



Risk Assessment Form

Risk Assessment Guidance

Introduction

Masters Swimming Queensland clubs hosting a swim meet are required to complete and return this [Risk Assessment Form](#) prior to their event. The seven steps to completing the risk assessment form are outlined below. Risk Assessment Forms should be completed in collaboration with the venue ensuring that both parties understand how and by whom any emergency situation will be managed. Where a risk will be managed by the venue, this can be noted on the Risk Assessment Form. All attendees should be informed (e.g. by a note in the program or by announcements on the day) about relevant emergency measures, such as evacuation procedures and how and where to obtain medical attention.

On the day of the swim meet the [Swim Meet Checklist](#) is to be completed by the meet director and submitted to MSQ upon conclusion of the event. Any injuries or incidents, however minor, must be reported to MSQ on the Incident and Injury report forms available on the MSA website: <https://mastersswimming.org.au/rules-and-policies/>. These forms should be submitted to MSQ (admin@mastersswimmingqld.org.au and riskmanager@mastersswimmingqld.org.au) as soon as practically possible.

Dive start safety

In accordance with Masters Swimming Australia guidelines dive starts are not permitted where the depth of the water is less 1.0m. At depths of 1.0-1.199m 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 concourse is not more than 500mm above the water level. At depths of over 1.35m dives 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. For further information please consult the [MSA policies and procedures document](#) or contact MSQ.

Risk Assessment Form

Steps for filling out the Risk Assessment Form:

Step 1: Issues

Identify areas where risks could potential 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 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
Catastrophe	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 determining the risk rating.

	Consequence				
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

For example, if an issue is unlikely to occur and the consequences would be minor the risk would be rated low.

	Consequence				
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 MSQ (admin@mastersswimmingqld.org.au) prior to the event.

Please delete rows if the issues are not applicable and 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

Risk Assessment Form

Name of person(s) completing form	
Signature and date	

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On day of swim meet – Swim Meet Checklist

This checklist is to be completed on the day of the swim meet and submitted to MSQ admin@mastersswimmingqld.org.au upon conclusion of the event

	Checked	Comments (if required)
Meet director is familiar with MSA safety policies and procedures	<input type="checkbox"/>	
Prevention measures identified on the risk assessment form have been implemented	<input type="checkbox"/>	
Appropriate public health measures are in place to reduce the possible transmission of COVID-19	<input type="checkbox"/>	
Adequate sun protection is available	<input type="checkbox"/>	
Adequate warm up supervision	<input type="checkbox"/>	

Name of person(s) completing checklist	
Signature and date	