


**IMPORTANT** – please read this information before completing this risk assessment.

This is a generic risk assessment and **MUST** be adapted to reflect the significant hazards and control measures present in your establishment.

The control measures listed will not necessarily reflect those in all establishments and you **MUST** adapt it by adding (or removing) control measures as appropriate to your establishment.

If you need help to complete this risk assessment, please refer to HSA47 (Risk Assessment Arrangements) or telephone the Devon Health & Safety Service on 01392 382027.

	<b>Aveton Gifford C of E Primary School</b>	<b>Swimming &amp; Hydrotherapy Pool Risk Assessment</b>	<b>RAA26</b>
	<b>Fore Street, Aveton Gifford, Kingsbridge, Devon, TQ7 3EY</b>		
<b>Person(s)/Group at Risk</b>  Staff, Pool Users, Contractors, Pool Operators, Visitors and Community key holders		<b>Initial Assessment 29/04/21</b> <b>Review 29/04/22</b> <b>Following Incident</b>	
<b>Activity/Task/Process/Equipment:</b>  Swimming and Hydrotherapy Pools		<b>Date of Assessment 29/04/22</b> <b>Assessor(s) Fern de Beer, Sarah Drew and Alice Giles</b>	

**\*Items related to COVID-19 are added in Red.**

<b>Significant Hazard and possible outcomes/injuries</b>	<b>Control Measures in Place</b>
<b>Management Issues Section</b>  e.g. incompetence / unsafe practices / inadequate support /	<b>TRAINING</b> <ul style="list-style-type: none"> <li>▪ Specialist swimming instructor to assist with swimming lessons – Sarah Drew.</li> <li>▪ Teachers who take swimming lessons have a valid and up-to-date swimming qualification: Sarah Drew, ASA Level 2 and Swim Coach Level 1.</li> <li>▪ Training records are kept by Alice Giles, Administrator</li> <li>▪ Safety procedures discussed with pool users prior to swimming lessons. Resuscitation training is</li> </ul>



