

## Risk Assessment Form

**NAME OF CLUB:** Ashurst Bike Club (ABC)

Session: Saturday Morning Structured Swim

Venue: Selwyn Jones Leisure Centre

Name and position of person doing check: Matt Shillabeer (Assistant Club Coach)

Date of check: **15 March 2008**

### General Information

- The pool is operated under the 'St Helen's Council Leisure Investment Services' Department's 'Code of Safe Working Practice for Swimming Pool Supervision – Jan 2008' – [This is available for viewing on request from ABC or Selwyn Jones Leisure Centre Staff.](#)
- Each ABC session will have a lifeguard provided by the leisure centre - The lifeguard will be trained in accordance with the RLSS Pool Lifeguarding Manual and hold the 7<sup>th</sup> Edition RLSS UK/ISRM National Pool Lifeguard Qualification. This covers:-

#### Knowledge

- The role of the lifeguard
- Scanning
- Observation and safety supervisory skills
- Water safety
- Accident prevention
- Bather behaviour and casualty recognition
- Principles of water rescue and progressive rescue skills
- Principles of resuscitation
- Drowning and choking
- Spinal injuries
- Epilepsy
- Diabetes
- Asthma
- Heart attack
- Stroke
- Head injuries
- Shock
- Burns and scalds
- Insect bites and stings

#### Practical Skills

- Use of a reaching pole and torpedo buoy
- Wading rescues
- Suspected spinal injury rescues
- Unconscious casualty rescue
- Fitness training

## ABC - RISK ASSESSMENT-Pool Swim Venue

- Resuscitation using manikins
  - Bandaging skills
- The pool is all managed in accordance with the Health & Safety Executive's (HSE) 'Managing Health & Safety in Swimming Pools (HSG179)' (attached).

### Playing/training area

- Check that the area and surroundings are safe and free from obstacles.
- Is the area fit and appropriate for activity? **Yes**
- Identified Hazard / Control Measure:-
  - Kick boards and pull buoys kept on side of pool once session has commenced / swimmers to be aware of potential slip and trip hazards ensure floats are stacked when not in use and pull buoys kept directly away from pool edge.

### Equipment

- Check that it is fit and sound for activity and suitable for age group/ability.
- Is the equipment safe and appropriate for activity? **Yes, pull buoys and kick boards are provided by Selywn Jones or by individual swimmers. Hand paddles and other equipment may be brought and used by individual swimmers. No equipment available for use is owned by ABC.**

### Performers

- Check that the attendance register is up to date with medical information and contact details. Check that performers are appropriately attired for the activity.
- Is/are the register(s) in order? **Yes, the attendance register taken at start of session when monies are paid. All information on session is available in advance on the ABC website. Newcomers are given a brief introduction to the session and any medical conditions are disclosed.**
- Are performers appropriately attired and safe for activity? **Yes.**

### Emergency points

- Check that emergency vehicles can access facilities, and that a working telephone is available with access to emergency numbers.
- Are emergency access points checked and operational? **Yes, this is the operational requirement of the Selwyn Jones Staff under their normal operating procedures. Emergency points are highlighted later in this document in the attachments.**
- Is a working telephone available? **Yes, provided by the leisure centre.**

### Safety Information

- Check that evacuation procedures are published and posted somewhere for all to see – **available for viewing at the centre and covered within the code of working practice.**
- Ensure that volunteers and staff have access to information relating to health and safety – **not applicable, staff provided by Selwyn Jones Leisure Centre.**

ABC - RISK ASSESSMENT-Pool Swim Venue

- Are emergency procedures published and accessible to those with responsibility for sessions in the club? **Yes, basic information included in this document and also available with ABC and from Selwyn Jones Staff.**

**Final Remarks**

- Does the club need to take any further action? **No**

Signed:



Name: Matt Shillabeer.....

Date: 15 March 2008.....

