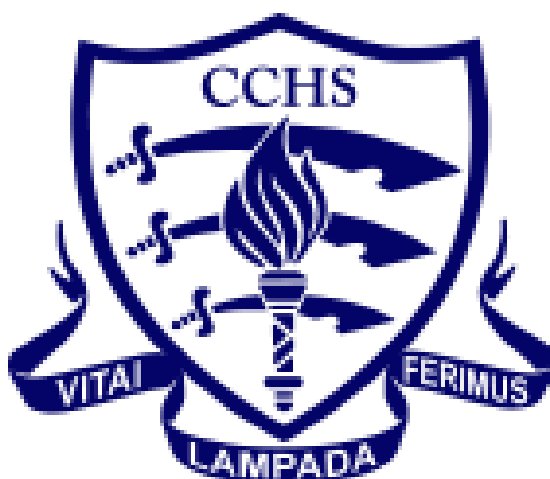


# Chelmsford County High School for Girls



## RISK ASSESSMENT FOR SWIMMING POOL 2018\_19

Last Amended: October 2018	Committee Responsible for Review: Facilities and Finance	
Last Approved: November 2018	Date of Next Review: September 2019	Model: Southend Borough Council

## Summary

### Location and Dimensions:

The School's pool is located at the rear of the school, adjacent to the school's playing fields. The pool is an indoor pool and is within its own building (not part of the school's main building) as is the pool's plant room.

The pool is 19.8m x 7.55m x 1.8m (deepest end).



Depth of the pool ranges from 0.9m at the shallow end and 1.8m at the deep end. The average depth of the pool is calculated by  $0.9\text{m} + 1.8\text{m} / 2 = 1.35\text{m}$ . The pool floor and walls are tiled and in fair condition.

The pool holds 201,000 litres of water or 44.3<sup>3</sup> Metres.

The pool runs at a temperature of 29°C. Air temperature is kept between 31°C and 32°C.

### Changing Facilities:

There is only one changing room, but there is a curtain available to split the area into two and act as a privacy screen if mixed sexes are using the pool. The changing room is heated via a return pipe system underneath the changing benches. The changing areas do have emergency lighting in position above the exits. Running water, wash basins, toilets and showers are provided in the changing area.

### **Opening Period and User Groups:**

Monday to Friday (school use or primary school hires)  
9am – 4pm (when last lesson finishes) (session times vary day to day).

Monday to Friday (Hire use); timings differ from day-to-day.

Mon – Fri (not weds) first let starts at 4.30pm.  
Mon – Fri (not weds) last let finishes between 7.45pm and 9pm  
Saturdays – 8.45am – 12:45am  
Sundays – 08.30am – 3.30pm

### **Qualified Plant Operators:**

Richard Free – [National Pool Plant Operators Certificate Level 3 completed February 2015]

Bryan Field – [Swimming Pool Plant Operator training Level 1 completed March 2017]

### **Filtration and Dilution:**

*Swimming Pool uses a high rate sand media filtration system and Site Staff informed this was last changed on 31<sup>st</sup> May 2016 – no certification of this was seen during the assessment.*

Pressure gauges should be checked to ensure correct levels of filter medium are maintained. Low pressure will signal a low sand level.

The Site Manager or Assistant Site Manager undertakes backwashing and this occurs on a regular when the pool is not in use. There is a current written backwashing procedure in place.

Frequency of backwashing should be based on the filter pressure gauges. High pressure readings point to compaction or blocked filters. Over backwashing will damage the filter medium. Evidence of this can be in the form of sandy deposits near the inlet supply in the shallow end of the pool. Always backwash for the minimum time it takes to clear the sight glasses. If water needs to be replaced to allow chlorine ratios to be maintained then dump the water directly to the drain bypassing the filters. For efficient disinfection a ratio of 2:1 Free: Combined must be maintained to ensure satisfactory disinfection.

It is unsatisfactory and inefficient to only rely on planned timings for backwashing. Filter pressures or the pressure rise must be recorded daily.

The various chemical residuals present that require control by dilution, must be tested and recorded weekly. All of this information can be used to determine when to backwash and the duration of the backwash process. During the backwash process, the effluent sight glass must be constantly monitored to ensure that the backwash process is continued at least until the sight glass shows completely clear.

Backwashing for only a fixed duration, and with little or no reference to the effluent sight glass, may lead to incomplete filter backwashing and allowing debris to remain in the filter.

Circulation flow rates must be calculated from the circulation pump manufacturer's "pump curves".

### **Dosing of Chemicals and Water Testing:**

All chemicals for the swimming pool are supplied by The National Pool Company or Total Pool Chemicals. Chemicals in use and stored at CCHS are:

Sodium Hypochlorite Solution (Disinfectant), Sodium Bisulphate (PH Reducer), Sodium Carbonate (PH Increaser), Calcium chloride (Calcium builder), Sodium Bicarbonate (Alkalinity Builder), Aluminium Sulphate (Granular Flocculent). Test tablets in use are DPD 1, DPD3, Phenol Red, Calcium Hardness and Total alkalinity.

