

OXFORDSHIRE COUNTY COUNCIL - SCHOOL SWIMMING POOLS

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

MODEL RISK ASSESSMENT - SCHOOL SWIMMING POOL (OUTDOOR)

The **Risk Assessment** is to be signed by a senior member of the School Management Team and/or Governors, and must be reviewed, signed and dated on an annual basis.

The **Normal Operating Procedure** and **Emergency Action Plans** are compiled from the findings of a **Risk Assessment**, and therefore, there may be alterations that need to be made to meet individual schools' operations.

Once set and agreed, the **NOP** and **EAP** must be made available to all members of staff accompanying pupils to their school swimming lesson, and those who may be required to operate or manage the swimming pool and its use, and their understanding of its use be tested.

	Assessor and Date	Approval and Date	Adopted as School Policy and Date
Initial Risk Assessment:			
NOP/EAP:			
Review #1			
Review #2			
Review #3			
Review #4			
Review #5			

HAZARD FACTOR	PROBABILITY FACTOR	RISK FACTOR:
What hazards exist to health and/or safety? (Severity) The severity/type of the injury that is likely to be sustained: 1. Negligible injury 2. Minor injury 3. Major injury 4. Fatality 5. Multiple fatalities	What risks do they pose to employees and other persons? (Likelihood) The likelihood and/or frequency that an accident will occur. 1 Remote possibility 2 Unlikely 3 Possible 4 Very likely 5 Certainty	The product of the Severity Rating and the Likelihood Rating and gives a Risk Factor score out of 25. The higher the score the greater the priority for action. Hazard Factor X Probability Factor = RISK FACTOR

Likelihood v					
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
Severity >	1	2	3	4	5

The pool risk assessment checklist is based on the guidance on the Health and Safety Executive Book. Managing Health and Safety in Swimming Pools HS (G) 179.

A suggested Hazard score is included in brackets at the end of the hazard. Numbers over 7 need urgent action to eliminate the risk.

HAZARD	HAZARD FACTOR [1 – 5]	PROBABILITY FACTOR [1 – 5]	RISK FACTOR [1 – 25]	MEASURES THAT SHOULD BE IN PLACE TO REDUCE THE RISK FACTOR	ARE ADDITIONAL MEASURES NECESSARY
SCHOOL SWIMMING:					
Accident and Incident Prevention and Reporting:				All accidents, incidents and near misses reported in accordance with County Council procedures.	
				The pool rules are prominently displayed at two separate points in the pool hall/compound.	
				A notice is prominently displayed indicating that the pool must not be use if the bottom of it is not visible at all points.	
				All class sizes are within the Swim England Safe Supervision in Pools.	
Are employees competent to carry out their duties?				All staff who teach swimming in a shallow tank pool, have completed, as a minimum, Swim England Support Teacher of School Swimming Qualification	
				A minimum of one qualified NRASTC member of staff (risk assessment may result in more required) is on poolside at all times	
				There is a clear policy in place for adequate removal of a person with a suspected spinal injury from the pool.	
				A lifeguard chair is provided to give the lifeguard clear vision of all parts of the pool.	
Protecting children:				Children are monitored while changing.	
				All staff and observers have been DBS checked and formal checks have been made of the details of the hirer's Safeguarding policies.	
				If un-programmed sessions take place outside school swimming sessions (e.g. as hired sessions), procedures are in place for	

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Managing Un-Programmed Sessions, and external hirings:				monitoring weak swimmers and a minimum of one NPLQ qualified lifeguard is on poolside (risk assessment may result in more required)	
				There are procedures in place for the use of the pool by the public and the supervision of children under 8.	
Disabilities/Special Needs:					
				An individual written risk assessment has been drawn up for all users of the pool who have disabilities/special needs.	
Dealing with persons with special needs				If persons with special needs or mobility difficulties use the pool, suitable hoisting equipment is available and sufficient additional helpers will be present, including 1:1 supervision if required.	
Manual handling and lifting of persons				All persons involved in lifting persons with mobility difficulties in and out of the pool receive training and refresher training in Back Care and the use of the hoist, slings and other lifting equipment.	
				All hoists and slings are examined and inspected by a competent person every six months and records of these inspections are kept	
				All slings are cleaned and laundered regularly.	
				The emergency evacuation of this group has been considered and recorded in the Emergency Action Plan	
Epilepsy:					
				If the pool is used by persons with Epilepsy, there is a documented policy within the Normal Operating Procedure and Emergency Action Plan and the evacuation of this group has been documented within the Risk Assessment. Pupils with Epilepsy will require a 1:1 Spotter on poolside solely with this responsibility.	

