



Risk Assessment Template

Task to Be Assessed:	<i>Premises Risk Assessment for the Swimming Pool</i>		
Assessor Name:	<i>Michael Nuttall</i>		
Reference Number:	<i>n/a</i>		
Number of People Exposed:	<i>Circa 1,200 bathers per week</i>	Assessment Date:	<i>23.08.2020</i>
People Exposed (Staff / Student / Visitor):	<i>Student, Staff, and Visitors including EHS Members, swimming lesson participants, and attendees at hirers bookings.</i>		
Department:	<i>FM – Edge Hill Sport</i>	Location of Activity:	<i>Swimming Pool in the Sports Centre</i>
Activity Description: (Please give a description of the activity you are risk-assessing, including times, number of people, and current controls where applicable)	<p><i>This assessment considers premises risks associated with the provision of the swimming pool for various activities and bookings. Please see the activity risk assessments for details on the risks introduced by specific activities for example 'General Swimming' or 'Swimming Lessons'.</i></p> <p><i>This assessment does not include additional measures introduced in response to the COVID 19 pandemic. The additional controls introduced are detailed on a separate risk assessment and supersede the measures identified by this assessment where applicable.</i></p>		

Hazard Checklist – use this to identify the hazards to be considered:

Situational	Tick	Physical / Chemical	Tick	Environmental	Tick
Slip, trip, fall		Harmful substances		Temperature	
Fall from height		Electrical (shock, burns, fire, arcing, explosion etc)		Weather	
Lone Working		Biological agents		Extreme locations (mountains, mud flats etc)	
Manual Handling		Fire			
		Machinery (entanglement, incorrect setup etc)			
		Use of sharps			
		Vehicle movements			

N.B. The above list is not exhaustive and additional options can be found in the Risk Assessment Guidance for Biology (Appendix A) and Media (Appendix B)

HAZARD	PERSONS AT RISK	HOW IS PERSON AT RISK	CONTROL MEASURES	RISK FACTOR*			Additional Control Measures	RESIDUAL RISK FACTOR*			Action / by whom?	Action / by when
				L	C	R		L	C	R		
<i>Inadequate or inappropriate supervision when the pool is in use.</i>	<i>All Pool Users should they require assistance could potentially be harmed by an inadequate response</i>	<i>Under-Trained Lifeguards</i>	<u><i>Qualifications/Training</i></u> <i>All Centre Assistants who work as Lifeguards will possess a RLSS NPLQ lifeguarding qualification. The RLSS are an organisation suggested by HSG 179 Paragraph 143.</i>	2	2	4	<i>None Required</i>	1	2	2	<i>The Duty Manager responsible for the pool, will keep a check on Centre Assistants NPLQ qualifications and arrange requalification's when required.</i>	<i>Qualifications are checked before new members of staff work on poolside</i> <i>Qualifications expiry dates are monitored on a monthly basis</i>
			<u><i>Competency Tests</i></u> <i>Centre Assistants have completed a training session or competency test in line with RLSS guidance before lifeguarding the pool by themselves.</i>								<i>The Centres Management will arrange for new starters to Centre Assistant or Team Leader Roles to complete a competency test prior to them being allowed to lifeguard the pool</i>	<i>Ad-Hoc when new Centre Assistants start working in the centre</i>
			<u><i>Ongoing Training</i></u> <i>Centre Assistants are required to attend regular lifeguard training sessions led by an RLSS Trainer Assessor.</i>								<i>The Centres Management arrange for a RLSS Trainer Assessor to delivery monthly training sessions, and monitor attendance</i>	<i>Attendance at training to be monitored after every session</i>

