

<b>Risk Assessment, Method Statement for:</b>		<b>2018 Gillian Saltire Open Water Swim – Cumbrae to Largs</b>	
Completed by:	Morag Love & David Ennis	Date:	10/06/2018
Approved by:	James Gallagher	Date:	11/06/2018

Coordination for Swim:

- Event Organiser – Morag Love 07711324871
- Safety & kayak Coordinator – James Gallagher 07969612420
- Largs Slipway Coordinator – David Ennis 07760173392
- Cumbrae Slipway Coordinators – Les Ward 07775800451
- Medical Support Events First Aid & Rescue 07884 274641

Additional Support for the swimmers will come from:

- Guard Boats – Used to monitor kayaks and swimmers, and provide support in case of incident
- Kayaks - Used to provide close monitoring and support of swimmers

Within this risk assessment the general term Helpers covers all those who are assisting both onshore and on the water.

<b>Operation:</b>	<b>Transport over to Cumbrae via bus and ferry</b>			
<b>What are the Hazards?</b>	<b>Who might be harmed and how?</b>	<b>How is this risk minimised in Planning?</b>	<b>How is this risk minimised at event?</b>	<b>Responsible Person</b>
Missing Person	All	Cumbrae beach team sent with each group	Headcounts at Largs and Cumbrae	Cumbrae Beach Team

<b>Operation:</b>		<b>Entering the Water at Cumbrae</b>		
<b>What are the Hazards?</b>	<b>Who might be harmed and how?</b>	<b>How is this risk minimised in Planning?</b>	<b>How is this risk minimised at event?</b>	<b>Responsible Person</b>
Slippery surfaces at Cumbrae Slip	Swimmers, and helpers through falls	Check with Cumbrae, that slip is clear of weed. Advise helpers on footwear	Maintian order with the group, and avoid overcrowding, or pushing.	Cumbrae slip Co-ordinator
Cuts to feet on entering water	Swimmers	Advise swimmers on entry form to bring footwear e.g. flip-flops.	Ensure first aider present at Cumbrae slip, and method of transport available if casualty is unable to walk. Ensure method available to transport shoes back to Largs	Cumbrae slip Co-ordinator
Hypothermia for swimmers before start	Swimmers exposure during transportation and if standing on shore for time before starting swimming	Advise Swimmers to wear additional dry clothes while waiting. Ensure adequate transportation available to get swimmers across quickly for swimmers Provide some shelter from the wind	Provide method of transporting dry clothing back to shore	Cumbrae slip Co-ordinator
Disorientation from cold shock on entering water	Swimmers	Swimmers must show experience of cold open water swimming when registering.  Completion of practice swim within a specified time should be required to show fitness, and swimming ability.  Swimmers must wear clothing appropriate for their age, experience level and health.	First Aider to monitor swimmers entering water, and extract any who are suffering	Cumbrae slip Co-ordinator
Swimmer in distress close to shore	Swimmers	Ensure that there is a shore helper who can enter shallow water to assist a swimmer in trouble where it is too shallow for boats.	Helper to wear appropriate clothing i.e. waders, or dry suit.	Cumbrae slip Co-ordinator

Operation: Swim				
What are the Hazards?	Who might be harmed and how?	How is this risk minimised in Planning?	How is this risk minimised at event?	Responsible Person
Hypothermia	Swimmers, Kayakers after recovery to guard boat.	Supply of windproof dry warm clothing, or blankets required on each guard boat to wrap around any swimmer removed from the water.  Ensure that responsibility for setting up the boat kits is clear.	Each boat to have a kit to include: windproof clothing, first aid kit.  At briefing remind guard boat crews of need to warm any swimmers removed from the water during transport to shore.	Safety Coordinator
Hypothermia	Helpers on shore and in guard boats	Advise helpers of correct clothing during briefings. Ensure that there is more than one person on each guard boat	Monitor each other for signs, and sensible clothing.	All