POOL SECURITY:					
Can unauthorised persons gain access to the pool, or ancillary areas?				The pool is surrounded by a substantial fence at least 1.8 metres in height.	
				The fence is provided with a lockable gate and the gate and fence are in sound condition with no gaps or splinters visible	
				The pool compound is kept locked when not in use.	
				There a list of authorised key holders and an emergency key kept in a secure location which is known to authorised persons.	
				“Danger Deep Water” signs complying with the Safety Signs and Signals Regulations displayed on the pool hall walls.	
				The pool is protected by a CCTV camera	
POOL SURROUND AND BATHER CIRCULATION:					
Are there any structural or design conditions that could become hazardous?				Any steps in the pool compound (outdoor pools) must be in sound condition and highlighted with non-slip yellow paint.	
				Any flights of steps in the pool compound are provided with a handrail.	
				Any ramps in the pool compound are of a gradient less than 1 in 15.	
Are there any trip hazards?				All paving slabs in the pool compound are level, in sound condition (no cracks), adequately grouted, not slippery and are without weeds growing in the cracks between them	
Is there a risk of cross contamination from non-users?				Areas designated for bathers and areas designated for spectators are clearly separated and marked with a yellow line.	

				Any seating provided for spectators is in sound condition and positioned so it does not obstruct the view of the pool for supervisory teachers and lifeguards.							
Pool covers can present hazards.				The ends of the pool cover rollers are firmly secured in the supports so they cannot jump out.							
				The area around the pool cover rollers is marked "Out of bounds" to pupils.							
				Any protrusions from the pool cover roller mechanism which could cause injury to passers-by are covered, guarded or cordoned off.							
				A written manual handling risk assessment has been produced for the deployment and removal of the pool covers.							
				There is a written procedure in place for the regular cleaning of the pool covers and records are kept of when they are cleaned.							
				A winter cover is provided during the period when the pool is not in use to help keep it clean.							
Pool Signage: All safety signage must comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and made of robust weather resistant material. They should also be of an appropriate size to be visible from any position in the pool compound including to people with visual impairment.				<p>The exit from the pool compound is clearly signed with an approved sign.</p> <p>In pool halls which are used after lighting up time, emergency lighting is provided and is regularly checked.</p> <p>The following signs are prominently displayed in the pool hall / compound:-</p> <table border="1" data-bbox="1010 1193 1850 1259"> <tr> <td>"No Diving"</td> <td>"No Running"</td> <td>"No Bombing"</td> </tr> <tr> <td>"Shallow End"</td> <td>"Deep End"</td> <td>Pool water depth</td> </tr> </table>	"No Diving"	"No Running"	"No Bombing"	"Shallow End"	"Deep End"	Pool water depth	
"No Diving"	"No Running"	"No Bombing"									
"Shallow End"	"Deep End"	Pool water depth									

				In the case of a deep water pool, of variable depth and/or sudden slopes, a pool profile is clearly displayed at the side(s) of the pool with depths indicated.	
				The deep water area is clearly indicated to non-swimmers.	
				Pool Outlets:	
Is there a possibility of entrapment, or vortex formation?				All outlets are protected by a grille with a mesh size of less than 8mm to prevent entrapment, and are securely fixed to the outlet so that it cannot be removed.	
				There are at least two outlet grilles on each suction line to prevent excessive pressure causing entrapment if one is covered.	
				If there is only one outlet grille on a suction line, it is covered with a suitable grille to prevent entrapment and vortex formation if it is covered by a person's body. It has been tested in accordance with PAS 39: 2003, to ensure that there is no risk of hair entanglement.	
				The water velocity at the outlets is less than 0.5 metre/second.	
				PHYSICAL STRUCTURE:	
Pool Interior (Flooring/Lining)				There are no sharp or exposed edges to the tiled finish; nor broken or missing tiles, including at tile expansion joint positions.	
				The pool floor is in sound condition, free from abrasive surfaces, sharp edges and is not slippery.	
Pool Edge Definition:				The pool edge is well defined and colour contrasted with the pool surround or pool tank edge.	
Handrails and Rest Ledges:				Any rest ledges or handrails are secure and free from risk of limb entrapment.	
Pool Access Steps/Ladders:				Pool access ladders are securely mounted, free of excessive movement or gaps in which limbs could become entrapped.	

				The ladders are positioned to prevent risk of entrapment between the ladder and the poolside.	
Blind Spots:				Any concealed areas or blind spots are covered by existing lifeguard positions.	
				Where permanent starting platforms or underwater projecting features or fittings are fitted, adequate supervision and controls are in place.	
WATER TREATMENT SYSTEMS:					
Pool Plant Room Security					
Can the plant room be accessed by unauthorised persons?				The plant room door is robust and secure.	
				There is a list of authorised key holders and there is an emergency key kept in a secure location, which is known only to authorised persons.	
Is the plant room safe and secure?				The plant room floor is in sound condition, level, not slippery, unobstructed and clean. Any changes in level are clearly indicated.	
				The doorstep to the plant room is in sound condition and marked with yellow non-slip paint to make it clearly visible.	
				The plant room is well ventilated either by air bricks, grilles or by louvres in the door itself.	
				The door to the plant room can be fastened open, when in use, to facilitate good ventilation.	
				The plant room is lit with anti-corrosion, damp resistant lighting, and is decorated with a light coloured paint to enhance visibility.	

