|  |  |
| --- | --- |
|  | Potential consequence / severity of outcome |
| 1 | 2 | 3 | 4 | 5 |
| Likelihood of harm occurring / frequency of occurrence | Noneno injury or adverse effects | Minorfirst aid injury | Moderatelost time injury | Majorhospital treatment | Catastrophicdisabling injury or death |
| Could happen, but probably never will. | 1 - Rare | 1 | 2 | 3 | 4 | 5 |
| Not likely to occur in normal circumstances. | 2 - Unlikely | 2 | 4 | 6 | 8 | 10 |
| May occur at some time. | 3 - Possible | 3 | 6 | 9 | 12 | 15 |
| Expected to occur at some time. | 4 - Likely | 4 | 8 | 12 | 16 | 20 |
| Likely to occur on many occasions. | 5 – Almost certain | 5 | 10 | 15 | 20 | 25 |

|  |  |  |
| --- | --- | --- |
| Total | Level of risk | Timescale / action |
| 1 to 5 | Low | No additional physical control measures are required however monitoring is necessary to ensure controls are maintained. |
| 6 to 10 | Medium | 3-6 months - efforts should be made to reduce the risk to an acceptable level.  |
| 12 to 25 | High, or stop | Immediate - work should not be started until the risk has been reduced to an acceptable level. Where the risk involves work in progress, urgent action should be taken. If it is not possible to reduce risk even with unlimited resources, work will have to be stopped. |

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| --- | --- | --- | --- | --- | --- | --- |
| **Step 1**What are the hazards? | **Step 2**Who might be harmed and how? | **Raw risk rating** | **Step 3**What do you have in place? | **Step 4**Is anything further needed?Yes / No | **Step 5**Action and review | **Residual risk rating** |
| Spot hazards by:* Walking around your workplace.
* Asking those doing the task what they think.
* Checking manufacturers’ instructions.
* Considering health hazards.
 | Identify groups of people: * employees
* lone workers
* pupils
* service users
* temporary / agency staff
* contractors
* volunteers
* members of the public
* children (including work experience).
 | When there are no control measures are in place.State total score.  | List what is already in place to reduce the likelihood of harm or make any harm less serious, examples include: * guarding
* training
* procedures, safe systems of work
* personal protective equipment (PPE).
 | You need to make sure that you have reduced risks ‘so far as is reasonably practicable.’ An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, indicate ‘yes’ and list what needs to be undertaken in the action column. | Remember to prioritise hazards that are high-risk and have serious consequences first:* List the actions required and who needs to complete and by when.
* Check actions are correctly completed.
* Check controls remain in place.
* Review the risk assessment annually, or earlier if there is an incident or if the work activity changes.
 | Level of risk when all control measures are in place.State total score. |

**Guidance for completing a swimming pool risk assessment - suggested hazards, actions and control measures**

|  |  |
| --- | --- |
| Hazards | Suggested actions / control measures: |
| 1 - Pool design: blind spot and glare. | * Competent and trained staff.
* Ongoing and refresher staff training.
* Lifeguard/lifesaver positions defined in Normal Operating Plan (NOP) and actions to take in the event of glare – they will move around the poolside to avoid glare and be able to see the pool bottom.
* Emergency Action Plan (EAP) in place.
 |
| 2 - Pool and surround. | * Non-slip floor surfaces.
* Effective cleaning schedules and inspections.
* Checked daily by the Caretaker/Site Manager and records of checks documented.
* The poolside should be washed down every night after use, to clear any residual chlorine from the tiles to ensure the longevity of the pool surround.
* If the pool surround is slippery, non-slip matting is laid over the existing tiles.
 |

|  |  |
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| 3 - Insufficient lighting. | * Regular inspection, maintenance, and service program in place.
* Suitable and sufficient lighting.
* if the bottom of the pool cannot be seen, then no-one is allowed in the pool.
 |
| 4 - Environment: humidity / temperature. | * Ventilation/air handling systems are in place, with a contract to service, inspect and maintain.
* Humidity and temperature checks taken daily.
* Changes in weather conditions will result in a change in the environment of an indoor pool as well as an outdoor pool.
 |
| 5 - Pool inlets and outlets. | * Inlets and outlets of the pool circulation system should have suitable covers to prevent limbs and fingers getting trapped.
* Undue suction should not be created which could result in a body being held against a grille.
* There should be no exposed sharp edges.