None of the above are stored together – and never should be.

All chemicals are fed mechanically into the pool automatically

Water testing frequency is three times a day and these are recorded.

Microbiological testing is undertaken monthly to PWTAG recommendations.

### **Teaching Qualifications:**

*See Accompanying Normal Operating Plan.*

### **Normal Operating Procedure:**

*See Accompanying Normal Operating Plan*

### **Emergency Action Plan:**

*See accompanying Emergency Action Plan*

### **Risk Assessments:**

*This document*

### **Control of Chemicals:**

*See accompanying assessments completed by School Site team*

## RISK ASSESSMENTS GUIDANCE

### Scoring mechanism

#### (i) Potential Severity Rating (PSR)

The PSR is a simple grading system for hazards, i.e. if the hazard were to result in injury, what would be the expected severity of that injury.

Degree of Injury	PSR
Negligible injury	1
Minor injuries (single or repetitive)	2
Major injuries	3
Fatal injuries	4
Multiple fatalities	5
Catastrophic fatalities	6

The PSR scores are given in each element. However this can be adjusted up or down in the light of specific circumstances on site.

#### (ii) Probable Likelihood Rating (PLR)

The likelihood that a hazard will result in injury is determined by assessing the approach, deployment and results of the organisation's safety arrangements. The more inadequate the arrangements or the deployment of those arrangements, the greater the likelihood of injury occurring.

Likelihood of Occurrence	Explanatory Guidance	PLR
Highly improbable	Arrangements appear acceptable	1
Remotely possible	Minor areas for improvement identified	2
Occasionally	Significant areas for improvement identified	3
Fairly frequently	Major inadequacies in arrangements	4
Frequent or regular	Grossly inadequate controls	5
Almost a certainty	Wholesale absence of safeguards	6

#### (ii) Risk Rating Number (PSR and PLR)

From examination of the various hazards and the adequacy of the arrangements, the assessor will have a number of findings. Using the PLR table each finding will have a score as to the probability of occurrence. When this score is then multiplied by the individual PSR, a third number is arrived at; this is called the Risk Rating Number (RRN). As we are multiplying severity by probability, the higher the score the greater the priority and urgency for action.

It is possible at this stage to add two further variables, i.e. the number of people affected and the frequency (particularly for repetitive type injuries). Rather than introduce complicated mathematical formulae the manager can consider numbers affected and frequency when prioritising findings for action. It should be noted that serious findings/risk to health and safety should be actioned/isolated immediately without waiting for production of the risk reduction report.

## Pool Risk Assessment Checklist

These pool operation risk assessment checklists are in a specific format in order to address the many detailed requirements of the area. Cross-referencing is made with the Managing Health & Safety in Swimming Pools publication (MHSSP).

The hazard score (PSR) is noted in brackets at the end of each hazard (1<sup>st</sup> column). When conducting the risk assessment, remember that this is a guide and can be adjusted as necessary. If the hazard is present, determine the likelihood of an accident occurring - the level of risk (PLR) - and multiply the two together to arrive at a risk rating number (RRN). Numbers over 9 need urgent attention and action to reduce or eliminate the risk.

## Physical Environment

### Elements:

- Circulation
- Walls
- Glazing
- Signs
- Floors
- Pool tank
- Diving pool
- Learner/training pool
- General

### Useful References:

MHSSP (Pages 34-53)

Hazard	Guidance Notes	Findings	Risk Score (PLR)	RR N
<b>Circulation</b>				
Access to pool hall from changing rooms located close to water deeper than 1.2m. (4)	Are barriers in place? Is access adequately restricted? Risk of non-swimmers jumping into deep water.	Changing rooms are at shallow end (0.95m). No persons allowed in pool hall without lifeguard/instructor present. Access into pool hall itself combined with supervision is main control for non-swimmers jumping into water	1	4
Routes within the pool hall to any water features require bathers to pass or queue near deep water. (4)	Risk of jumping, falling or being pushed into deep water.	No hazardous routes and no water features. No need for bathers to queue in pool hall. Only real risk would come from horseplay of bathers and this is controlled via supervision.	1	4

