**Ursula Taylor C of E Primary School**

**Swimming Pool**

**Risk Assessment of: Supervision, Training, Equipment, Structure/Conditions/Cleanliness / Pool Maintenance**

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| **Swimming Pool Risk Assessment** | | | | | | Date: 22.5.17  Review Due: May 2018 | |
| **Date of Assessment: 22.5.17** | | | | | | Assessor: VM | |
| **Task/ Activity/ Situation** | **What are the Hazards?** | **Who Might be harmed/ how?** | **What are you already doing?** | **What further**  **action is necessary?** | **By**  **When** | **By Whom?** | **Completed** |
| Injury through lack of competence or ability of teachers | Slips, trips, falls, drowning | Pupils, members of public | * Teachers hold valid qualification as stated in Pool Safety Operating Procedures (PSOP). * Teachers and Teaching Assistants able to perform CPR. Annual Resuscitation Training. * Teachers / Teaching Assistants trained in safe method for extraction of casualties from the water. * Teachers all aware of PSOP, refresher trained annually (pre-season opening for outdoor pools). * Training of all staff signed for to confirm receipt and understanding. | New Teachers to be trained ASA Level 1 and 2  Annual CPR Training booked for April  Teachers to receive update training prior to swimming season | Prior to Summer Swim season | ASA accredited trainer | Yes  Yes  Yes |
| Injury through lack of pool supervision/ overcrowding | Slips, trips, falls, drowning | Pupils, members of public | * All lifeguards/ instructors/ teachers are suitably training and qualified in line with BBC guidance. * Observers or lifeguards do not take their eyes off the pool to carry out other duties such as cleaning. * All Teachers are trained to Level 1 or 2 ASA. All Teachers are CPR trained, ensuring high volume of adults present trained. * Overcrowding not an issue – pool capacity of Max 20. * If lifeguards/ observers cannot see all of the pool additional staff will be used. * Special activities e.g. use of inflatables are risk assessed and supervision ratios specified. * Specific risk assessments are completed for any swimmers who may require additional supervision e.g. SEND, disability. * Pool will not go over capacity specified in Pool Safety Operating Procedures. (NOP) * Lifeguard swimmer ratio is adhered to as per BBC guidance and NOP. * Swimmers are regularly counted. * Pool Safety Operating Procedures are provided to all staff and a briefing is given. | NOP / EAP to be discussed with all staff prior to swimming season. | Prior to Summer Swim season |  | Yes |
| Injury through lack of understanding of lifeguard/ teaching responsibilities | * Drowning * Injuries | Pupils, staff, members of public | * All lifeguards/ teachers provided with a copy of the Normal Operating Procedures and briefed. Sign to confirm receipt and understanding. * Annual refresher training on PSOP pre-swimming season, recorded. * All staff clear on their roles and responsibilities. * All staff keep a close watch over pool users and ensure adherence to pool rules. * Teachers / Teaching Assistants communicate effectively with pool users and colleagues, following guidance in PSOP. * Teachers fully aware of procedures and their responsibilities within the Emergency Action Plan contained in NOP. * Only trained staff carry out a rescue from the water. * Only trained staff provide first aid to a casualty. | NOP / EAP to be discussed with all staff prior to swimming season.  Staff sign declaration re: NOP / EAP | Prior to Summer Swim season |  | Yes |
| Injury or drowning through lack of pool information or discipline | * Drowning * Injuries | Pupils, staff, members of public | * Poster displayed re: pool safety and rules. * Teachers / Teaching Assistants enforce pool rules. * Pool rules included in PSOP / NOP. * Running not allowed. * Diving not allowed * All Teachers have whistles. | Staff to discuss pool rules with children prior to swimming season | Prior to Summer Swim season |  | Yes |
| Injury or drowning in shallow water | * Concussion * Drowning * Musculoskeletal injuries | Pupils, staff, members of public | * Shallow water areas clearly marked and pool depth displayed. * No diving allowed as pool is shallow. Depth of pool consistent at both ends, appropriate signage displayed. * Pool rules enforced by staff. | Staff to enforce Pool rules | Prior to and during Summer Swim season |  | Yes |