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<i>Inadequate or inappropriate supervision when the pool is in use. (contd..)</i>	<i>All Pool Users should they require assistance could potentially be harmed by an inadequate response</i>	Insufficient number of lifeguards	<p>As the swimming pool often has less than 20 bathers, one lifeguard will operate a headcount scanning method until the bather numbers go above 20 at which time they will call for a second lifeguard. When both lifeguards are on pool they will both use 10/20 scanning.</p> <p>The number of lifeguards required will vary for different activities, and will be considered in the activities risk assessment. 1 lifeguard for up to 20 bathers, and 2 lifeguards for more than 20 is the minimum supervision which should be in place when the pool is in use unless specifically detailed in the activities risk assessment.</p>	2	2	4	None Required	1	2	2	<p>The centres management are to ensure lifeguards are made aware of this through their training on the PSOP.</p> <p>Lifeguards will ensure this if followed when the pool is open, supported by the Centres Supervisors</p>	<p>Lifeguards will be trained in the PSOP when they first start working at EHS. Periodic refresher training will follow.</p> <p>Lifeguards will follow this procedure whilst the pool is open.</p>

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<i>Inadequate or inappropriate supervision when the pool is in use. (contd..)</i>	<i>All Pool Users should they require assistance could potentially be harmed by an inadequate response</i>	Incorrect Positioning of Lifeguards	<p><u>Lifeguard Zone Visibility Tests</u> HSG179 Paragraph 84 suggests the use of Lifeguard Zone Visibility tests to determine the lifeguard positions.</p> <p>Having conducted LZVTs, EHS operates with one lifeguard in the lifeguard chair at the far corner of the pool, and when there is a second lifeguard they should be on the opposite corner of the pool. The second 'standing' lifeguard position has flexibility to allow the lifeguard to position and then reposition themselves as necessary around the shallow end and shower side of the pool to best see past any glare which maybe present.</p>	4	3	12	None Required	2	3	6	<p>The centres management are to ensure lifeguards are made aware of these arrangements through their training on the PSOP.</p> <p>Lifeguards will ensure this if followed when the pool is open, supported by the Centres Supervisors</p>	<p>Lifeguards will be trained in the PSOP when they first start working at EHS. Periodic refresher training will follow.</p> <p>Lifeguards will follow this procedure whilst the pool is open.</p>
			<p><u>Supervision</u> Supervisory staff including Team Leaders and Duty Managers are encouraged to attend the RLSS National Pool Supervisor Qualification.</p>					<p>New Duty Manager and Team Leaders to attend the NPSQ.</p>				<p>The centres management will arrange for new Duty Manager and Team Leaders to attend the NPSQ.</p>

		<u>Inspections</u> The Duty Managers Inspection and checks monitor whether lifeguards are in the correct positions.			Carrying out DM Inspections regularly			The Duty Managers	Regularly throughout the month.
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<i>Unauthorised access to the pool when intended to be out of use</i>	<i>Visitors, students or staff who believe the pool to be open, and Visitors, student or staff who intend to use the pool even though they are aware it is closed.</i>	<i>The pool will not be adequately supervised, a may lack an adequate response to an emergency</i> <i>The pools water treatment programme will be planned around the pool being closed meaning the choline or PH levels of the water may not be suitable for bathers.</i>	<u>Opening and Closing Procedure</u> <i>Centre Assistants are trained on the pools opening and closing procedure, which includes having a lifeguard on poolside from the moment the first bather enters the changing area when opening, until the last person leaves the changing area when closing.</i>	3	2	6	<i>n/a</i>	2	2	4	<i>Lifeguards</i>	<i>When opening and closing the pool</i>
			<u>Restricted Access</u> <i>When the building is closed the only access to the building is through the entrance into the first aid room. This door can only be opened with a staff card.</i>				<i>n/a</i>				<i>Centres Management</i>	<i>To ensure appropriate staff have access to the first aid room door</i>
			<u>Door Locks</u> <i>When the building is open but the pool is closed the door accessing the wet changing area, and the glass door accessing the pool hall can be locked.</i>				<i>n/a</i>				<i>Lifeguards</i>	<i>When closing the pool</i>

