

Risk Assessment Guidance

Introduction

MSNSW clubs who are hosting a meet need to complete and return this risk assessment form no later than one week prior to the event, to

admin@mastersswimmingnsw.org.au

Risk Assessment forms should be completed in collaboration with the venue, ensuring both parties understand how and by whom an emergency situation will be handled. Where risk management is being managed by the venue, it should be stated on this risk assessment.

All attendees should be informed on the day about relevant emergency procedures, such as evacuation procedures and where and how to obtain medical attention. This can be done by a note in the program, or announcements made on the day.

Dive start safety

In accordance with MSA guidelines, dive starts are not permitted where the depth of the water is less than 1.0m. At depths of 1.0m-1.199m dive starts are permitted off the concourse (if the concourse is not more than 200mm above the water level).

From 1.2m – 1.349m dive starts may occur from the concourse or the blocks if the combined height of the blocks and the concourse are not more than 500mm above water level. At depths of 1.35m dive starts are permitted from the concourse or the blocks, with a maximum combined height above the water of 750mm. Please check with your venue to ensure compliance.

Further information can be found on the [MSA policies & procedures document](#).

Steps for Filling Out the Risk Assessment Form

Step 1: Issues

Identify areas where risks could potentially occur. Many of the common issues have already been entered into the risk assessment table; please add and delete as appropriate.

Step 2: What could go wrong?

For each issue, list the potential risks (i.e. the things that could go wrong). Many of the common risks are already entered into the table; please add and delete as appropriate.

Step 3: Prevention

For each issue, please list the preventive steps that will be taken to minimize that risk.

For example, the risk of drowning can be reduced by having a lifeguard on duty at all times; injuries from trips and falls can be reduced by ensuring walkways are free from obstacles and trip hazards.

Step 4: Action required if incident does occur

For each issue, please list what actions will be taken if an incident does occur.

In some cases (for example, a fire), the incident might be managed by the venue. If this is the case, please state this on the form (e.g. incident will be managed by venue staff in accordance with the venue emergency management plan).

Step 5: Likelihood

Using the table below, please assess the likelihood of each issue occurring.

Likelihood	Explanation
Almost certain	Extremely likely
Likely	Will probably occur
Possible	Likely to happen but not certain
Unlikely	Possible but not likely
Rare	Conceivable, but extremely unlikely

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Step 6: Consequence

Using the table below, please assess the consequence/impact of each issue occurring. Please consider the worst-case scenario for each issue, even if this may be extremely rare.

Consequence	Explanation
Negligible	No injury, no damage to property or equipment
Minor	First aid treatment only and/or minor damage to property or equipment
Moderate	Medical treatment required off site and/or limited repairs required to property or equipment
Major	Injury(s) requiring hospitalization/medical intervention and/or significant damage to property
Catastrophic	Death or critical injury and/or major damage to property

Step 7: Risk Rating

Using your assessment of the likelihood and consequence from Steps 5 & 6, please use the matrix below to determine the risk rating.

Likelihood	Negligible	Minor	Moderate	Major	Catastrophic
Almost certain	Moderate	High	High	Extreme	Extreme
Likely	Low	Moderate	High	Extreme	Extreme
Possible	Low	Moderate	High	High	Extreme
Unlikely	Low	Low	Moderate	High	High
Rare	Low	Low	Low	Moderate	Moderate

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Swim Meet Risk Assessment Form

This form must be completed and submitted to MSNSW (admin@mastersswimmingnsw.org.au) prior to the event.

Please delete any rows that are not applicable or add additional rows if issues are identified that are not included in the table below.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Issue	What could go wrong?	Prevention	Action required if incident does occur	Likelihood	Consequence	Risk rating
Major injury	E.g. heart attack, broken bone			Select likelihood of issue	Select consequence of issue	Select risk rating
Minor injury	E.g. cuts, sprain, fainting			Select likelihood of issue	Select consequence of issue	Select risk rating
Dive start safety (see note above)	Injury to swimmer			Select likelihood of issue	Select consequence of issue	Select risk rating
Pool safety	Person accidentally falls into pool Unattended person in pool			Select likelihood of issue	Select consequence of issue	Select risk rating
Pool/competition equipment	Injury from equipment (e.g. lane ropes, starting blocks etc)			Select likelihood of issue	Select consequence of issue	Select risk rating
Pool deck and surrounds	Injury resulting from trip hazards (e.g. leads, marquee pegs, slippery surfaces etc) and/or congestion on pool deck			Select likelihood of issue	Select consequence of issue	Select risk rating
Power	Electrocution			Select likelihood of issue	Select consequence of issue	Select risk rating

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Fire	Injury or death to persons on premises. Damage to equipment or property			Select likelihood of issue	Select consequence of issue	Select risk rating
Access	Delay in treating injured person and/or responding to incident			Select likelihood of issue	Select consequence of issue	Select risk rating
Food service	Food contamination/poisoning Burns or other injuries to volunteers			Select likelihood of issue	Select consequence of issue	Select risk rating
Set up of temporary equipment e.g. shade shelter	Injury to volunteers			Select likelihood of issue	Select consequence of issue	Select risk rating
Inclement weather	Storm Extreme heat/sun exposure			Select likelihood of issue	Select consequence of issue	Select risk rating
Add additional issues in the rows below if required				Select likelihood of issue	Select consequence of issue	Select risk rating
				Select likelihood of issue	Select consequence of issue	Select risk rating

Name of person(s) completing form	
Signature and date	

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OUTSIDE POOL – CHECKLIST

This checklist helps ensure the safety of swimmers and officials during hot weather by confirming preventive measures are in place. It supports compliance with the Heat Safety Policy by monitoring hydration, shade, sunscreen, and emergency readiness to reduce the risk of heat-related illness.

In the event of extreme weather situations, the welfare of our swimmers and officials is the number one priority and a decision can be made by the meet referee in consultation with the meet director to cancel the meet.

	Checked	Comments (if required)
Shade for timekeepers & officials	<input type="checkbox"/>	
Shade for swimmers & spectators	<input type="checkbox"/>	
Sunscreen available	<input type="checkbox"/>	
Ice available	<input type="checkbox"/>	
Water available	<input type="checkbox"/>	
Medical staff available	<input type="checkbox"/>	
Umbrella's available for shelter from rain or heat (Referee's or JoS)	<input type="checkbox"/>	
Safe area for shelter in the event of lightning	<input type="checkbox"/>	
PA system to announce pool evacuation in the event of lightning	<input type="checkbox"/>	
First Aid Kit / AED	<input type="checkbox"/>	

Name of person(s) confirming these will be provided	
Signature and date	