<p>Lifeguarding/spotting at the swimming pool</p>	<ul style="list-style-type: none"> <li>▪ The pool has no lifeguarding facility, so spotters are used.</li> <li>▪ The spotter has completed a minimum of First Aid with CPR training or Pool Resuscitation training. A spotter should be physically fit and capable of observing and reacting quickly to a situation in the pool.</li> <li>▪ There is always at least one spotter on duty at all swimming activities.</li> <li>▪ The spotter is by the pool side before pupils enter the pool area.</li> <li>▪ The spotter does not leave the poolside until all pupils have left the pool area.</li> <li>▪ The spotter's sole duty is to observe the pool and they will not become involved in assisting with other activities such as adjusting armbands or engaging in unnecessary conversation with other staff.</li> <li>▪ The spotter will always carry a whistle.</li> <li>▪ The spotter is physically fit and capable of retrieving someone from the pool.</li> <li>▪ The spotter is not included in the pupil teacher ratios.</li> </ul> <p><b>POOL USERS CONDUCT AND CLOTHING</b></p> <ul style="list-style-type: none"> <li>▪ Pool users do not enter the swimming pool area until the appropriately trained staff member is in position by the pool side.</li> <li>▪ Pool operating procedure displayed.</li> <li>▪ Pool conduct rules displayed</li> <li>▪ Safety procedures discussed with students prior to swimming lessons.</li> <li>▪ Students encouraged to report unacceptable behaviour.</li> <li>▪ All jewellery removed or made safe with plasters, etc.</li> <li>▪ No eating allowed on the pool safe</li> <li>▪ No running allowed in the pool area.</li> <li>▪ Students encouraged to shower and use the toilet before lesson.</li> <li>▪ Entry into water less than 1.5 metres is via the pool steps or from a sitting position.</li> <li>▪ Diving is not permitted as water depth is less than 1.5 metres.</li> <li>▪ Only suitable, close fitting swimwear worn. If any cultural requirements need to be taken into consideration, students to be restricted to shallow water until competent to swim with baggy clothing.</li> <li>▪ The school does not provide goggles for its pupils, they must bring their own to use. School staff cannot assist pupils with putting goggles on.</li> </ul>
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	<p><b>WELFARE / ACCIDENTS</b></p> <ul style="list-style-type: none"> <li>▪ Hot and cold water and hand cleaning materials available</li> <li>▪ Personal protective wear checked and cleaned regularly by Sarah Drew/Class Teacher</li> <li>▪ Appropriate first aid kit provided located on the wall of the sign in room.</li> <li>▪ First aid supplies maintained by Alice Giles, Administrator</li> <li>▪ Accidents are reported to the school office &amp; also entered in the accident book at the pool.</li> <li>▪ Health and safety discussed at the departmental meeting at least once a term.</li> <li>▪ Extra cleaning/sanitising for all equipment and touch points. Extra time will be given between each class for cleaning to be completed.</li> </ul>
<p><b>Environment and Services Section</b></p> <p>e.g. excessive noise / inadequate or excessive heating and ventilation / gas leaks / fire / slipping and tripping</p>	<p><b>FIRE / EMERGENCY EVACUATION / INJURY / SAFEGUARDING</b></p> <ul style="list-style-type: none"> <li>▪ Emergency action plan in place and staff trained in it.</li> <li>▪ Evacuate pool from main exit on to playground for registration.</li> <li>▪ Mobile phone/radio communication with pool leader to ensure immediate contact can be made from school to pool.</li> <li>▪ Floor and walkways always kept clear.</li> <li>▪ The pool lead will make all pupils and attendees aware of slip, trip and fall hazards.</li> <li>▪ All building users aware of evacuation procedures</li> <li>▪ Fire evacuation notices displayed in each area.</li> <li>▪ All emergency exits unlocked whilst pool is in use.</li> <li>▪ Fire fighting equipment available and checked annually.</li> <li>▪ Fire risk assessment includes the pool area.</li> <li>▪ Individual Pupil Emergency Evacuation Plans (PEEPs) are in place.</li> <li>▪ If a child is unresponsive, call 999 immediately.</li> <li>▪ If the pool is observed to be cloudy, no one is to enter until further investigation has taken place.</li> <li>▪ If human faeces are found in the pool it is not to be used/evacuated until the appropriate clean-up has taken place.</li> <li>▪ If blood enters the pool, evacuate, and evaluate.</li> <li>▪ If vomit enters the pool evacuate immediately/do not enter the pool.</li> <li>▪ cleaning materials located in sign in room to clean up contamination of floors.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ School to inform the Parish Council of all incidents immediately &amp; close the pool &amp; lock the gates until they have been informed corrective actions have been completed.</li> <li>▪ All teaching staff have a minimum of a Level 2 Safeguarding training.</li> <li>▪</li> <li>▪ The Designated Safeguarding Lead is Fern de Beer. The Deputy Safeguarding Lead is Sophie Pitman.</li> </ul> <p><b>SERVICES</b></p> <ul style="list-style-type: none"> <li>▪ The electrical supply to the pool is from the school's distribution board &amp; is RCD protected &amp; tested annually by the schools qualified electrical contractor.</li> <li>▪ All electrical systems at the pool are inspected annually prior to the pool opening by a NICEIC approved electrician, qualified to work on commercial installations.</li> <li>▪ Appropriate cleaning levels maintained (see hygiene below)</li> <li>▪ Floors are slip resistant.</li> <li>▪ Floors have ribbed plastic matting to prevent slips.</li> <li>▪ Any exposed edges to drainage, gullies are flush with floor.</li> <li>▪ Monitoring of cleaning regime is carried out by Peter Smith, Pool manager</li> <li>▪ Steps into the pool have slip resistant surfaces and/or handrails to both sides.</li> </ul>