| Teacher Clothing | * Drowning * Injuries | Pupils, staff, members of public | * Teachers well known to children and easily identifiable * Clothing worn is of a design that would not hinder a rescue. * Pool is shallow and staff can easily stand up to aid in a rescue. | Staff to dress appropriately for PE |  |  | Yes |
| Slips, trips, fall | * Injuries | Pupils, staff, members of public, contractors | * Any spills cleaned up immediately. * No obstructions e.g. chairs, cables, lines, floats etc. left out in walkways or near edge of pool. * Swimmers are instructed not to run. * Slabs around pool are appropriate for outdoor area and are non-slip. * Ladders are of a suitable design and condition is checked daily pre-use. | Lead Teacher to check pool area prior to each swimming session. | Prior to each session |  | Yes |
| Cold Water | * Cramp * Hyperthermia * Drowning | Pupils, staff, members of public | * Pool is heated * Pre-use check on water temperature. Temp taken 3x per day and recorded. * Water temperature sufficient, as per PSOP and guidance in BBC Safe Practice in School Swimming. * Towels available if required * Teachers/ Teaching Assistants aware of symptoms to identify the signs of hyperthermia and take swift action to get people out of the pool and provide treatment. |  |  |  | Yes |
| Drowning through inability to self-extract from pool | * Drowning | Pupils, staff, members of public | * Ladders available, of appropriate design to the type of pool e.g. above ground. * Ladders have hand-holds * Pool design allows users to hold onto sides. * Teachers are vigilant and able to assist persons out of the water. * Reach Pole available if required |  |  |  | Yes |
| Ill-health | * Drowning * Injuries | Pupils, staff, members of public | * Trained 1st aiders are available as specified in PSOP / NOP |  |  |  | Yes |
| Inadequate buoyancy aids | * Drowning | Pupils, staff, members of public | * Instructors ensure only suitable buoyancy aids are worn. * Instructors check the condition of buoyancy aids regularly and take any in poor condition out of use immediately. * Instructors ensure buoyancy aids fit correctly and are worn correctly. * Buoyancy aids are stored safely and neatly. | Staff to check quality and safety of Buoyancy aids prior to swimming. | Prior to each session |  | Yes |
| Inflatables | * Injuries * Drowning | Pupils, staff, members of public | * Use of inflatables is risk assessed separately to establish additional controls and additional supervision ratios required. * Condition of inflatables is checked pre-use. * Any inflatables in poor condition are immediately taken out of use and repaired by a competent person or replaced. * Inflatables are stored safely and neatly so as not to create trip hazards. |  |  |  | Yes |
| Use of electrical equipment | * Electrocution | Pupils, staff, members of public, contractors | * Any electrical equipment brought onto the poolside is risk assessed * No extension leads allowed. * Equipment used is battery operated e.g. Mobile Phone * Any equipment brought onto poolside by staff is formally agreed before use, by the Headteacher. |  |  |  | Yes |
| Emergency Procedures | * Injury * Drowning | Pupils, staff, members of public, contractors | * Emergency procedures produced as part of PSOP and all staff/ volunteers are familiar with procedures for emergency situations specified. * Emergency Action Plan discussed with all staff. Staff sign to evidence their understanding. |  | Prior to Summer Swim season |  | Yes |
| Task/ Activity/ Situation | What are the Hazards? | Who Might be harmed/ how? | What are you already doing? | What further  action is necessary? | By  When | By Whom? | Completed |
| Floors & steps | * Slips, trips, falls   Lacerations to feet | Pupils, staff, contractors, members of public | * Pre-open checks conducted. * Defects reported to N Ruff / V Morrall * Major defects repaired immediately or pool taken out of use. * Spillages cleaned up immediately. * Changes in level clearly marked. * Paving slabs kept in good condition. | All staff trained on pre-use checks.  Ensure defects are recorded in site maintenance log book |  |  | Yes |