Operation: Swim				
What are the Hazards?	Who might be harmed and how?	How is this risk minimised in Planning?	How is this risk minimised at event?	Responsible Person
Hypothermia	Swimmers, Kayakers due to lengthy exposure to cold water	Advise Swimmers of requirements on entry form. Ensure that swimmers complete the practice swim before the event	At briefing remind swimmers of restrictions in place.  Prevent swimmers from entering water unless adequately protected for their experience level  Obtain weather forecast, and provide to Kayakers, with advice on impact of weather on clothing required  Maximum time limit for swim of 2 Hours Use of wetsuits mandatory for; <ul style="list-style-type: none"> <li>⤴ all swimmers under the age of 18.</li> <li>⤴ All swimmers who completed the practice swim with a below average time.</li> <li>⤴ All swimmers if the water temperature is below 14 degrees.</li> </ul>	Safety Coordinator
Exercise aggravating existing medical condition	Swimmers with existing medical condition e.g. Allergies, heart problems	Swimmers, and kayakers to declare existing conditions on entry, and assessment made if additional mitigating measures are required	Any mitigating measures advised by medical staff to be complied with.	All
Cramp or other medical problem occurring during swim	All Swimmers, and Kayakers	Procedures to ensure swimmers are monitored	Monitor Swimmers from Kayaks	All
Exhaustion	All Swimmers, and Kayakers	Procedures to ensure swimmers are monitored	Monitor Swimmers from Kayaks	All

Operation: Swim				
What are the Hazards?	Who might be harmed and how?	How is this risk minimised in Planning?	How is this risk minimised at event?	Responsible Person
Swimmers getting disorientated and leaving the course	All Swimmers may lose contact with support.	Use an easily identifiable course, with buoys making a series of gates at intervals so that the next gate is clearly visible from the water. Verify with sailing club, Cumbrae, and SSI that sufficient marks and ground tackle are available.	Ensure that course is laid in sufficient time.	Safety Coordinator
Collision with third party boats	Swimmers, Kayakers, small assisting boats.	Coordinate with UK coastguard and Clydeport to get information broadcast to shipping Ensure that sufficient buoys are available to mark course Have procedure in place to alert, notify and escort shipping locally Swimmers to wear bright luminous caps, and carry whistles (luminous green or yellow) Kayakers to have bright luminous identification, and carry whistles Guard boats to have identifying flags	Distribute flags whistles and caps at registration and briefings	Event Organiser
Collision with guard boats	Swimmers , Kayakers	Use separation zones to manage boat movements. All guard boats to remain outside the swimming course unless signalled to enter. Low speed, and a good lookout required at all times when close to course High speed can only be used when well clear of course.	Kill cords to be worn at all times by drivers on guard boats Communication between guard boats, and shore to be maintained. Understandable and identifiable call signs to be allocated and communicated to guard boats.	Safety Coordinator, Boat Crews

<b>Operation:</b>		<b>Swim</b>		
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Contact with prop on assisting boats	Swimmers, Kayakers	Ensure procedures for movement, separation and assisting swimmers are written and circulated to all helper boats prior to event.	Remind all helpers at safety briefing about risks and critical importance of stopping engine when close to swimmers. Kill Cord to be worn at all times.	Safety Coordinator
Jellyfish Stings	All on the water personnel	Remind of risk of stings, particularly when retrieving course marks. Have first aiders available on shore to manage stings if they occur.	Wear gloves when retrieving the course marks	Boat Crews
Allergic reaction Jellyfish Stings	All on the water personnel	Remind of risk of stings in pre-joining instructions, and include the question on the registration form  Recommend using wetsuits to minimise exposed areas of skin.	Check that anyone who reports jellyfish stings is OK	First Aider
Back injury	Helpers in guard boats assisting swimmer out of the water	Ensure more than one person available for each guard boat.	Ensure more than one person in each guard boat.	Safety Coordinator
Capsize of Kayak due to sea state, or action of swimmer	Kayakers, due to drowning if they remain inverted	Develop plan to advise Kayakers on how best to assist swimmers	Verify at briefing that all kayakers are competent to make the crossing, and understand the risks of assisting swimmers	Kayaker Coordinator
Adverse weather	All	Generate a weather plan to assess the weather conditions, and criteria for restricting entry, using alternate route, or cancelling event. Criteria to include: wind speed & direction, sea state, visibility, air/sea temperature, precipitation.	Obtain weather forecast, take local observations, and particularly wave height across the course.  Make and communicate decisions based on weather plan	Safety Coordinator