Hazard	Guidance Notes	Findings	Risk Score (PLR)	RR N
Narrow pool surrounds (i.e. less than 2m) cause congestion and restrict access. For small pools, this may be less than 1.5m. (3/4)	Check risk at busy periods. Do features/equipment obstruct access? Is there congestion? Risk of falling, tripping etc.	Not a very large pool and school ensures the pool is never oversubscribed in terms of bathers using the pool (lettings are monitored). If pool is suspected of being over-subscribed this risk will need to be re-evaluated.  Pool surrounds are less than 2m but over 1m and it is a small pool. No obstructions to consider which encroach on this space.	2	8
Abrupt changes in floor level, e.g. steps, footbaths, upstands (to contain shower or hosing-down water). (2/3)	Risk of trips or slips. Is hazard visible? Is floor in poor condition/supply?	Mats around pool edge were replaced in 2017_18. No other hazards identified.	1	3
Ramped access between changes in floor level, e.g. pool surrounds adjacent to wave machine chamber. (2/3)	Risk of trips or slips. Ramp should be less than 1 in 15 gradient. Slip resistant? Clearly visible?	Not applicable	-	-
Freestanding columns/features block views. (4)	Effect on supervision of pool. If cannot see all the pool increase supervision levels.	Not applicable	-	-
Projecting/free-standing columns or features such as pool covers interfere with circulation and/or present an impact hazard. (2)	Can bathers pass each other comfortably? Sharp edges? Level of hazard ranges from trips to falling into pool.	No protruding columns or other features. Bathers are able to pass comfortably and there are no sharp edges. Handrails are available on all sides of the pool and lane ropes attach onto these directly.	1	2
Areas of the pool hall to which access is difficult, e.g. high freeboards, 'islands' in leisure waters, or pool surround areas that are cut off by physical barriers such as waterslides, planting or guard rails. (3/4)	May cause delay in treating an injured person. Are there areas difficult to access or land a casualty?	Not applicable	-	-

Hazard	Guidance Notes	Findings	Risk Score (PLR)	RR N
Inadequate and/or badly positioned first aid facilities and access for emergency vehicles. (4)	Check position in relation to pool and stretcher access.	First Aid box is mounted in the pool lobby with appropriate signage. A spinal board is mounted on the wall poolside.  Emergency vehicles can get fairly close to pool hall.	2	8
Spectator seating (4)	Poor maintenance. Inadequate handrails.	Bench seating down far end of the pool. Spectators should not bring bags etc which cannot remain on the benches or in their lap. No items to be stored on pool hall floor.  The current arrangement is not really desirable, but there are not many options available to school due to limited space. Spectators need to be carefully supervised and instructed with regard to bringing belongings into the pool and supervising their own children if applicable. Numbers of spectators must be strictly maintained to ensure integrity of safe movement around the pool hall by bathers and supervisors..  Any future incident/accident which involves spectators and their positioning in the pool hall, then this part of the assessment must be immediately reviewed.	2	8
Lighting (4)	Poor illumination levels. Poor maintenance of units.	Normal illumination levels are good. The emergency lighting is under review to ensure it sufficiently covers the changing room, toilet areas, main access and egress area and emergency exit from pool hall.	3	12
Ceiling (3-6)	Poor maintenance of ceiling. Risk of falling objects. Risk of collapse (see structural safety)	Ceiling not thoroughly inspected, but visually appears in very good condition. Staff advise there is no known leaks or defects.	1	3



Hazard	Guidance Notes	Findings	Risk Score (PLR)	RR N
Access to the above ground tank	Ladder conditions Access points Falls into pool Sufficiency to allow children to access and egress for lesson and evacuation purposes	Not Applicable	-	-
<b>Walls</b>				
Abrasive wall finishes adjacent to 'wet' circulation areas, i.e. from floor level to 2m. (2)	Cuts and other injuries. Is there an accident trend? Are surfaces maintained?	No accident or injury trend noted by the school. Wall are in generally good condition and the site team maintain the integrity of the tiling and estimate they are replacing up to 10 tiles per week. This is quite an extensive and regular repair schedule. It may be an idea to review this along with optimum timings to drain the pool using backwashing procedures and schedule to inform this review.	1	2
Sharp corners/edges to projections and/or openings. (2)	Is there an accident trend?	No known accident trend to either school staff or assessor. No sharp corners or edges noted during the assessment.	1	2
Projecting equipment such as fire extinguishers, fire hose reels, inadequate storage of general equipment. (3)	Do they impede on circulation space? Are they in good condition and stored correctly?	There is equipment stored in one corner of the pool hall and this does start to impede on circulation space. However, with current maximum bather loads in place it should not impede on circulation space to any serious detriment. This must be continually monitored to ensure the current circulation space is maintained.	2	6
Lane ropes (2)	Trip hazard through ineffective storage.	Lane ropes are used, but are not always stored in a manner which prevents a potential trip hazard to pool users or staff. (see photo b). PE staff and hirers reminded of the importance of correct storage.	1	3