**Attached:-**

1. Excerpt from 'St Helen's Council Leisure Investment Services' Department's 'Code of Safe Working Practice for Swimming Pool Supervision – Jan 2008'
2. HSE - 'Managing Health & Safety in Swimming Pools (HSG179)

**Section**

**Site Specific Information / Maps**

**SELWYN JONES SPORTS CENTRE**

Ashton Road, Newton le Willows  
WA12 0AG

**FACILITIES**

- 1 large pool
- 1 fitness suite
- 1 sportshall
- 1 artificial turf pitch
- Sauna / Steam room
- 1 training
- 1 sales office

**SWIMMING POOL INFORMATION**

- Large pool - 25 metres x 12 metres  
1.00 metre in shallow end to 2.00 metres deep end

**FIRST AID**

- Located - The first aid room is situated within the pool side corridor leading to both wet side changing rooms area. As you enter the corridor from the poolside area the first aid room is located within the first room on the right hand side.
- Provisions - Hand basin with hot and cold water  
Examination couch / telephone  
General first aid box - i.e. plasters, bandages, etc.
- Equipment - 2 blankets / pocket mask  
Plastic aprons and gloves  
Insulating space blankets  
Spine Board  
Sharps Box /Body fluids disposable kit
- First aiders - Present on site at all times

**First Aid Box Locations**

- |                   |                    |
|-------------------|--------------------|
| Reception (2)     | First Aid Room (2) |
| Fitness Suite (1) | Duty Office (1)    |
| Staff Room (1)    | Filter Room (1)    |

**RESCUE EQUIPMENT**

- Type - 4 x rescuing poles / ropes  
1 x lifesaving ring with pool  
1 x lifesaving hook with pool  
Telephone  
1 x horse shoe
- Locations - around pool hall

**ALARMS**

<u>Type</u>	<u>Location</u>	<u>Number</u>	<u>Sound</u>
Panic (Pool emergency)	Large pool	4 (four)	Bell (code blue)
Panic Emergency	fitness suite	1 (one)	Bell (code red)
Panic	Reception desk	1 (one)	Silent (999 connected)
Panic	Sales Office	1 (one)	Bell (code yellow)
Fire	Throughout facility	13 (thirteen)	Pulsating siren
Panic	Dry disabled changing	1 (one)	High pitched continual sound
Panic	Astro disabled changing	1 (one)	High pitched continual sound
Panic	Wet disabled changing	1 (one)	High pitched continual sound
Panic	Suana / Steam room	1 (one)	High pitched continual sound

**EMERGENCY EXITS**

There are 9 emergency exit doors:

- Locations
- Within the sportshall area - cricket net end
  - Within the sportshall - main dividing net end
  - By staff changing room areas - this particular exit leads to the bus terminal on the side of the facility
  - Within the main corridor leading to the synthetic pitch area
  - Within the fitness suite area - towards the rear of the room
  - Pool hall - deep end / Pool hall - shallow end
  - Pool corridor leading from both the wetside changing rooms
  - Within the main Reception area, next to the double entrance doors leading to the Sportshall area
  - Filter room - exit to car park

**FIRE EXTINGUISHERS**

There are 9 fire extinguishers:-

- Locations
- 1 x Water - located next to all weather pitch / fire exit door
  - 1 x Water - Next to sports hall equipment entrance door
  - 1 x Water - located within dry side changing area corridor - near main reception area
  - 1 x Water - located within main reception area - near sportshall double doors
  - 1 x Water - located within pool hall area - deep end next to single fire exit door
  - 1 x Co2 - located with air handling room - above dry side area of facility
  - 1 x Co2 - located within air handling room - above reception area of facility
  - 1 x Co2 - located within reception are - next to old sunbed room
  - 1 x Co2 - located in the corridor outside the Duty Managers Office and staff room

NORMAL OPERATING PROCEDURES

Inflatable Fun Session

When the Inflatable fun session is in operation a minimum of 4 lifeguards shall be on duty on the pool side at any one time.

- Lifeguard positions - 1 in the opposite the observation chair
- 1 at the deep end of the pool
- 1 monitoring the start of the pool inflatable

(Note - Depending on age group and ability at the discretion of the Duty Manager, repositioning of lifeguards)

Potential Hazards (Risk area)

Action

The entrance passage from the changing rooms to the poolside has previously become rather slippery.

Handrail now in position to aid customers.

Lane rope storage reels are stored at the deep end of the pool.

Whilst putting the equipment away the reels should be positioned directly against the wall and the gate fitted across balcony to prevent any public access.