| Heating/ Ventilation | * Hypothermia * Heat Stress * Fainting/ Dizziness | Pupils, staff, contractors, members of public | * Cold, drinking water available. * Changing areas at a reasonable temperature. | All staff trained on pre-use checks. |  |  | Yes |
| Water Temperature | * Hypothermia * Cramp   Drowning | Pupils, staff, members of public | Swimming pool is kept at a reasonable temperature above 81°F and checked 3 times per day as detailed in Normal Operating Procedure.  Temperature checks 3x per day by N Ruff / D Roderick / S Wintle | Staff to record on Log temps  All staff trained on pre-use checks. |  |  | Yes |
| Pool Depth | Drowning, unaware of pool depth or level changes | Pupils, staff, contractors, members of public | * Abrupt changes in level avoided. – Pool same depth throughout * No changes in depth.   Depth markers/ signage displayed. |  |  |  | Yes |
| Signage and Information | Injury due to lack of information/ signage | Pupils, staff, contractors, members of public | * All fire exit routes signed. * Fire evacuation plan displayed by pool * No diving signs displayed in shallow areas. * Hazards signed. * Pool safety rules displayed. * No trespassers sign displayed. * Plant rooms/ chemical stores signed. | Ensure signage is in place and in good condition pre-season open.  Intermittent checks through swimming season. |  |  | Yes |
| Pool Edge | Falls into pool | Pupils, staff, contractors, members of public | * Pool edge colour contrasted. | n/a |  |  |  |
| **Task/ Activity/ Situation** | **What are the Hazards?** | **Who Might be harmed/ how?** | **What are you already doing?** | **What further**  **action is necessary?** | **By**  **When** | **By Whom?** | **Completed** |
| Pool ancillaries e.g. grilles/ vents | Trapping, cuts and lacerations | Pupils, staff, contractors, members of public | * Check pool has no sharp edges pre-opening and regularly during swimming season. * Holes in grilles are no larger than 8mm. * Maintenance regime in place and checks recorded. |  |  |  | Yes |
| Pool Bottom | Drowning | Pupils, staff, contractors, members of public | * Pool bottom is slip resistant * Markings are present to show any depth changes. (n/a) * Pool bottom markings are minimal so pool bottom easy to see. * Water clarity checks conducted regularly throughout the day and recorded | All staff trained on pre-use checks |  |  | Yes |
| Ladders & Steps | Falls, trapping | Pupils, staff, contractors, members of public | * Ladders/ steps are of a suitable design and strength. * Pre use check of condition conducted. | All staff trained on pre-use checks. |  |  | Yes |
| Pool Covers/ General manual handling tasks | Injury/ Manual Handling | Staff | * Staff using pool cover and conducting other manual handling tasks are provided with manual handling training. * Pool Cover is a large tarpaulin | Annual check on Tarp for safety, repair etc |  |  | Yes |
| Power Sockets/ Electrical installations | Electrocution | Pupils, staff, contractors, members of public | * Electrical sockets not situated in wet area. * Where fitted suitable for environment conform to EN60309\_2:1998. * Electrical installations to BS7671. * Expert advice sought for any modifications or repairs to electrical installations. * RCDs fitted as required with rated tripping current not exceeding 30mA. * All electrical installations and equipment included in 5 year fixed wiring test and/or PAT testing regime. * The integrity and effectiveness of the earthing and bonding of any electrical installations is verified by inspection and testing annually |  |  |  | Yes |
| Cleanliness of poolside | Infection, slips, trips | Pupils, staff, contractors, members of public | * Poolside cleaned daily (swept daily and washed down with chlorine water once a week). * Drains checked and cleaned regularly. * Stagnant water not allowed to collect on poolside. * Vomit/ blood is cleaned up in accordance with guidance provided in the EAP. * No outdoor shoes allowed poolside, or shoe covers available and used. | Include detail re cleaning procedures and responsibilities in Pool Safety Operating Procedures. |  |  | Yes |