<p>... [delete where not applicable] ...</p> <p><b>Substances (COSHH) Section</b></p> <p>e.g. burns / fire / skin irritants / inhalation / incompatible materials / Inadequate storage</p>	<p><b>SUBSTANCES</b></p> <ul style="list-style-type: none"> <li>▪ All hazardous substances stored and used only in accordance with manufacturer's recommendations.</li> <li>▪ Inventory kept of all substances in the Health &amp; Safety file in the Sign in Room.</li> <li>▪ All substances kept to a minimum.</li> <li>▪ All containers clearly labelled.</li> <li>▪ All substances stored locked away in the plant room. 2 key holders, Peter Smith &amp; Colin Pearson</li> <li>▪ All liquid chemicals stored within spill containment trays.</li> <li>▪ Data sheets available in the Health &amp; Safety File in the sign in room for all substances classed as hazardous under COSHH.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Risk assessments available for all substances classed as hazardous under COSHH which are kept in the Health &amp; Safety file in the Sign in Room for easy access.</li> <li>▪ Appropriate personal protective equipment worn when handling and using hazardous substances.</li> <li>▪ Pool operator staff provided with appropriate personal protective equipment, including arm length gloves, full face visor, FFP3 face mask &amp; Full-length apron.</li> <li>▪ Pool operator staff trained in the safe use of pool chemicals.</li> <li>▪ Peter Smith &amp; Colin Pearson have received guidance from Harris Pools technicians on the safe use of pool chemicals.</li> <li>▪ Peter Smith &amp; Colin Pearson have signed that they have read &amp; understood the following documents prior to opening the pool. COSHH Risk assessment, Safe use of pool chemicals, Pool Chemical Balance.</li> </ul>
<p><b>General Pool and Safety Equipment Section</b></p> <p>e.g., drowning due to lack of equipment</p>	<p><b>EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>▪ Staff will sanitise used equipment after each lesson.</li> <li>▪ Pupils will not share equipment during a lesson.</li> <li>▪ Life-saving equipment and buoyancy aids available poolside.</li> <li>▪ Staff trained to use lifesaving equipment.</li> </ul> <p><b>EMERGENCIES</b></p> <ul style="list-style-type: none"> <li>▪ Telephone access to emergency services at all times by the school office.</li> <li>▪ Teaching staff/ responsible adult must have a mobile phone with them at the pool side.</li> <li>▪ Pool Post code, Emergency Services TQ7 4JE</li> <li>▪ First aid is readily available in the staff room and the Den.</li> </ul> <p><b>GENERAL</b></p> <ul style="list-style-type: none"> <li>▪ Pool depth shallow end, 0.84 metres 10% gradient to 1.2 metres at deep end indicated by means of signs at each end of the pool.</li> <li>▪ Pool dimensions 12 metres by 5 metres</li> <li>▪ Pool grilles have apertures that prevent limbs and fingers from being trapped.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Doors to pool areas kept always locked that staff are not present poolside.</li> <li>▪ Unauthorised access to the pool is prevented by locked gate. Only key holders are permitted to use the pool.</li> </ul>
<p><b>Hygiene and Maintenance Section</b></p> <p>e.g., infections, skin irritation and burns from inappropriate chemical water treatments.</p>	<p><b>HYGIENE</b></p> <ul style="list-style-type: none"> <li>▪ Peter Smith (Pool Manager) &amp; Colin Pearson (Pool Operator) have received practical on-site training from technicians at Harris Pools &amp; are trained, competent &amp; experienced in the safe and correct use of pool chemicals.</li> <li>▪ Pool must not be used unless water is sufficiently clear to ensure that the pool bottom is visible at all depths.</li> <li>▪ The testing of the swimming pool water carried out each morning by Colin Pearson (Pool Operator) and records of daily tests, kept in the plant room.</li> <li>▪ Record sheets are inspected weekly by Peter Smith (Pool Manager)</li> <li>▪ Water temperatures checked daily by Colin Pearson and maintained between 21 to 29 degrees. (this is an outdoor pool with hot water solar heating. Temperatures will fluctuate during the swimming season &amp; the decision to swim is up to the discretion of the responsible person present.</li> <li>▪ Hand dosing pool chemicals will not normally be carried out as automatic dosing equipment is in use. There is a notification board clearly displaying the time chemicals are added. Hand dosing will only be carried out if automatic equipment fails, while the pool is empty, and at least one hour before pool use.</li> <li>▪ Pool water treatment to comply with the recommendations of the Pool Water Guide</li> <li>▪ Long hair is tied up by pool users before entering the pool area.</li> </ul> <p><b>MAINTENANCE</b></p> <ul style="list-style-type: none"> <li>▪ Peter Smith (Pool Manager) &amp; Colin Pearson (Pool Operator) have received practical on-site training from technicians at Harris Pools on the safe operation &amp; maintenance of pool equipment.</li> <li>▪ Checks carried out daily by Colin Pearson on pumps, filters &amp; chemical dosing equipment.</li> <li>▪ All equipment used appropriately as recommended by the manufacturers.</li> <li>▪ Pool, buildings, machinery &amp; plant room checked weekly and inspection records maintained by Peter Smith, Pool Manager.</li> </ul>