Entrance to the deep end of the pool can be gained via the swimming pool balcony

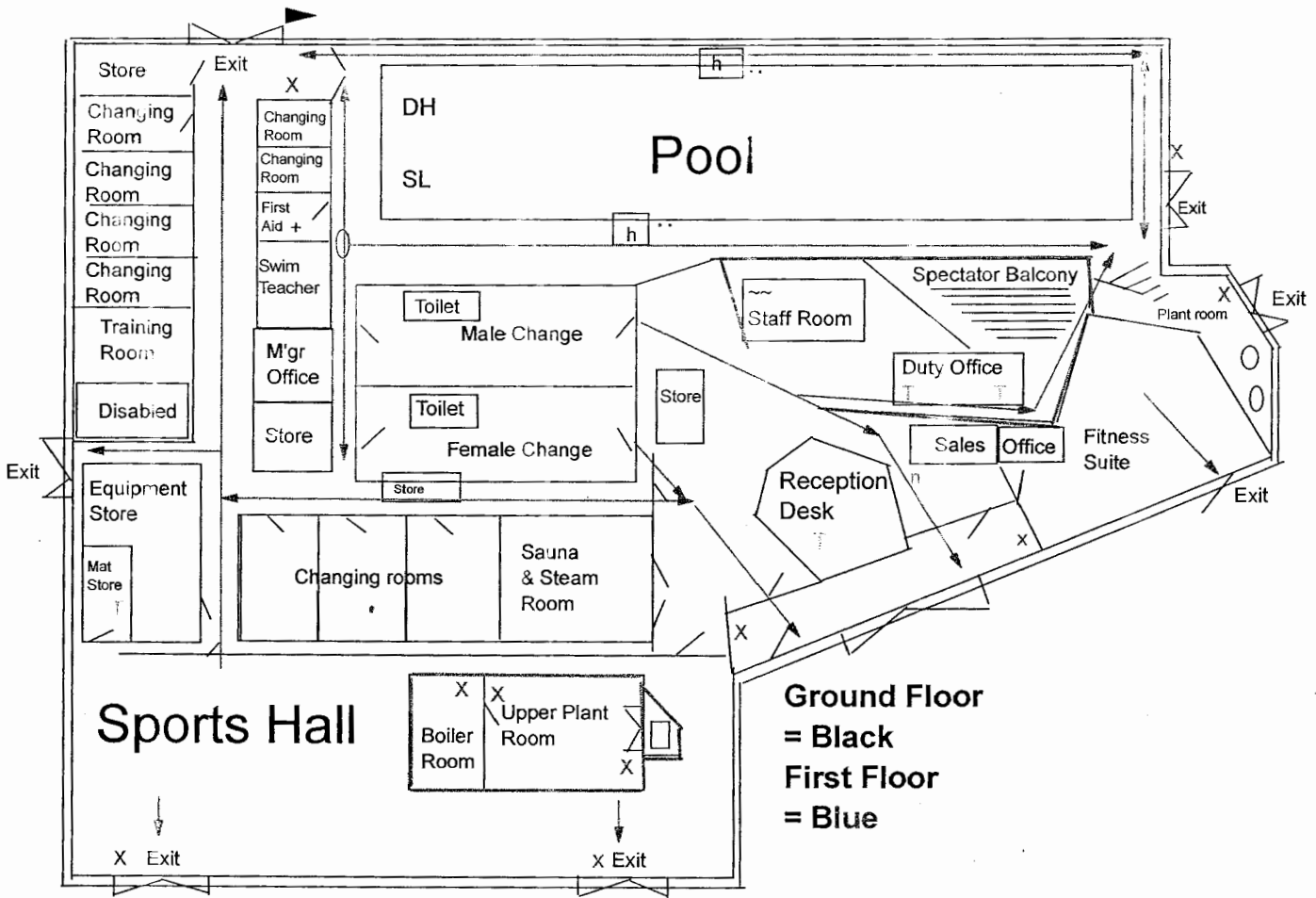
A large notice is displayed warning customers of "Deep End". Lifeguards appraised of potential hazard and instructed to be vigilant. Also a " No entrance " sign has been placed on the balcony gate.

Entrance to the shallow end of the pool can be gained via the pool

A large notice is displayed warning of " Shallow End" Lifeguards appraised of potential hazard and instructed to be vigilant. A smaller notice is also displayed saying " No Diving " is allowed.

Swimming lessons & school lesson equipment.

All equipment that is not in use, is stored safely in storage cages, all staff appraised that equipment is stored away accordingly.