			<i>Motion Sensor Alarm</i> When the building is closed there is a motion sensor alarm which sounds in the security lodge if anyone has entered without authorisation.			n/a				Campus Support	When the building is closed
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<i>Absence of or Inadequate Response of Lifeguards in an emergency</i>	<i>All Pool Users should they require assistance could potentially be harmed by an inadequate response</i>	<i>Un-alert Lifeguards</i>	<u><i>Duty Spells</i></u> <i>HSG 179 Paragraph 93 suggests lifeguards spend no longer than 60 mins on poolside, up to 90 in extreme circumstances. This is included in the PSOP</i>	3	3	9	n/a	1	3	3	<i>Lifeguards and Supervisors to coordinate lifeguarding duty spells</i>	<i>Ongoing when the pool is in use</i>
			<u><i>Lifeguard Rotations</i></u> <i>HSG 179 Paragraph 94 suggests lifeguards rotate frequently. Our PSOP advises Lifeguards to rotate every 30 minutes or more frequently if required.</i>				n/a				<i>Lifeguards</i>	<i>Ongoing when the pool is in use</i>
		<i>Unprepared Lifeguards</i>	<u><i>Ongoing Training</i></u> <i>Centre Assistants are required to attend regular lifeguard training sessions led by an RLSS Trainer Assessor.</i>	2	3	6	n/a	1	3	3	<i>Centre Assistants are responsible for attending the sessions. The Centres Management will monitor attendance</i>	<i>Ongoing</i>
		<i>Lifeguards unable to call for support when required</i>	<u><i>Push Button Alarm</i></u> <i>There is a push button pool alarm, and two pager alarms on the poolside which are linked to reception</i>	2	2	4	n/a	1	2	4	<i>Lifeguards in line with the RLSS NPLQ Training</i>	<i>When Required</i>

		<p><u>Handheld Radios</u> There is a two-way radio on the poolside enabling Centre Assistants to contact other staff for support if needed</p>			n/a			<p>Lifeguards in line with the centres procedures</p>	<p>Radios should be signed out by all Centre Assistants on shift</p>
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Entrapment and entanglement in the pool tank	All Pool Users	Hair or costume entanglement in the Sump Outlet Grids	<p><u>Grill Design</u> The holes in the sump grills conform to the industry standard of being less than 8mm in diameter.</p>	1	5	5	n/a	1	5	5	n/a	n/a
		Suction Entrapment in the Sump Outlet Grids	<p><u>Pool Design</u> There are three sump outlets leading into the same connecting pipework, meaning that if one were blocked then the bather would not be subjected to the full pressure of the flow way.</p>	2	5	10	n/a	1	5	5	n/a	n/a
			<p><u>Operating Procedures</u> In line with the installers O+M Manual, the set up for normal operation of the pool has the sump valve set at 50% open and the balance tank at 100%. This decreases the pull off the water into the sump outlets.</p>				Ensure the pool valves are set up correctly when in use				Duty Managers	During plant room checks and

	<i>Finger Entrapment in the Sump Outlet Grids</i>	<u>Grill Design</u> <i>The holes in the sump grills conform to the industry standard of being less than 8mm in diameter.</i>	1	5	5	Monthly checks of the sump grills to check for damage	1	5	5	Duty Manager for Wet Facilities	In Place by Sept 2020
	<i>Entrapment between the ladders and the pool wall</i>	<u>Ladder Design</u> <i>The gap between the top step of the ladders and the wall is less than 8mm.</i>	1	3	3	n/a	1	3	3		

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<i>Entrapment and Entanglement in the Pool (cont..)</i>	<i>All Bathers</i>	<i>Hair or costume entanglement in the inlet grids</i>	<u>Inspections</u> <i>Monthly Inspections of the inlet grids to check for damage.</i>	1	3	3	n/a	1	3	3	n/a	n/a
		<i>Suction entrapment on the pool vacuum outlets</i>	<u>Operating Procedures</u> <i>The handheld pool vac is only used when the pool is closed. To finish using the pool vac 'Valve 2' must be closed. The set up for normal operation of the pool is to have the pool vac outlets closed.</i>	1	5	5	n/a	1	5	5	n/a	n/a

Cuts/grazes	All Bathers	Bathers use inlets as a step when climbing out of the pool. (especially children)	<u>Inspections</u> Monthly Inspections of the inlet grids to check for damage/rough edges	3	2	6	TSA swim teachers made aware this is an issue and asked not to allow children to use inlets as a step	3	2	6	TSA swim teachers & EHS Lifeguards	n/a
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Electricity	Staff and Bathers around the poolside	Electric shock due to damage on the fixed electrical installation	Annual installation inspection for the centres 'Wet' areas in line with the IEE Wiring Regulations BS 7671' carried out on the 6.9.2019.	2	5	10	Remedial Action of any faults identified by the inspection.	1	5	5	Estates Management	Schedule Annual Installation Inspections. Immediate remedial action for C1s and timely action for C2 and C3s