Note: for further guidance see BS EN 15288-1 swimming pools (Part 1: safety requirements for design), and BS EN 15288–2 swimming pools (Part 2: safety requirements for operation). |
| 6 - Pool access ladders. | * Regular recorded inspections of the steps to ensure there are no sharp edges or damaged steps – identified issues are passed to the appropriate person to action.
 |
| 7 - Disabled access. | * Poolside hoist available and in operation.
* Hoists and other moving and handling equipment used to lift people must be serviced and inspected by a qualified professional every 6 months.
* inspections are recorded.
* Employees and others (as required) are trained in the operation of the hoist.
* Where moving or handling operations are in place a moving and handling of persons risk assessment is completed.
 |
| 8 – Swimmers with additional needs. | * For participants who require specialist help or prefer segregation a risk assessment is completed and in place for each individual to ensure safety measures are in place and any risk of harm is controlled.
* Participation may be fully integrated and supported through a specialist disabled session. These specific needs can be determined through direct consultation with the individual, parent, their swimming background, and observation on how the disability affects their swimming style.
 |
| 9 – Swimmers with known medical needs | * Written parental consent must be obtained before pupils can take part.
* Pupils/users must be supervised carefully and by a responsible adult - this may require additional staff to aid in supervision.
* Pupils/users with epilepsy require careful observation, as shimmering water or flickering lights may trigger a seizure.
 |
| 10 - Unauthorised access. | * Pool secured when not in use.

Fencing is in good condition and locks are fit for purpose. * Caretaker checks pool area as part of opening and closing procedures.
* NOP and EAP in operation.
* Pool covers should be used during holidays and winter.
 |
| 11 - Water quality. | * Competent / trained staff.
* Effective water quality control in place.
* Pool water tests including chemical levels, clarity and temperature are performed.
* Schedule for routine planned maintenance is in place and reactive maintenance schedule is ongoing.
* Specialist contractors commissioned for regular service of pool water treatment plant and equipment.
* NOP and EAP in place.
* Legionella risk assessment is undertaken and any actions dealt with by order of priority.
* COSHH risk assessments and safety data sheets in place for chemicals used in the pool.
* PPE provided as appropriate e.g. handling of hazardous chemicals/substances.
* Pool chemicals/substances stored in a weather-tight and well-ventilated place away from the building.

Note: For additional guidance acquire the Pool Water Treatment Advisory Group (PWTAG) Code of Practice and Swimming Pool Water which provides pool operators with a structured plan for the technical operation of their pool. |
| 12 - Deep and shallow water supervision. | * Competent and trained staff.
* if water depth exceeds 1.2m the National Pool Lifeguard Qualification is required
* Water depth signs around the pool.
* Shallow area segregated where necessary from deep water e.g. by use of lane rope.

Note: where changing rooms lead directly on to poolside (especially to deep water) it is recommended that there is a physical barrier to stop children from gaining unauthorised access to the pool i.e. balustrading. |
| 13 – Diving / jumping. | * The minimum depth of water where shallow diving can be allowed is 1.5m
* Clear warning signs are visible around the pool to advise swimmers of water depth, safe diving areas and general diving rules.
* NOP and EAP in operation.
* Where diving platforms are in use, they should meet the FINA regulations.
 |
| 14 – Level and quality of supervision for programmed sessions i.e. risk of drowning. | * Competent and trained staff.
* Induction and ongoing staff training.
* Staffing ratios in accordance with ASA and the HSE (HSG179) managing health and safety in swimming pools guidance.
* Defined in the NOP and EAP in place.
 |
| 15 – Missing children. | * A register and headcount are recorded prior to, during and after the swimming session to ensure all children are accounted for.
* EAP in place.

