

### Hazard/Risk Register for Swimming Nelson Marlborough

Note: This register covers running of swim meets and general operations of SNM. Each swimming facility should have its own hazard register, and the meet director responsible for any SNM meet should ensure they are familiar with the hazard register for the relevant facility.

Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (with controls)	Role	Review Date
<b>General/Club</b>							
Working/meet at night	Walking to and from your vehicle /transport alone or in the dark			Use well-lit areas to access car/bus Try to walk in pairs/groups When working late, avoid working alone If unavoidable, ensure all outside doors are locked			
General Floor Area:Slippery surfaces	Trips, Slips, Falls Wet Slippery Surface			No running within pool complex Keep areas tidy – rubbish placed in bin at session ends Ensure aisles are free from trip hazards Spills are cleaned up straight away Don't ignore safety signs in area if floor is wet Wear appropriate footwear around the pool Ensure all unused power cords are wound up Place mats over power cords in walkways Cordon off areas for officials working poolside.			
Mats	Slips trips and falls Broken bones Bruising Abrasions			Replace any frayed mats immediately Replace mats with rolled edges immediately			
Warmup: diving and collision risk	Injury Accidental death			No diving into water less than 1.2m deep?? All swimmers and coaches to adhere to the SNM Warmup Procedure or as otherwise provided in meet programme/flier. Meet Director to assign official(s) to monitor compliance with Warmup procedure.			

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General Emergencies	Injury Accidental death			Emergency procedures in meet flier Meet Director or Referee to provide H&S briefing to coaches/team managers before meet commences			
Hazardous Substances	Burns Injuries Skin Conditions Poison Respiratory Illness			Team Manager to report any occasions and “close calls” of these incidents to Meet Director at swim meet. If occurring at training, coach to report to Facility Manager and to Club committee.			
Mobile phones	Inattention to safety Accidental death			No mobile phones used by officials when meet in progress. Let calls go to answerphone and call back			
Emergency Management Fire/earthquake	Crushing Bruising Broken bones Abrasions & Lacerations Burns Death			Safety briefing at beginning of meet Team Managers and coaches assist pool staff with safe evacuation of swimmers. Follow instructions of pool staff in case of emergency All participants must be aware of exits			
Weather Outdoor Pools	Bruising Broken bones Abrasions & Lacerations Slips and falls			No running Observe and obey signage in wet areas, slippery areas / icy areas Adequate lighting on when minimal light If teaching outside – be aware of weather conditions. Stop if severe rain, winds, thunder or lightening is present			

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Hazard	Risk	Risk Score (Native)	Type of Control	Hazard Controls	Risk Score (with controls)	Role	Review Date
Environmental Safety (Water/Waste Water)	Illness, Infections			Report any illnesses immediately if suspected water borne illness.			
Hygiene	Illness, Infections			Ensure appropriate goggles, hats/caps are worn Report any chemical reactions occurring during or after swimming			
Medical Emergency	Untreated injuries Uncontrolled bleeding Loss of consciousness Drowning			Report any injury immediately to pool staff Provide First Aid kit to all teams attending away meets  Meet Director to get copy of incident report from pool staff and forward to H&S SNM when completed. Injuries requiring first aid should be logged in the accident register with SNM. Refer to Health and Safety manual for full incident procedure			
Manual Handling	Sprains and Strains			Ensure correct lifting techniques are used			
Sunburn Outdoor pools	Sunburn Skin Cancer Dehydration Headaches Sore Eyes			Wear sun glasses Wear SPF30 at all times when in sun Wear Sunhat and cover up arms and legs where possible Drink water regularly			
Excessive yelling	Vocal difficulties			Use microphone if present Talk in small groups Use visual signs and whistles			



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The above hazards are by no mean an exhaustive list and we suggest that you should always ensure you are using the latest guidelines and safety instructions by visiting the Worksafe website

### Risk Rating Table

Likelihood	Seriousness			
	Negligible (no injuries)	Minor/Moderate (first aid/medical)	High (extensive injuries)	Catastrophic (fatalities)
Very likely	High	Extreme	Extreme	Extreme
Likely	Moderate	High	Extreme	Extreme
Possible	Low	High	Extreme	Extreme
Unlikely	Low	Moderate	High	Extreme
Very Unlikely (rare)	Low	Moderate	High	High

## **Controls**

Sub Substitute

Iso Isolate

PC Prevent Contact

EC Engineering Controls

AC Administrative Controls

PPE Personal Protective Equipment