	<i>Electric shock due to damage to portable electrical appliances</i>	<i>Regular PAT Testing carried out on all of the frequently used portable appliances in the centre. Carried out on the 11.9.19</i>	2	5	10	<i>Remedial action for any appliances which fail the testing</i>	1	5	5	<i>Estates Management</i>	<i>Schedule annual PAT Testing for next September.</i>
	<i>Electric shock cause by moisture in the pool hall air</i>	<i>The socket in the pool store is Moisture Resistant Socket as per BS 7671</i>	1	5	5	<i>None Required</i>	1	5	5	<i>Original Installer</i>	<i>Complete</i>
	<i>Electric shock caused by a surge of power from the socket on poolside</i>	<i>The socket in the pool store has a Residual Current Circuit Breaker as per BS 7671</i>	2	5	10	<i>None Required</i>	1	5	5	<i>Original Installer</i>	<i>Complete</i>

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<i>Inadequate or unsafe Pool Water Quality</i>	<i>Bathers and Lifeguards</i>	<i>Physical Pollution</i>	<u><i>Filtration</i></u> <i>The pool waters circulatory system flows through two strainers baskets and three medium rate glass filters.</i>	2	2	4	<i>The filters should be backwashed regularly with the discharge going to drain. The strainers should also be regularly cleaned.</i>	1	2	2	<i>Duty Managers</i>	<i>As indicated by the Pool Plant Checksheet</i>
		<i>Chemical Pollution</i>	<u><i>Dilution</i></u> <i>The pool water is regularly diluted as a result of the balance tank make up following the backwashing process.</i>	2	3	6	<i>The total number of bathers and amounts of fresh water added should be monitored so that we can aim for 30 litres per bather per day. As per PWTAG Guidance</i>	1	3	3	<i>Duty Manager for the Wets Sports Facilities</i>	<i>Weekly on processing the completed headcount sheet and pool plant logsheet</i>

	Biological Pollution	<u>Residual Disinfection</u> Sodium Hypochlorite is added to the pool water as a residual disinfectant.	2	3	6	The Sodium Hypochlorite levels should be maintained between 0.5 and 5PPM as per PWTAG Guidance.	1	3	3	Duty Managers	At All times when the pool is open
		<u>Secondary Disinfection</u> The pool water is treated by a UV light system as a secondary disinfectant.				The UV should be regularly monitored for correct operation				Duty Managers	Daily during the pool plant room checks
	The water temperature is either too high or too low	<u>Monitoring</u> The pool water heater has an adjustable setting which we adjust with the aim of maintaining the temperature at 29 degrees	2	2	4	Regular ongoing monitoring of the pool water temperature, and the setting on the heater	1	2	2	Duty Managers	Daily on completion of the pool plant checks
	Swimming in water with an unsafe PH	<u>Automated PH Control</u> The automated dosing system dosed CO2 to control the PH levels of the pool <u>Monitoring</u> Regular PH testing of the PH levels of the pool to ensure the automated dosing of the CO2 is working correctly	2	3	6	The Ph should be monitored regularly and maintained between 7 and 8	1	3	3	Duty Managers to ensure regular testing when on shift and relevant corrective actions in line with the PTOP	During each shift

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Inadequate or unsafe Pool Water Quality (cont..)	Bathers and Lifeguards	Inadequate control of the of the Pool Water treatment systems	<u>Monitoring</u> Monthly Micro bacteriological tests of the pool water in a UKAS accredited laboratory	2	4	8	n/a	1	4	4	Wet Facilities Duty Manager, and Operations Manager	Monitor results on receipt of Monthly test certificates, taking any necessary action