Hazard	Guidance Notes	Findings	Risk Score (PLR)	RR N
Low level radiators/heating pipes. (2/3)	Burn, scald risk especially to young children.	No low level heating	-	-
Outdoor Pool	Risk of sunburn if not protected. Glare on the pool, Bathing in adverse weather conditions such as poor light, threat of lightning.	Not Applicable	-	-
<b>Signs</b>				
Poor placement of water depth signs. (4)	Visible and pictorial where applicable. Users with visual impairment? Are signs clear and readable? Are they metric?	Water depth signs were replaced in 2017_18. No further issues identified.	1	3
<b>Floors</b>				
Slippery pool surround. (3)	Check accident record. Condition of floor? Slip resistance? Pooling of water? Cleaning regime in accordance with manufacturer's recommendations. Gradient (1 in 35 max).	No issues identified with current regime.	1	4
Sharp or raised edges, e.g. uneven tiling, drainage gullies/channels. (2)	Risk of cut feet from tiling, uneven paving movement? Joint flush? Drainage gully edges sharp?	Drain gully edges are not sharp and are covered by the non-slip mats provided, but some drains are rather dilapidated – see photo (c). These have since been cleaned and are covered.	3	6
Inadequately highlighted drainage gullies in circulation routes. (2)	Risk of tripping? Loss of footing? Accident history?	No, all are covered by current non-slip mats	1	2
<b>Pool Tank</b>				
Slippery tank floor finish, particularly in shallow water areas, e.g. the beach of a leisure pool. (2)	Accident history. Degree of control by lifeguard. Evidence of slip resistance problems.	No evidence of slip resistance problems. Assessor did not enter the pool during the assessment. Presumed as slippery as ceramic gets when wet, but school has reported no problems historically.	2	4
Excessive pool tank gradient, i.e. greater than 1 in 15. (4)	Risk of young children moving to deeper water? At water above 1.5m depth is not a problem.	Not applicable as gradient is not excessive. Supervisors control movement of bathers.	2	8

Hazard	Guidance Notes	Findings	Risk Score (PLR)	RR N
Abrupt changes in water depth where the water depth is less than 1.5m e.g. steps beneath the water or steep changes in water depth between two water areas that are located close together. (4)	May cause bathers to slip or move into deep water. Accident history? Are changes in depth clearly visible?	No abrupt changes in water depth	1	4
Outlet grille openings may lead to entrapment of fingers. (4)	Should be less than 8mm.		1	5
Excessive suction at outlets may cause entrapment. (4)	Velocity maximum 0.5m/second. At least 2 outlets to each suction line. Outlets cannot be covered by a single body? Are covers secure?		1	5
Sharp exposed edges to tiled finish, including cracked/broken and/or missing tiles, particularly at tile expansion joint positions. (2)	Accident history? Condition of expansion joints?	Only a few tiles missing on pool tank floor and walls. But school is doing an excellent job in maintaining these.	2	4
Poor definition of pool edge. (3)	Slipping in or collision. Edge should be colour contrasted with either pool surround or pool tank edge.	No, pool edge is clearly defined by different colours.	1	3
Projecting rest ledges or handrails. (3)	Hand or foot trap. Consider effects of wave machine. Are ledges/handrails needed? Are ledges easily visible?	No, handrails are well contained and close to the walls. Ledges are easily visible	2	6
Design of access ladder, handrails and treads. (3)	Check for excessive movement leading to trapped limbs or loss of balance. Check condition.	Handrails and steps had no movement on the day of the assessment	2	6
Projecting steps (3)	Effect on lane swimmers/collision. Consider nature of use and past history of accidents.	Metal steps into the pool and no history of swimmer collision reported.  Bathers are supervised as they enter and exit the pool.	2	6

Hazard	Guidance Notes	Findings	Risk Score (PLR)	RR N
Concealed or difficult-to-observe water areas. (4)	Effect on supervision - blind spots. Are they covered by existing lifeguard positions?	No blind spots	-	-
Fixed raised pool ends. (3)	Use by untrained divers. Is adequate supervision and control in place? Check NOP.	There are no fixed raised pool ends	-	-
Permanent starting platforms. (3)	Use by untrained divers. Collision hazard. Is adequate supervision and control in place? Check NOP.	None	-	-
Underwater features or fittings. (2)	Projecting features or fittings, e.g. lane rope hooks. Poor maintenance. Check for entrapment.	None,	2	4
<b>Training Pools</b>				
Unprotected access steps. (2)	Jumping onto steps, no guard rails.	Not Applicable	-	-
Narrow treads to the access steps and/or steep risers. (2)	Slips and trips, particularly if carrying children.		1	4
<b>General</b>				
Electricity (4/5)	See Electrical Safety section. Wet area controls in line with IEE Regulations	No electrics in pool hall	-	-
Emergency Exits (4)	Blocked or poorly signed emergency exits. Push bar absent or not working. Poorly sited, insufficient exits. Exits blocked. See Emergency Section.	One emergency exit with thumbscrew lock available	1	5