	<ul style="list-style-type: none"> <li>▪ Regular cleaning and any necessary replacement of light bulbs and fluorescent tubes to ensure adequate lighting systems.</li> <li>▪ Electrical installations inspected and tested every year in accordance with BS 7671. Date of next inspection 27<sup>TH</sup> May 2021 prior to opening the pool.</li> <li>▪ RCD check every 3 months, daily if Portable Electrical Equipment is used. By Peter Smith.</li> <li>▪ Isolation switches fitted to enable parts of installation to be disconnected from the supply for maintenance purposes.</li> <li>▪ Floors kept cleaned and loose tiles repaired or replaced immediately.</li> <li>▪ Pool water quality checked by Harris Pools at the start of the swimming season for Hardness, Total Alkalinity, non-dissolved solids, metal, Chlorine, Phosphate.</li> <li>▪ Adjustments to pool chemistry made to bring all chemicals within the optimum levels prior to opening the pool.</li> <li>▪ Backwashing done every week, more frequently during heavy use.</li> <li>▪ Pool vax cleaning done every week.</li> <li>▪ Automatic dosing plant functional check daily &amp; inspected weekly.</li> <li>▪ Pool plant daily record sheets are kept. Measurements recorded are Ph, Cl, chemicals added, actions taken &amp; water temperature.</li> <li>▪ If readings indicate that the pool chemistry is out of balance the pool will be closed, access gate locked &amp; school &amp; community users informed until corrective actions have been completed.</li> </ul>
<p><b>Hiring pool to other user's section</b></p> <p>e.g., unfamiliar building users</p>	<p><b>GENERAL</b></p> <ul style="list-style-type: none"> <li>▪ There are only two groups permitted to use the pool. The school where trained specialist teaching staff are present. In addition, &amp; out of school hours a community group of approximately 40 keyholders who have been trained in pool side resuscitation &amp; have signed the terms &amp; conditions &amp; are aware of the following:</li> <li>▪ Permitted hours of use. {outside school hours only}</li> <li>▪ The pool is not lifeguarded.</li> <li>▪ Children must be supervised by an adult who has received emergency pool side first aid training.</li> <li>▪ For children under 8 years there must be one adult over 18 years at or in the pool for every 2 children.</li> <li>▪ Adults must have a mobile phone with them at the pool for possible emergency use. Pool post code TQ7 4JE.</li> </ul>



**Assessor's Recommendations - Additional Control Measures or Actions**

Section	List Actions / Additional Control Measures	Date action to be carried out	Person Responsible

**Signed by Pool Manager**.....

**Date**.....

**Signed: Principal/Head of Department** .....

**Date**.....

The outcome of this assessment should be shared with the relevant staff.  
 A copy of the completed assessment to be kept on file and copied to the Health and Safety Co-ordinator