Note: this is a higher risk if swimming is off site, you may wish to perform a headcount during swimming sessions. |
| 16 - DBS (Disclosure and Barring Service) checks and child protection. | * All employees and others providing support/teaching in pools have enhanced DBS checks.
* Volunteers helping with swimming and who have unsupervised access to users are required to have an up-to-date DBS check.

Note: DBS checks must be undertaken prior to commencing any work with children. |
| 17 - First aid provision. | * Adequate levels of trained first aiders on site – first aid needs assessment is undertaken.
* When administering first aid staff wear PPE if possible.
* A fully stocked first aid kit is easily accessible.
* Face shields should be available on request from staff for resuscitation.
* Communication network in place for emergencies.
* NOP and EAP in operation
 |
| 18 - Rescue equipment. | * Suitable and sufficient rescue equipment is available including throw bag, reach pole, torpedo buoy, blankets.
* Employees and others are trained and competent in the use of rescue equipment.
 |
| 19 - Pool equipment. | * Goggles, floats, and other equipment is in a good condition and are stored in a safe and dry location.
* Equipment is checked prior to lessons or to the activity commencing - any children misusing equipment are disciplined accordingly.
* Goggles/masks are not worn unless in exceptional circumstances, any goggles used are made of unbreakable plastic or rubber and children are taught how to remove them by slipping them off their head rather than by stretching the retaining band.

Note: flippers, snorkels etc. are not allowed in the majority of pools unless being used by a swimming club. To prolong the life of perishable items i.e. floats, a periodic cleaning of equipment with fresh water is good practice. |
| 20 - Pool covers (covering the pool). | * Minimum 2-person operation by persons who have completed a manual handling of inanimate objects training course within the last 3 years.
* Manual handling of inanimate loads risk assessment must be in place.
* The pool cover is pulled tight (allowing no water to get on top) to reduce the chance of it sinking – it must cover the whole pool.
* NOP and EAP in place.

Note: safe working practices should be introduced including wearing laced non-slip training shoes for this task. |
| 21 - Pool covers (removing the cover). | * Minimum 2-person operation by persons who have completed a manual handling of inanimate objects training course within the last 3 years.
* This task must be included in the manual handling of inanimate loads risk assessment.
* Slowly pull the cover off and whilst doing so, fold in a concertina fashion
* Push all air out of fold, wipe down and dry as far as possible.
* When the cover has been removed, roll it up and move it to storage area immediately.

Note: safe working practices should be introduced, including wearing of laced non-slip training shoes for this task.  |
| 22 - Changing facilities. | * Assess the risk of changing facilities e.g. showers (and other washing facilities), seating, floors, and equipment i.e. hairdryers and toilets.
* Separate changing facilities for girls and boys.
* Accessible changing facilities.
 |
| 23 - Hygiene. | * Pupils are encouraged to perform the recommended hygiene procedures before entering the water.