| Pool Cleaning | Drowning, slips, trips, falls, electrocution | Staff, Contractors | * Only trained/ competent staff used to carry out pool cleaning. * Staff use only suitable equipment provided. * Safe system of work for pool cleaning * Cleaning chemicals used are compatible with pool chemicals in accordance with Material Safety Data Sheet/ COSHH assessment (e.g. no mixing of alkaline and acidic products). * Pool cleaned when no one in the water. * Staff ensure trip hazards created by pool vac are controlled. * Staff instructed not to over-reach and to use nets where possible. * Pool cleaning conducted when other staff on site, lone worker procedure in place * Filters changed in accordance with manufacturer’s recommendations. * Staff aware of procedures to follow if water clarity is poor, i.e. pool closed, who to notify. * Pool is net cleaned before each session. * Chlorination carried out by a trained/ competent member of staff * Pre-opening check of water carried out each morning, lunchtime and evening, clarity, pH and chlorine levels checked and recorded. | Produce safe system of work for use of pool vac and train relevant staff. |  |  | Yes |
| Clarity & cleanliness of water | Infection from build up of bacteria, irritation to eyes/ skin, choking, drowning due to lack of water clarity, inhalation | Pupils, staff, contractors, members of public | * Guidance contained in BBC document “Guidance in Managing Swimming Pools” is followed when dealing with light and heavy soiling of bodily fluids. * Guidance is included in the Pool Safety Operating Procedures and all staff aware of procedures to be followed. * Suitable Personal Protective Equipment is provided. | All staff trained on pre-use checks. |  |  | Yes |
| Commissioning / Decommissioning of seasonal pools | Injury, damage to pool structure from incomplete commissioning/ decommissioning | Pupils, staff, contractors and members of public | * Competent contractors/ staff used to commission/ decommission pools pre and post season. * Water level in the pool is brought down to within 6 inches of the top and maintained throughout the winter. After prolonged rain some water is siphoned off if necessary. * Procedure in place to relieve the pressure in case of freezing (several 1 gallon plastic containers partially filled with water are placed in the water and fastened so they do not blow about). | Pool prepared for winter at the end of the summer season. |  |  | Yes |
| Maintenance of Plant (pressure systems), Gas Safety | Injury through improper use, Explosion of pressure systems | Pupils, staff, contractors, members of public | * Pressure systems inspected by competent person as per Planned Preventative Maintenance Schedule. * Gas Safe check conducted annually for gas heating systems. * Any works carried out on plant/ gas is by authorised, competent person. * Manufacturer’s instructions for plant is available (Site Agent has information) * Regular visual checks conducted by competent person to check pressure gauges, seals, pumps etc. * Plant is isolated before any works commence. * Defects reported immediately - to Nick Ruff / V Morrall * Any checks/ maintenance are recorded. |  |  |  | Yes |

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| Maintenance of plant, fire | Injury through fire, explosion, smoke inhalation | Pupils, staff, contractors, members of public | * Fire alarms checked at least annually by competent contractor, weekly tests of call points conducted by Nick Ruff and recorded. * Emergency lighting systems checked at least annually by competent contractor and monthly by Nick Ruff and recorded. * CO2 extinguisher available (School Office) * Extinguisher checked annually as part of schedule by competent contractor. * Visual checks of extinguisher conducted monthly by Nick Ruff * Plant room kept tidy. No combustibles or flammables to be stored in the plant room. |  |  |  | Yes |
| Maintenance of plant, electricity | Electrocution | Pupils, staff, contractors, members of public | * Fixed wiring inspected by competent person as per Planned Preventative Maintenance schedule (5 yearly). * Electrical cupboards kept shut. * Electrics in good condition, suitably insulated and suitably waterproofed. * Electro-insulating rubber mats must be in front of electrical cupboards. * Electric shock poster displayed. * Electrical hazard signage clearly displayed. * Work on plant carried out only by competent person. * Plant is isolated before any works commence. * Daily check on plant by Nick Ruff * Defects reported immediately to V Morrall | Monitor contractors |  |  | Yes |