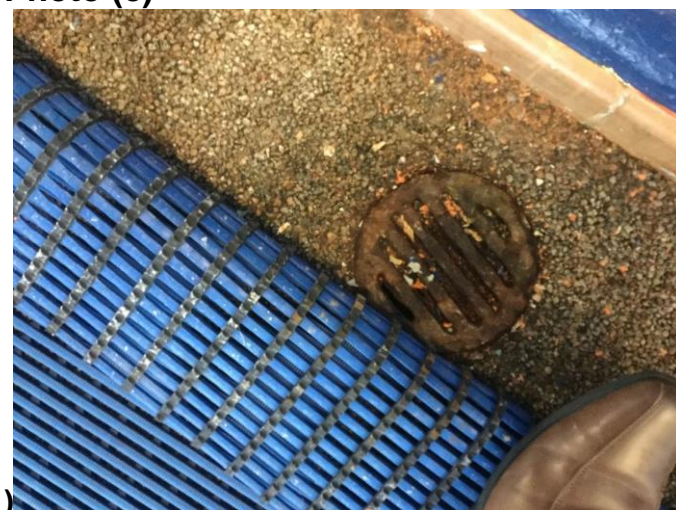
**Photo (a)**



**Photo (b)**



**Photo (c)**



Chelmsford County High School for Girls

## RECOMMENDATIONS FOR RISK REDUCTION

Action	By when?	By whom?	Completed
<b>Circulation space</b> Continue to ensure circulation space if not impeded by equipment or spectators	On-going	PE staff	n/a
<b>Missing tiles</b> School to review and assess optimum timings for tile maintenance to ensure as efficient as possible in conjunction with draining pool and backwashing procedures	On-going	Site team	n/a
<b>Drain gulley covers</b> Some are now dilapidated. Regular cleaning regime in place.	On-going	Site team	n/a
<b>Emergency Lighting</b> Under review to ensure it is adequate – see point above.	March 2019	RFR	

Signed \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_

## Pool Supervision

### Elements:

- Accident and incident reporting
- Training and qualifications

MHSSP Para. No.	Hazard	Guidance Notes	Findings	Risk Score	RRN
133	Incident/ accident recording (4)	Are records completed fully and comprehensively? Is there a trend analysis system? See First Aid section.	Accident records are kept and reviewed with the Business Manager. Annual report provided by Facilities and Finance Committee.	2	8
152 161	Inadequate lifeguard training – induction (4)	Is there a programme? How are lifeguards evaluated as competent? Are records available?	School PE staff have adequate lifeguard training/experience. Hirers are required to provide own lifeguards as part of the lettings agreement.	2	8
154 – 155 160	Qualifications (4)	Foundation <b>and</b> site specific. ISRM/RLSS approved?	As above	2	8
151 – 154 162 – 164	Inadequate ongoing training	e.g. CPR, spinal, incidents, fitness, equipment, supervision. Is there an ongoing and structured programme with minimum frequency of attendance specified and monitored? Does the programme ensure refresher training in all key areas? Is training in work time or are employees paid to attend? Does the programme include casual and part-time staff? Competence of trainer?	Professional development training is available to all staff. Regular Subject Reviews and monitoring highlight any deficiencies and further training by appropriately qualified training providers will be arranged as required.	2	8
162	Fitness training (4)	Do all lifeguards maintain their fitness?	Yes and this is detailed in the NOP	2	8

MHSSP Para. No.	Hazard	Guidance Notes	Findings	Risk Score	RRN
151	Poor record keeping (4)	Who, when, where, and what was covered in each training session? Performance of individuals recorded and action taken where necessary?	Details of training courses attended are maintained and recorded in HR files as well as electronic training records.	2	8
175 – 176	Number of lifeguards (4)	Check against pool dimensions and nature of use for each type of session.	Is sufficient for pool size and current bather loads.	2	8
173	Rotation (4)	Do lifeguards rotate positions regularly within their supervision period?	No need, pool not big enough to require this	-	-
	Supervision period (4)	Are excessive supervision periods avoided at all times?	Do not require an excessive supervision period	-	-
	User misbehaviour (4)	Displayed rules of use. Staff trained to uphold rules. Ejection procedure.	Rules are displayed within the pool hall. Bathers supervised.	2	8
	Spinal injury (4)	Are there procedures in place and practices to adequately remove a suspected spinal injury from the pool?	Spinal board provided and PE staff trained in its use.	2	8
174	Effects of other employment on lifeguard ability to concentrate through tiredness. (4)	Is there a clear written policy? Are there any lifeguards with other jobs?	No written policy on lifeguards currently but the lifeguards are primarily teachers. Lifeguard is the 2 <sup>nd</sup> job.	2	8
165 – 167	Teaching programme supervision requirements (4)	Are teachers adequately qualified in rescue techniques?  Are class sizes within ASA/ISRM Guidance on Safe Supervision for Swimming?	School PE staff have adequate lifeguard training and experience. Hirers are required to provide own lifeguards as part of the lettings agreement.  School operating procedures allow up to 15 bathers only in the pool during lessons.	2	8
<b>Specialist Sessions</b>					
	Sub-aqua (4)	Qualified supervision in line with BSAC (British	Not applicable	-	-



