



# Risk assessment form (H&S)

<b>Name of assessor(s)</b>	Carly Kew	<b>Group / Establishment:</b>	Great Wood / SSE Outdoors
<b>Date</b>	January 2026		

<b>What is the workplace / activity / equipment / conditions (delete as appropriate) being assessed:</b>	<b>How was the assessment done?</b> e.g. desktop exercise, site visit, in consultation with employees, managers, safety representatives?	<b>Next review date:</b> January 2027
<b>Swimming-</b> This activity is intended to be for fun, as a single session as part of the program. Confidence & learning are encouraged through games and races. Qualified staff lifeguard the session and a teacher / group leader / adult must always be present.	Site visit-in consultation & agreement with instructors & GWT	<b>Is the assessment 'generic' or specific to the situation?</b> S

Who could be harmed, and how?	What is already being done to control the risks?	*Risk Rating Severity x Likelihood			What further action is recommended to reduce risks further?	Action by whom?	Date action due	Date action done	Residual Risk Rating Severity x Likelihood		
		S	L	S x L					S	L	S x L
<b>Instructors &amp; participants</b> Slips, trips & falls around the pool	<ul style="list-style-type: none"> <li>Safety brief given to all participants</li> <li>Walking always around the pool area</li> <li>Suitable footwear to be worn to &amp; from the pool</li> <li>Continuous monitoring of participants</li> <li>Visiting staff to assist instructor</li> </ul>	2	2	4							
<b>Instructors &amp; participants</b> Drowning	<ul style="list-style-type: none"> <li>Safe areas out of the water to be communicated to all</li> </ul>	5	1	5							

Who could be harmed, and how?	What is already being done to control the risks?	*Risk Rating Severity x Likelihood			What further action is recommended to reduce risks further?	Action by whom?	Date action due	Date action done	Residual Risk Rating Severity x Likelihood		
		S	L	S x L					S	L	S x L
	<ul style="list-style-type: none"> <li>Suitable clothing to be worn, no shoes, long trousers</li> <li>Floatation aids to be used if needed</li> <li>Monitoring of participants-temperatures etc</li> <li>Assistance given to those with less confidence/ability (school/visiting staff)</li> <li>No participants are allowed into pool or gated area unless a qualified lifeguard is present</li> <li>Rescue equipment easily accessible</li> </ul>										
<b>Instructors &amp; participants</b> Chemical ingestion / burns	<ul style="list-style-type: none"> <li>Chemicals are checked prior to start of every session</li> <li>Weekly checks are made by GWT/GW instructors</li> <li>Weekly checks are made by an external company</li> <li>Follow procedures if levels are incorrect – too high/low</li> <li>If levels are incorrect pool session would be postponed, until safe to enter the water</li> </ul>	5	1	5							

\* Please refer to the risk rating matrix below. Further guidance on how to calculate a risk rating from the matrix is on the [Risk Assessment policy HS 004](#).

**Please now pass this assessment to your manager for approval**

<b>Name of assessor's manager:</b>	<b>Ack Moore</b>	<b>Date:</b>		<b>Manager's comments</b>	
<b>Signature:</b>					

**Risk Matrix**

Risk Rating				Consequence (Impact/Severity of Injury)				
Very High (VH) 16-25	High (H) 10-12	Medium (M) 5-9	Low (L) 1-4	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
Likelihood Descriptor		Consequence Descriptor		• Near Miss. • No treatment required.	• First-Aid treatment (e.g. minor cuts, bruises, bumps)	• Medical treatment • Lost time of >3 working days.	• Serious injury/ medical treatment. • Hospitalisation. • Lost time (RIDDOR)	• Loss of life. • Permanent disability.
<b>Likelihood (Probability/Chance)</b>	Very likely. Event is expected to occur in most circumstances: More than 95% chance of occurring.	5.	<b>Almost Certain</b>	<b>M-5</b>	<b>H-10</b>	<b>VH-15</b>	<b>VH-20</b>	<b>VH-25</b>
	There is a strong possibility the event will occur. Between 65% - 95% chance of occurring.	4.	<b>Likely</b>	<b>L-4</b>	<b>M-8</b>	<b>H-12</b>	<b>VH-16</b>	<b>VH-20</b>
	The event has occurred before or could again. Between 35% - 65% chance of occurring.	3.	<b>Possible</b>	<b>L-3</b>	<b>M-6</b>	<b>M-9</b>	<b>H-12</b>	<b>VH-15</b>
	The event is not expected to occur but could under specific circumstances. Between 5% - 35% chance of occurring.	2.	<b>Unlikely</b>	<b>L-2</b>	<b>L-4</b>	<b>M-6</b>	<b>M-8</b>	<b>H-10</b>
	The event has not occurred before, but it may occur in exceptional circumstances. < 5% chance of occurring.	1.	<b>Rare</b>	<b>L-1</b>	<b>L-2</b>	<b>L-3</b>	<b>L-4</b>	<b>M-5</b>