| Maintenance of Plant | Injury through moving parts, entrapment, suction, burns | Pupils, staff, contractors, members of public | * Guarding/ machinery covers in position and regularly checked. * Accessible hot parts are guarded or warning signage displayed. * Competent person carries out inspection of plant as per PPM schedule and any remedial work. * Daily checks carried out by Nick Ruff on pressure levels, seals and pumps. * Filters changed/ cleaned as per manufacturer’s recommendation by competent person. * Plant isolated before any works commence. * Daily check on plant Nick Ruff * Defects reported immediately to V Morrall |  |  |  | Yes |
| Control of contractors/ maintenance | Slip, trip, fall, electrocution, fire, entrapment, confined spaces, burns, lack of knowledge | Pupils, staff, contractors, members of public | * Contractor competency vetted and approved (see C02 guidance in BBC A-Z H&S Manual). * Contractor asked to provide risk assessment/ method statements/ safe systems of works for tasks conducted, agreed with school before works start. * For any high risk works e.g. work at height, hot works, work in confined spaces seek advice from BBC Corporate Safety Unit. * Work is conducted when pool is not in use. * Pool staff made aware of any works taking place. * Works areas become controlled zones e.g. barriers, close door, signage. |  |  |  | Yes |
| Use of Chlorine | Chemical burns, irritation to eyes, asphyxiation, release of chlorine gas | Staff, contractors, pupils, members of public | * Staff receive training from competent person on the safe use of chlorine. * Safe system of work for use of chlorine in place and staff instructed to follow it. * Chlorine stored in locked chemical cupboard. * Staff wear correct PPE when handling chlorine as per COSHH assessment (e.g. gloves, mask, apron, goggles). * pH of water checked before dosing of Chlorine. * Chlorine used in well-ventilated area. * COSHH assessment for Chlorine available Site Agents’ Log and staff aware. |  |  |  | Yes |
| Noise | Hearing Damage | Staff, contractors | * Need for noise assessment considered. (Noise from Pool plant minimal, pool also outdoors so noise must be at a reduced level to not affect neighbours / children learning. |  |  |  | Yes |
| **Task/ Activity/ Situation** | **What are the Hazards?** | **Who Might be harmed/ how?** | **What are you already doing?** | **What further**  **action is necessary?** | **By**  **When** | **By Whom?** | **Complete** |
| Access to Plant Room | Injury, burns, electrocution | Staff, contractors, pupils, members of public | * Plant room kept locked when not in use. * Appropriate signage displayed re “No unauthorised access”, hazardous chemicals etc. |  |  |  | Yes |
| General Maintenance Tasks e.g. light bulbs, repair of tiles/ glazing, repair of pool, pool cover corrosion | Slip, trip, fall, electrocution, drowning | Staff, contractors, pupils, members of public | * Safe systems of work in place for regular pool maintenance tasks. * Safe systems of work agreed with any works conducted by contractors e.g. grilles, lighting. * Pool emptied of swimmers before any works commence. * Electrics isolated before any electrical works are carried out. * No extension leads allowed to be used poolside, equipment must be battery operated. * Lone working avoided where possible, if it cannot be avoided, the lone worker system must be in place. * If pool is empty, (for below ground pools) edge protection is put in place. * A defect reporting procedure is in place and known to staff. * Pool covers are checked for condition and corrosion - Annually by Nick Ruff |  |  |  | Yes |
| Asbestos | Asbestosis, mesothelioma etc. | Staff, contractors, pupils, members of public | * Any asbestos containing materials in the pool area have been identified by the site asbestos survey, a copy of which can be found in the Asbestos Log in the School Office * Asbestos in the pool area is included in site asbestos management plan.   Contractors working in the area are made aware of the information in the asbestos survey and the location of asbestos containing materials and sign the permit to work before commencing work. | Any works or removal of asbestos carried out to be conducted in accordance with asbestos guidance in A02 in BBC’s A-Z H&S Manual. |  |  | Yes |