												<i>Centre Assistants, Duty Managers</i>	<i>Tests should be carried out regularly as directed by the PTOP with any necessary corrective action carried out</i>
			<i>Monitoring Regular pool water tests for free chlorine, combined chlorine,</i>										
		<i>Pool Contamination incidents such as vomit, faeces, or blood</i>	<i>Procedures The PTOP have details on action to be taken following contamination incidents which are written in line with the PWTAG Code of Practice</i>	<i>1</i>	<i>3</i>	<i>3</i>	<i>n/a</i>	<i>1</i>	<i>2</i>	<i>2</i>	<i>Duty Manager</i>	<i>As Required</i>	

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Deterioration of building fabric, fixtures, fittings, and finishes.	Staff, and Bathers	Damage to the building fabric caused by high Humidity levels	Monitor Relative Humidity between 40% and 60% as recommended by STA Guidance	2	3	6	Should the humidity levels be outside of these levels for a period of more than two days then a job should be logged to have the system adjusted.	1	3	3	Duty Manager	Daily Monitoring
		Glass doors and walls	Any required reactive maintenance can be logged by lifeguard on the FM Reporting System	3	3	9	n/a	3	2	6	All Staff	As Required
		Ladders and handrails	Any required reactive maintenance can be logged by lifeguard on the FM Reporting System	1	3	3	n/a	1	2	2	All Staff	As Required
		Damage to and/or loss of adhesive on tiles on the pool hall wall, and on the benching around pool	Any required reactive maintenance can be logged by lifeguard on the FM Reporting System	3	3	9	n/a	3	2	6	All Staff	As Required
		Floor lights, fixtures and fittings	Any required reactive maintenance can be logged by lifeguard on the FM Reporting System	3	2	6	n/a	3	2	4	All Staff	As Required

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<i>Changes in the Water Depth</i>	<i>Bathers</i>	<i>Bathers who are not aware of changes in the pool depth may place themselves in water which is out of their swimming abilities.</i>	<ul style="list-style-type: none"> - <i>There is signage in place to identify the shallow end and deep end</i> - <i>The good design of the pool has the changing room entrance leading towards the shallow end of the pool</i> - <i>There is a line of tiles marking the point at which the pool floor starts to slope</i> - <i>Lifeguards are on duty when the pool is open who are aware of the pools depths and depth changes.</i> 	3	4	12	n/a	2	3	6	<i>Lifeguards</i>	<i>At all times when the pool is open</i>
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Slips Trips Falls	Bathers and Staff	Injury caused by slipping tripping or falling around poolside	<ul style="list-style-type: none"> The lifeguards are trained to hazard spot in their RLSS NPLQ, and take action when they notice hazards such as water pooling or object such as bags left on poolside. The poolside tiles have a non slip finish, In line with PWATG Guidance the pool surround is cleaned daily with a scrubber dryer. 	3	3	9	- To plan periodic slip tests to check for any deterioration in the tiles non slip finish	2	3	6	Lifeguards Site Services	At all times when the pool is open To ensure that the pools daily clean is carried out effectively.
Overcrowding	Bathers	Overcrowding restricts bathers movement and makes the pool harder to lifeguard	<ul style="list-style-type: none"> Whilst the safe bather load of the pool is 104, the maximum batherload included in the PSOP is 60, keeping to 10 bathers to a lane. The EAP for overcrowding advises the lifeguards to inform the Duty Manager if the bather numbers get to 50 so that action can be taken before it reaches 60. The lifeguards conduct regular headcounts to draw attention to bather numbers 	3	4	12	n/a	2	3	6	Lifeguards	At all times when the pool is open


