	Swimmers and spectators	<ul style="list-style-type: none"> <li>• Suitable and sufficient rescue equipment available and in-date.</li> <li>• This includes throw bag, reach pole, torpedo buoy, face shield, first aid kit, blankets etc.</li> <li>• Staff to be trained and competent in its use.</li> </ul>	1	2	2	n/a	1	2	2			
Pool Equipment	Swimmers	<ul style="list-style-type: none"> <li>• Woggles, floats and other equipment should be in a good condition.</li> <li>• Equipment to be checked prior to lessons. Cadets misusing equipment are to be disciplined.</li> <li>• The equipment should be stored in a safe and dry location.</li> </ul>	1	2	2	n/a	1	2	2			
Pool Covers (covering the pool)	Staff	<ul style="list-style-type: none"> <li>• Minimum of two person operation.</li> <li>• Ensure the pool cover is pulled tight allowing no water to get on top to reduce the chance of it sinking and ensure it covers the whole pool.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>• Non slip shoes to be worn for this task.</li> </ul>	1	2	2			
Pool Covers (removing the cover)	Staff	<ul style="list-style-type: none"> <li>• Minimum 2 person operation.</li> <li>• Slowly pull the cover off and whilst doing so, fold in a concertina fashion.</li> <li>• Push all air out of fold, wipe down and dry as far as possible.</li> <li>• When the cover has been removed, roll it up and move to storage area immediately.</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>• Non slip shoes to be worn for this task.</li> </ul>	1	2	2			
Goggles, Masks and Other Personal Protective Equipment (PPE)	Swimmers	<ul style="list-style-type: none"> <li>• Any goggles used should be made of unbreakable plastic or rubber.</li> <li>• Cadets are to be taught to remove them by slipping them off their head, rather than by stretching the retaining band.</li> <li>• Masks should not be worn unless in exceptional circumstances.</li> <li>• Other PPE is to be worn as required (eg: nose clips).</li> </ul>	1	2	2	n/a	1	2	2			
Changing Facilities	Swimmers	<ul style="list-style-type: none"> <li>• Separate changing facilities for girls and boys.</li> <li>• Disabled changing facilities.</li> <li>• Facilities to be kept in a clean, dry and tidy state.</li> <li>• Staff supervision when deemed necessary</li> </ul>	1	2	2	n/a	1	2	2			

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Hygiene	Swimmers	<ul style="list-style-type: none"> <li>Cadets are to be encouraged to perform the recommended hygiene procedures before entering the water.</li> </ul>	1	2	2	n/a	1	2	2			
Use by Non-RMVCC Personnel	Others	<ul style="list-style-type: none"> <li>Permission should be obtained from Trg Offr before non-RMVCC personnel are allowed to participate in RMVCC swimming sessions (esc establishment pool staff).</li> <li>Insurance arrangements are to be reviewed.</li> <li>Non-RMVCC supervisory and/or lifeguard staff must have CO's approval, qualifications checked (copies to Admin Office) and in-date DBS checks.</li> </ul>	1	2	2	n/a	1	2	2			

## HSO Assessment Review (See Notes 2 and 5)

<b>Review Date:</b>	14 Apr 15	<b>HSO Comments:</b>	This RA does not cover adventurous swimming activities like high-board diving. These activities will need to be assessed separately.
<b>Name:</b>	C R Spratt		
<b>Rank:</b>	Lt RMC		
<b>Signature:</b>	<i>C R Spratt</i>		

# Risk Assessment

## Notes:

1. If using a 'Generic' risk assessment, Assessors and the HSO are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
2. Assessors are to note that they are responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient and they consider the risks to be acceptable.

Risk Matrix (Likelihood x Consequence = Risk Rating)			Low	Medium	High
			Minor injury or illness	Serious injury or illness	Fatalities, major injury or illness
			1	2	3
High	Common, regular or frequent occurrence	3	<b>3</b>	<b>6</b>	<b>9</b>
Medium	Occasional occurrence	2	<b>2</b>	<b>4</b>	<b>6</b>
Low	Rare or improbable occurrence	1	<b>1</b>	<b>2</b>	<b>3</b>

3. When recording the Risk Rating ensure that both the Likelihood and Consequence scores are included.

<b>High</b>	Improve control measures; consider stopping the activity or event; <b>approval from Commanding Officer</b> required before this activity or event takes place.
<b>Medium</b>	Review control measures and improve if reasonably practicable to do so, consider alternative ways of working.
<b>Low</b>	Maintain control measures and review if there are any changes.

4. Record the residual Risk Rating to demonstrate that the risk has been reduced to an acceptable level.
5. Risk Assessments are to be reviewed:
  - Annually.
  - If there is reason to doubt the effectiveness of the assessment.
  - Following an accident or near miss.
  - Following significant changes to the task, process, procedure or responsibilities.
  - Following the introduction of more vulnerable personnel.
  - If "Generic" prior to the activity taking place to ensure no specific matters have arisen that require an amendment to or update of the generic risk assessment.