MHSSP Para. No.	Hazard	Guidance Notes	Findings	Risk Score	RRN
		Sub Aqua Club) guidelines. Are there children or weak swimmers participating? Agreed emergency procedures?			
	Canoeing (4)	As sub-aqua, but reference to BCU guidelines.	Not applicable	-	-
184	Programmed sessions – clubs	Monitor that appropriately qualified staff are on duty. Are safety requirements built into the written contract with the club? Are clubs aware of EAP?	All clubs are given the EAP and NOP. Online lettings form requires them to sign to confirm they have read and understood these.	2	6
176	Single lifeguard backup (4)	Mechanism for summoning assistance when only one lifeguard is on duty.	Emergency phone in the swimming pool foyer). School is currently investigating a more robust emergency alarm system.	1	4
179 – 180	Zones of supervision (4)	Ensure all areas covered. Do lifeguards view/scan whole pool? Ensure NOP shows zones of supervision.	Yes – no zones required due to size of pool	1	4
198	Access when closed (4)	Reasonable security to pool (indoor and outdoor), plant, chemicals. Restricted access from changing rooms when pool is not staffed?	Yes, nobody other than authorised key holders can enter the pool when not in use. Lobby areas and changing room are only areas open during the day. Poolside doors are locked by keypad and key respectively. Night time all areas are locked.	2	8

MHSSP Para. No.	Hazard	Guidance Notes	Findings	Risk Score	RRN
202 – 204	Capacity/over-crowding (4)	3m <sup>2</sup> per bather as a starting point. Is capacity defined? Is it appropriate for the nature of the pool and size of plant?	The pool operates to 30 swimmers per teacher but never exceeds this number either during lessons or clubs and galas.	2	8
<b>Individuals at risk</b>					
205	Under 8's accompanied by an adult in un-programmed sessions (4)	Refer to ISRM Guidelines. Are ratios and controls in place reasonable given the nature of the pool? Are rules applied consistently, e.g. private hire/parties?	All hirers are asked to conform to the ratios and limits set out in the NOP provided to them. School should consider checking this is the case intermittently and recording these checks.	2	8
-	Young, weak swimmers (4)	Over 8's who are weak swimmers should be covered in NOP. Do staff monitor for such? Holiday activities/camps?	This would only affect hirers. Staff do not monitor hirers as such. This could be improved if relevant staff were on site.	2	8
-	Visibility (i.e. cloudy/turbid pool water (4)	Visibility problems are covered in the new EAP. Who monitors? Is there a recurring problem? Can the bottom of the pool be seen at all times? Action if not?	Visibility is discussed within the EAP. There is not a problem with visibility; it is not an issue the school has to deal with on any kind of regular basis.	1	4
181 212 – 216	Child protection (3)	Supervision of changing facilities by staff. Monitoring of customer behaviour. Staff training on problem recognition. Clear policy for action when a problem identified.	Changing facilities are monitored by staff when in use.  School's safeguarding policy used if required.	3	9
217 – 219	Diving (3)	<1.5m depth from side of pool at less than 0.38m freeboard. 7.6m forward clearance. Details in NOP? Clear signs?	'No diving' rules are enforced and all bathers are supervised. Yes	2	6

MHSSP Para. No.	Hazard	Guidance Notes	Findings	Risk Score	RRN
<b>Special Needs</b>					
220	Disabilities/ Special Needs Users (4)	Are there sufficient helpers? Is there a need for changes to signs or audible signals, e.g. wave machine operation? Has the evacuation of the group been considered in the EAP?	No disabled users at time of the assessment. If this status were to change then extra controls will need to be considered.	1	4
	Epilepsy (3)	Is there a documented policy in the NOP in line with ISRM Guidance for users with an epileptic condition?	Yes, the NOP discusses this	2	6
<b>Equipment</b>					
232 – 233	(a) Diving boards (3)	NOP in place, including supervision and operational requirements.	Not applicable	-	-
234 – 240	(b) Small slides (less than 2 metres high) (3)	Rules of use, age restrictions, slide condition, signs displayed, supervision.	Not applicable	-	-
254	(c) Play equipment (4)	NOP in place, including supervision and operational requirements, including rules, staffing numbers.	Not used in school lessons but some hirers may store their equipment in the pool hall. This needs to be monitored and ensure it does not encroach onto circulation space.	2	8
252 – 253	(d) Inflatables (4)	NOP in place, including supervision and operational requirements. Staff lifting and handling. Erection and dismantling safety. All round observation. Tethering and visibility of ropes. Capacity control. Security of electric blower.	Not applicable	-	-
245 – 251	(e) River rides/rapids (4)	NOP in place, including supervision and operational requirements.	Not applicable	-	-