<b>Operation:</b>		<b>Landing, and Spectators at Largs Slipway</b>		
<b>What are the Hazards?</b>	<b>Who might be harmed and how?</b>	<b>How is this risk minimised in Planning?</b>	<b>How is this risk minimised at event?</b>	<b>Responsible Person</b>
Falling on slipway	Swimmers, spectators and helpers	Prior to the event verify that slipway is clear of weed	Keep slipway tidy, and free from obstructions	Largs slipway coordinator
Cuts to feet	Swimmers	Develop plan to transport swimmers footwear back from Cumbrae to Largs Slip	Check slipway for sharp debris prior to start of swim. Transport footwear back to Largs Slip and have available on the shore.	Largs slipway coordinator
Hypothermia	Swimmers after exiting the water	Properly brief helpers to get swimmers back into the building to get changed quickly.  Use Barriers to keep the slipway clear, and have an obvious path back up to the club.	Ensure that swimmers don't hang about on slip but are moved quickly to changing rooms for showers.	Largs slipway coordinator
Falling in water	Spectators and helpers	Use barriers to keep spectators at top of slip, only swimmers and helpers allowed near the water.	Use barriers to keep spectators at top of slip, only swimmers and helpers allowed near the water.	Largs slipway coordinator
Losing count of Swimmers	Swimmers	Setup Tally system to monitor number of people in the water	Have person in charge of tally board to check swimmers back ashore.	Largs slipway coordinator

<b>Operation:</b>	<b>Control Measures</b> This section relates procedural risks, used to identify difficulties in managing the swimmers and helpers rather than direct risks to the individual. The risks identified here have the potential to allow a problem to escalate in severity.			
<b>What are the Hazards?</b>	<b>How does this cause harm?</b>	<b>How is this risk minimised through planning?</b>	<b>How is this risk minimised at event?</b>	<b>Responsible Person</b>
Other craft crossing the course	Potential for a collision	Liaise with authorities regarding the swim, and request a Notice to Mariners be issued.	At start of day contact Estuary Radio on VHF 12 or 0151-949-6651 to confirm event going ahead and obtain details of any commercial shipping movements  Contact Estuary Radio when swimmers enter the water and again when all swimmers and support craft are clear of the water at the end of the event.	Safety Coordinator
Total number of swimmers not known	We can't know number of swimmers in the water	Ensure all swimmers are registered prior to event  Issue a tally to each swimmer, to be returned when they reach Largs shore.  Ensure that all assisting boats understand the importance of returning the tally if they bring a swimmer back ashore.	Have a person verifying the tally numbers entering the water at Cumbrae Have a person collecting tallies on Largs Slip. Have a person at marina entrance to get tally from anyone returning by boat.	Safety Coordinator
The time taken to identify someone in trouble and provide assistance is excessive.	The seriousness of a problem can escalate i.e. Cramp could escalate to drowning.	Develop systems to control the swimmers.	Use Tallies to count swimmers into, and out of the water.  Swimmers to be supplied with bright coloured hat, and whistle.  Use gates through course to keep swimmers on course and close together	Safety Coordinator



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Number of swimmers in water not known	We may not be able to identify a swimmer who is in trouble quickly	Swimmers need close observation by Kayakers. Maximum ratio of Kayakers to be decided prior to event.	Ensure that ratios are enforced.	Safety Coordinator
Number of swimmers in section of course not known	We may not be able to identify a swimmer who is in trouble quickly	Swimmers need close observation: Use Gates to count swimmers through each section.	Swimmers need close observation: Use Gates to count swimmers through each section.	All
Front swimmer not identified	We can't escort 3 <sup>rd</sup> party boats around the front of the swimmers	All guard boats to be identifiable using flags, and have an identified call sign.  Management plan should be drawn up with course zones, helper roles, and call signs identified, to be issued at briefing.  Shore control must be in radio contact with all guard boats, and several of the Kayakers	Allocate call signs at briefing, and implement management plan	All
Back swimmer not identified	We can't escort 3 <sup>rd</sup> party boats around the front of the swimmers We can't locate and identify a swimmer in trouble.	All guard boats to be identifiable, and have an identified call sign.  Management plan should be drawn up with course zones, helper roles, and call signs identified, to be issued at briefing.  Shore control must be in radio contact with all guard boats, and several of the Kayakers	Allocate call signs at briefing, and implement management plan	All
A swimmer loses contact with supervision.	Increase in response time	Specify maximum ratio of Swimmers to Kayakers, and Kayakers to Guard boats	Ensure that Kayakers who have escorted swimmers to shore head back out to bolster ratios for slow swimmers	Kayak Coordinator

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<b>What are the Hazards?</b>	<b>How does this cause harm?</b>	<b>How is this risk minimised through planning?</b>	<b>How is this risk minimised at event?</b>	<b>Responsible Person</b>
Communication failure	It is not possible to maintain control, and understanding of what is happening on the course. It is not possible to position boats to effectively cover the area covered by the swimmers	Ensure shore control, and beach, all guard boats, have radio. Plan for allocating call signs to be in place	Call signs to be allocated at briefing.	Safety Coordinator