Note: the Chartered Institute for the Management of Sport and Physical Activity (CIMSPA) have posters that can be purchased regarding pool hygiene. |
| 24 - Clubs, private hire, and lettings. | * Hirers must:
* Provide a minimum of £5million insurance cover for public liability.
* Produce a risk assessment detailing the activities being undertaken.
* Have adequate lifeguard and first aid cover.
* Provide a signed copy of the contract of letting.
* Adhere to instructions received from the school or service.
* School to provide the hirer with copies of the NOP and EAP.
* School Pool Operator to ensure that water quality is maintained to the required standard.
* Coaches taking sessions must provide evidence of qualifications.
* Supervision ratios for programmed and unprogrammed sessions apply to private lettings.
* Specialist equipment/activity i.e. scuba diving needs to be risk assessed separately and lifeguards must have appropriate qualification to perform a rescue.
 |
| 25 - Slips trips and falls. | * Non-slip coatings or treatment on pool floors.
* Non-slip solutions for flooring and pool steps.
* Regular inspections of pool and poolside.
* Effective cleaning schedules to remove any slippery areas, or algae and biofilm growth.
* Record incidents on KCC’s online reporting form and monitor trends.
 |
| 26 - Chemical injury due to contact or digestion. | * Emergency Action Plan (EAP) to be in place and procedures followed.
* Eye wash station, first aid provision.
* Chemicals to be kept in a secure area and only handled by authorised and trained personnel.
* Appropriate PPE to be worn.
* Record incidents on KCC’s online reporting form and monitor trends.
 |
| 27 - Evacuation of pool. | * Emergency Action Plan (EAP) to be in place and procedures followed.
 |
| 28 - Bodily spills. | * Emergency Action Plan (EAP) to be in place and procedures followed.
 |

**HS218 Risk assessment – swimming pool**

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| **Activity / operation/ event:**  |
| **School or Business Service:** | **Assessment date:**  |
| **Assessor name / position:**  | **Review date:**  |
| **Step 1**Identify the hazards | **Step 2**Who might be harmed and how? | **Raw risk rating**state total score | **Step 3**What do you have in place? | **Step 4**Anything furtherneeded?**Yes / No** | **Step 5**Action and review |
| **Action required** | **Residual risk rating**state total score | **Responsible****person** | **Date completed** |
| 1 - Pool design: blind spot and glare. |  |  |  |  |  |  |  |  |
| 2 - Pool surround. |  |  |  |  |  |  |  |  |
| 3 - Insufficient lighting. |  |  |  |  |  |  |  |  |
| 4 - Environment: humidity / temperature. |  |  |  |  |  |  |  |  |
| 5 - Pool inlets and outlets. |  |  |  |  |  |  |  |  |
| 6 - Pool access ladders. |  |  |  |  |  |  |  |  |
| 7 - Disabled access. |  |  |  |  |  |  |  |  |
| 8 - Swimmers with additional needs. |  |  |  |  |  |  |  |  |
| 9 - Swimmers with known medical needs. |  |  |  |  |  |  |  |  |
| 10 - Unauthorised access. |  |  |  |  |  |  |  |  |
| 11 - Water quality. |  |  |  |  |  |  |  |  |
| 12 - Deep and shallow water supervision. |  |  |  |  |  |  |  |  |
| 13 - Diving / jumping. |  |  |  |  |  |  |  |  |
| 14 - Level and quality of supervision for programmed sessions i.e. risk of drowning. |  |  |  |  |  |  |  |  |
| 15 - Missing children. |  |  |  |  |  |  |  |  |
| 16 - DBS (Disclosure and Barring Service) checks and child protection. |  |  |  |  |  |  |  |  |
| 17 - First aid provision. |  |  |  |  |  |  |  |  |
| 18 - Rescue equipment. |  |  |  |  |  |  |  |  |
| 19 - Pool equipment |  |  |  |  |  |  |  |  |
| 20 - Pool covers (covering the pool). |  |  |  |  |  |  |  |  |
| 21 - Pool covers (removing the cover). |  |  |  |  |  |  |  |  |
| 22 - Changing facilities. |  |  |  |  |  |  |  |  |
| 23 - Hygiene. |  |  |  |  |  |  |  |  |
| 24 - Clubs, private hire, and lettings. |  |  |  |  |  |  |  |  |
| 25 - Slips trips and falls. |  |  |  |  |  |  |  |  |
| 26 - Chemical injury due to contact or digestion. |  |  |  |  |  |  |  |  |
| 27 - Evacuation of pool. |  |  |  |  |  |  |  |  |
| 28 - Bodily spills. |  |  |  |  |  |  |  |  |