Plant Room Procedures:					
Is there any form of communication whilst in the plant room?				Emergency communication is available so that help can be summoned in an emergency.	
Is the operators protected from electricity?				The electrical supply to the plant room has been tested within the past year and a current test certificate or sticker is available.	
				All electrical switchgear and cables are protected from damage.	
Is the operator protected from chemicals.				A chemical spill kit is available in a holdall in an easily accessible location. A dustpan and brush for solids and a container with a lid to place spills in after clean-up is available.	
				Filter backwashing is only carried out at the end of the day when there are no implications for bathers and the bed has a chance to settle.	
				There are written procedures for changing the strainer baskets, and the full backwash procedure is displayed on the plant room wall	
Water Treatment Standards:					
Chemical safety				Circulation feeders are only used for the specific chemical and purpose they were designed for.	
				Chemical injection points and lines are clearly labelled and protected.	
				Acid and disinfectant points are, at a minimum, 1.5m apart.	
Ensuring the quality of pool water is fit for use.				A water test is taken at least every three hours each day. The first water test is taken prior to use of the pool every day.	
				Chemical levels are maintained in accordance with PWTAG recommendations.	
Bacteriological safety				Bacteriological testing of the pool water takes place to prevent risks from microorganisms, in accordance with PWTAG recommendations.	

Personal Protective Equipment:				<p>A holdall is provided for each operator to store their personal protective equipment.</p> <p>The following items of PPE are available to the pool operator:-</p> <ul style="list-style-type: none"> • A half face mask respirator, with (A1,B1,E1,K1,P3) cartridge(s) in good condition, still effective and in date • PVC gauntlets which fit the operator, in good condition, without holes and clean • Clean/transparent chemical goggles in good condition • A clean chemical proof apron or overall • Wellington boots that fit the pool carer • EN 149 2001 FFP2 toxic disposable toxic dust masks • Ear defenders are available • A first aid box is available in a prominent and readily accessible position and is adequately stocked with supplies that are in date. • An eyewash station, readily accessible to the plant operator and the eyewash bottles are in date 	
Pool Test Kit:					
Pool testing equipment				The pool test kit is kept in a known location where it is not likely to be accidentally damaged. It is kept clean and in good working order.	
				If a photometer is used, it has been calibrated within the past year and the calibration certificate is available.	
				<p>Adequate quantities of pool testing tablets are available and in date:-</p> <ul style="list-style-type: none"> • DPD No 1 • DPD No 3 • Phenol Red • Cyanuric Acid (if using chlorinated isocyanurates) • Total Alkalinity • Calcium Hardness 	
				A total dissolved solids meter available, and it has been calibrated within the past year.	
				A pool thermometer is available.	

Pool Test Records:					
Retention and availability of records.				An approved, standard form for recording pool chemical test records are used, and are kept in a safe place, plant room where they are not likely to be damaged by water. They are available for inspection.	
				Microbiological tests carried out by an independent approved UKAS registered contractor and the records are kept available for inspection.	
				All records are kept on file for at least five years.	
Pool Chemicals:					
Safety Data Sheets for Chemicals and Control of Substances Hazardous to Health (COSHH) Assessments				The operator is aware of all the chemicals used in the plant room and the hazards they present.	
				There is a written procedure for the handling and storage of pool chemicals.	
				There is an up to date inventory and location of all pool chemical stocks held.	
				Supplier's Safety Data Sheets are available for all chemicals stocked at point of use and in the school office.	
				COSHH Risk Assessments are available for all chemicals stocked at point of use and in the school office.	
Safe storage of chemicals				Chemicals are stored away from public areas and ventilation inlets.	
				Dry chemicals in storage are raised off the floor.	
				Pool chemicals are stored securely in a cool, dry, well ventilated place, and are protected from bright sunlight and heat sources.	

				Chemicals are stored in their original containers, clearly labelled with the name of the substance and the appropriate hazard warning sign.	
				Incompatible chemicals are stored in separate, lockable, clearly labelled, robust containers to minimise the chances of accidental mixing.	
				Any liquid chemicals stocks are banded against leaks with bands of capacity greater than 110% of the volume of liquid stored.	
				All chemical spillages are cleared up immediately.	
Disposal of chemical containers				Any empty chemical containers are stored safely and disposed of as soon as possible after they become empty.	
				Arrangements are in place for the safe disposal of any unwanted chemicals via a licensed waste contractor.	

NB. RISK ASSESSMENT IS A CONTINUOUS PROCESS – SIGNIFICANT CHANGES IN THE WORKING ENVIRONMENT REQUIRES A RE-ASSESSMENT OF THE WORK.

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Date of Review	Reviewed by	Approved by	Date of Approval

School	Name of Assessor	Position	Assessment Date
Approved by	Approval Date	Review Date	Assessment Reference No

Indoor/Outdoor Pool	Width	Depth	Principal Disinfectant