MHSSP Para. No.	Hazard	Guidance Notes	Findings	Risk Score	RRN
241 – 244	(f) Waves (4)	NOP in place, including supervision and operational requirements and advance warning to bathers.	Not applicable	-	-
259 – 263	(g) Spas (4)	NOP in place, including supervision and operational requirements.	Not applicable	-	-
264	(h) Paddling pools (4)	NOP in place, including patrols and operational requirements, including signs.	Not applicable	-	-
200 – 201	Pool covers (4)	Unauthorised access. Safe lifting. Evidence of staff training. Can it be mechanised?	Not applicable	-	-
209 – 211	Emergency equipment and alarms (4)	Sufficient equipment and alarms in place. Checked daily? Recorded? Is there an effective pool alarm /communications system?	There are buoyancy aids and reaching poles in the pool hall and a phone in the lobby. The School is investigating an emergency alarm system.	3	12
	Non-English speaking users (4)	Considered in NOP. Suitable and sufficient signs. Nature of control will depend on the volume of use by non-English speaking users.	No current non-English speaking users.  This will need to be addressed if this situation changes.	-	-
<b>Pool Water Quality</b>					
	MHSSP hazard Pool water Quality and chemical composition (3)	Suitable and sufficient water testing in place with records? Do results show adequate free chlorine and pH levels? Competence of those taking tests?	Yes  Yes  Yes –those undertaking water testing and maintaining the pool are qualified to the Foundation Pool Plant Operators Certificate or	3	9

MHSSP Para. No.	Hazard	Guidance Notes	Findings	Risk Score	RRN
		Results of external bacteriological tests?	equivalent as a minimum standard.  Yes External bacteriological tests are undertaken monthly by Cavendish Laboratories.		

## RECOMMENDATIONS FOR RISK REDUCTION

Action	By when?	By whom?	Completed
<b>Emergency alarm</b> School is currently investigating a more robust emergency alarm system to work alongside the phone in the lobby	March 2019	RFR	

Signed \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_

## Pool Plant Room

### Elements:

- Entering plant room
- Safety precautions
- Plant procedures
- Water testing
- Cleaning probes
- Changing strainers
- Backwashing
- Boiler checks
- Planned preventative maintenance
- Emergency maintenance

### Useful References:

**MHSSP**(Pages 88-104)

**Swimming Pool Water (Treatment and Quality)** Published by the Pool Water Treatment Advisory Group

Hazard	Guidance Notes	Findings	Risk Score	RRN
<b>Plant Room Procedures</b>	Is a full plant specification available covering the following:- <ul style="list-style-type: none"> <li>• Flow rates</li> <li>• Pressure gauge readings</li> <li>• Chemical levels</li> <li>• Solution strengths</li> <li>• Dosage rates</li> <li>• Procedures for backwashing/strainer cleaning etc.</li> </ul>	All procedures and plant specifications are the subject of an independent review carried out by Hydrospec in October 2018. Awaiting report with recommendations for any remedial work.	2	8
<b>Entering Plant (4)</b>	Is the door locked? Is the operator authorised and qualified? Are there steps or ramps to negotiate? Is the plant designated as a hard-hat area? Is the plant designated as an ear-defended area? Is the floor in good condition? Are there any trip hazards?  Has the NOP/EAP been checked? Has a second person been notified? Emergency communication from the plant area?	Yes Yes  Yes, two steps  No  No  OK Yes – low level pipes Yes Yes Mobile phones and phone in pool hall lobby	2	8

Hazard	Guidance Notes	Findings	Risk Score	RRN
	<p>Sufficient task lighting?</p> <p>Is the ventilation adequate?</p>	<p>Yes</p> <p>Yes. Only one very small ventilation brick. Doors are ventilated</p>		
<b>Safety procedures (4)</b>	<p>Is the operative aware of:-</p> <ul style="list-style-type: none"> <li>• Manual Handling Procedures?</li> <li>• Personal Protective Equipment Regulations?</li> <li>• Confined Space regulations?</li> <li>• Electrical regulations?</li> </ul> <p>Has the operative been trained in hazard spotting?</p> <p>Is the tick sheet for procedures dated and authorised by the duty manager?</p> <p>Is an eye wash station available? Is mains water available?</p> <p>Is the chlorine/CO2 detector functioning correctly?</p>	<p>Mechanical aids available for heavy loads; PPE (gloves and goggles and aprons) available for chemical handlers, checked regularly and replaced when necessary.</p> <p>Yes</p> <p>Yes</p> <p>Fresh water mains tap in plant room</p> <p>No chlorine or CO2 detector. Awaiting Hydrospec report for further information.</p>	2	8
<b>Chemical Storage (3)</b>	<p>Is there a COSHH assessment?</p> <p>Is the operator aware of the type of chemicals used at the pool?</p> <p>Is the operator aware of the correct methods of handling-storage and use of the chemicals?</p> <p>Is the operator aware of the minimum quantities and re-ordering levels?</p> <p>Are correct dilution levels applied?</p> <p>Are good housekeeping principles applied?</p> <p>Are there procedures in place to deal with chemical spillages?</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	3	9
<b>Water Testing (3)</b>	<p>Is the operator trained and qualified to carry out the testing?</p>	<p>Yes</p>	2	6