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Fire	Staff, and Bathers	Burns or smoke inhalation	There is a separate fire risk assessment carried out regularly by a specialist contractor	2	5	10	n/a	1	4	4	Compliance Manager and Sports Operations Manager	Annual Reviews of the Fire Risk Assessment
Power Failure	Staff and Bather	Loss of lighting and the pools circulation pumps	There is an EAP for the staff to follow in case of the loss of power to the pool. It directs staff to close the pool	3	3	9	n/a	3	1	3	Lifeguards and Duty Manager	Close the pool on occurrence
Glare	Bathers	Glare could restrict the lifeguards view of the pool	Lifeguard Zone Visibility tests have been carried out and the lifeguard positions sighted in the locations which give them the best view of the pool.	2	4	8	LZVTs could be carried out from the perspective of there being a second lifeguard chair to see if it gives better coverage.	2	3	6	Lifeguards	Lifeguards to work in their correct positions
Confined Spaces	Contractors, Staff, and Bathers	When working in the balance tank of the pool air condition, access and egress, and communication are all compromised	There is a permit to work system in operation which checks the suitability of contractors, that their RAMS take into account the added hazards, and that their RAMS have been communicated to the technicians on site.	2	4	8	Sports Centres management to supply Estates Services with RAMS prior to any work being agreed. And to only allow access to the balance tank when the pool is closed to customers.	1	2	2	Sports Centres management	When work is required in the balance tank
Activity Hazards	Bathers and Staff	Different activities create different additional risks	Every activity which takes place in the pool will have an activity risk assessment which should consider the risks that activity brings for example appropriate coaches, or suitable participants or equipment.	3	4	12		2	3	6	Activity Organisers	To effectively assess their activity before it begins.

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<p>Assessment conclusion: (i.e. have all foreseeable hazards been identified and control measures put in place to ensure that the risk is as low as reasonably practicable, provided all additional control measures identified have been put in place?)</p>	<p><i>The risks associated with the provision of the swimming pool facility have been adequately identified using industry guidance such as HSG 179 and the PWTAG code of practice. The residual risk rating is at the highest 6 which the risk matrix below identifies as requires monitoring, and so I consider the risks to be suitably controlled.</i></p> <p><i>It is important to note as written above that there should be an activity risk assessment for each separate activity such as 'General Swimming' or 'Scuba Diving' which adds to this assessment to consider the specific risks each activity creates.</i></p>
<p>Signature of Line Manager / Competent Person:</p>	
<p>Review Date:</p>	<p><i>Sept 2021, or following any serious accidents or near misses, or following any changes to the pools design or operation.</i></p>

<p>Signature of Line Manager / Competent Person:</p>	
<p>Review Date:</p>	<p><i>Sept 2022, or following any serious accidents or near misses, or following any changes to the pools design or operation.</i></p>

Risk Matrix

		CONSEQUENCE				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
LIKELIHOOD	1 Rare	1 NO ACTION	2 NO ACTION	3 MONITOR	4 MONITOR	5 MONITOR
	2 Unlikely	2 NO ACTION	4 MONITOR	6 MONITOR	8 ACTION	10 ACTION
	3 Possible	3 MONITOR	6 MONITOR	9 ACTION	12 ACTION	15 URGENT ACTION
	4 Likely	4 MONITOR	8 ACTION	12 ACTION	16 URGENT ACTION	20 STOP
	5 Almost Certain	5 MONITOR	10 ACTION	15 URGENT ACTION	20 STOP	25 STOP

Risk = Likelihood x Consequence

Likelihood:

- 1 Rare - this will probably never happen
- 2 Unlikely - do not expect it to happen / recur but it is possible it may do so
- 3 Possible - might happen or recur occasionally
- 4 Likely - will probably happen / recur but it is not a persistent issue
- 5 Almost Certain - will undoubtedly happen / recur, possibly frequently

Consequence:

- 1 Insignificant – no or minimal injury / insignificant damage to equipment or property
- 2 Minor – minor damage to property, or minor injury or illness requiring minimal medical intervention
- 3 Moderate - injury requiring medical assistance and could result in time off work, damage to property requiring repair
- 4 Major – major injury or damage to property, leading to prolonged time off work, increased time in hospital, and likely prosecution
- 5 Critical – incident leading to multiple permanent injuries, irreversible health effects, or death. Permanent loss of facility, or persecution

Risk Factor / Residual Risk Factor:

- NO ACTION (1-2): No further action, but ensure controls are maintained and reviewed
- MONITOR (3-6): Look to improve at next review or if there is a significant change
- ACTION (8-12): Improve within a specified timescale
- URGENT ACTION (15-16): Take immediate action and stop activity if necessary; maintain existing controls rigorously

STOP (20-25): Stop activity immediately