Hazard	Guidance Notes	Findings	Risk Score	RRN
	Are the chemical levels in line with the water testing parameters, and are these levels available for comparison?	Yes		
	Is the operator delegated to change chemical levels based on the result?	Yes		
<b>Pool Log Sheet (3)</b>	Is it dated and filled in correctly? Has there been a change in water quality since the last test? Is there a clear reporting procedure?	Yes  Yes	2	6
<b>Delivery of Chemicals (4)</b>	Is the operative authorised to order and to take delivery of chemicals? Are the correct hazard signs displayed as per policy? Has the duty manager been informed?	Yes  Signage on stores  n/a	2	8
<b>Changing strainers (3)</b>	Is the operative trained in the correct procedure?  Is the pool still in use whilst the operation is carried out?  Is the procedure entered onto the pool log sheet?	Yes.  No  Records are made when changed. Valves and pressure readings determined.	2	6
<b>Back-washing (3/4)</b>	Are the correct procedures available?  Is the operator experienced and qualified to carry out the procedure?  Has the duty officer been informed to alert lifeguards to the possible change of depths?  Has the operative notified the reception that the water could be cooled down as the make up water is added?  Is there a noise hazard from the air compressor?	Yes  Yes  Not done whilst pool is in use  n/a  n/a	2	8
<b>Cleaning probes (3)</b>	Has the dosing equipment lost calibration/do the probes need cleaning?	Site team will report any issues with probes to a qualified service provider for cleaning/remediation.	2	6



Hazard	Guidance Notes	Findings	Risk Score	RRN
<b>Good house-keeping (3)</b>	Is the plant room kept tidy? Is the operative aware of disposal receptacles for spillage? Is there a corporate awareness of hazards?	Very tidy (see photos e and g) all chemicals are bundled, However, sometimes the heating pipes are used to dry cloths etc. Not good practice.	1	3
<b>Boiler Checks (4)</b>	Are laid down procedures available?  Is the plant achieving the normal temperatures?  Are there any visible leaks?  Is fuel ordered as per specification?	Handled by contracted maintenance provider  Yes  Evidence of prior leaks. Relevant equipment has been replaced.  Not applicable	3	12
<b>Planned Maintenance (3/4)</b>	Is the PPMS sheet available? Is the operator competent to action the PPMS? Is the pool required to be cleared before maintenance work (including emergency work) is undertaken?	Yes  Yes Yes	1	4
<b>Spares-oils and greases (2/3)</b>	Are they available? Is the operator trained in the application of oils and greases? Are spares ordered and stored in accordance with the safety procedures?	Yes. Yes  Spare filters and belts are kept.	1	3
<b>Equipment and tools (3/4)</b>	Are tools in good condition? Have any required portable appliance tests been undertaken? Are personal tools within the control system? Are tools kept secure? Are ladders routinely inspected and a register kept? Are tools including ladders used safely? Are there any higher risk tools, e.g. abrasive wheels, oxyacetylene, welding equipment or lathes? Cross ref. to Section A15 Work Equipment.	Not applicable	-	-

Hazard	Guidance Notes	Findings	Risk Score	RRN
<b>Emergency exits (4/5)</b>	Blocked or poorly signed emergency exits? Push bar present or not working? Poorly sited, insufficient exits? Exits blocked?	Only one access/egress point to plant room. There is a call point.		
<b>Electricity services (5)</b>	Are electrical distribution cabinets secure? Is maintenance conducted by qualified staff only?	Yes  Yes	1	5

**Photo (e)**



**Photo (g)**



## RECOMMENDATIONS FOR RISK REDUCTION

Action	By When?	By Whom?	Completed
Independent review – following an incident where excess chlorine was released by error into the pool in October 2018, an independent review of the swimming pool plant room, procedures and staff training has been completed by a specialist company, Hydrospec. A report with a prioritised list of recommendations is expected in November 2018 and will be reviewed in detail at the Facilities and Finance Committee in order to agree next steps.	On-going	Business Manager/RFR	

Signed \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_