**Assembly Point = Car Park**

Exit route direction = -----

Fire Blanket .....	~
Disabled Hoist .....	DH
First Aid Room .....	+
Fire Hose .....	@
Fire Alarm Point .....	X
Pool Alarm Point .....	"
Fire Extinguisher .....	2
Fire Alarm Control Panel .....	n
Internal Phones .....	T
Pool Observation Chair .....	h
Inflatable Slide Position .....	SL
Emergency Exits .....	Exit
Assembly Point .....	AP
Emergency Shelter .....	ES
Exit Routes.....	-----



# Managing health and safety in swimming pools (HSG179)

## How does it apply to non-standard facilities?

The guidance in HSG179 is aimed primarily at swimming pools, but it also covers paddling pools, segregated areas of rivers, lakes and the sea, and other non-standard facilities. We have prepared this note to clear up any uncertainty over just how the guidance applies to such facilities. We do not want unnecessary precautions to cause people, including children, to miss out on opportunities for fun and healthy exercise.

## What does the law say?

Paragraphs 15 - 41 of HSG179 summarise the health and safety legislation with which all pool operators must comply. There are no specific health and safety regulations governing swimming pools (or paddling pools and other non-standard facilities). As far as public safety is concerned, Section 3 of the Health and Safety at Work etc Act 1974 requires employers to conduct their undertaking in such a way as to ensure, so far as is reasonably practicable, that the public is not exposed to risks to health and safety. This general duty is supplemented by the requirement under regulation 3 of the Management of Health and Safety at Work Regulations 1999 that employers make a suitable and sufficient assessment of the risks to members of the public to help decide what measures need to be taken. The law does not prescribe what control measures would be reasonably practicable in each and every case. That is a judgment that has to be made by individual operators on the basis of the particular risks, which they are best placed to assess. The overarching duty is to prevent exposure to risk so far as is reasonably practicable. This does not mean operators should incur disproportionate costs in implementing measures that anticipate relatively remote risks.

## What is the status of HSE's guidance?

HSG179, like other HSE guidance, is not a compendium of legal requirements. It is simply intended to help pool operators meet the goal-setting requirements described above. Following the guidance should ensure that you are complying with the law, but it is not compulsory and other action can be taken to achieve compliance. HSG179 necessarily covers a wide range of facilities and the circumstances in which they can be used. Clearly, not all the advice given can sensibly be applied in all those situations. In particular, it would be a matter for concern if access to facilities, such as free-standing paddling pools or open-water swimming pools, were being restricted because of a mistaken assumption that control measures generally applicable to conventional pools should be applied as a matter of course to such other facilities. The rest of this note addresses some of the questions that have arisen about these facilities and indicates which parts of the guidance are generally relevant and which are less so. It must be emphasised that, in all situations, the pool operator is responsible for carrying out a suitable and sufficient risk assessment and taking the precautions necessary to protect the public as far as is reasonably practicable. Saying that part of the guidance is not generally relevant to any facility other than a conventional swimming pool means that the specific advice in that part, especially the control measures discussed, are targeted at 'normal' swimming pools and unlikely to be relevant to other facilities. It does not mean that an operator can omit necessary elements of the risk

assessment. If the assessment indicates that control measures not normally applicable in a non-conventional situation are appropriate in a given case, they should be applied.

### **Does HSG179 apply to paddling pools?**

Yes - but how much of it is relevant depends on the particular circumstances. Where a paddling pool is part of a swimming facility, it should be included in the pool safety operating procedure for the entire complex, and most of HSG179 would be relevant. Where, however, a paddling pool is free-standing, eg in a park, then much less of the general guidance will be relevant. The sections on 'General management of health and safety' and 'The practicalities of managing health and safety' should be read carefully, but the remainder of the guidance, apart from the specific advice in paragraph 264, is unlikely to be relevant.

### **Is continuous water filtration and dosing required for free-standing paddling pools?**

This is not generally necessary. However, much will depend on what the risk assessment shows to be necessary to ensure adequate hygiene - manual disinfection may well be appropriate in some circumstances.

### **Should free-standing paddling pools be emptied and cleaned each day?**

Not necessarily. As with disinfection procedures, it will depend on the risk assessment.

### **Does HSG179 apply to swimming in open water, eg a lake or a pond, which is not maintained as a swimming facility?**

No. It only applies where swimming is actively encouraged. If people choose to swim in open water where swimming is not actively encouraged, it is reasonable to assume that they take appropriate personal responsibility for their own safety.

### **Does HSG179 apply to tidal pools and similar facilities where swimming is actively encouraged?**

Yes, but not all parts are equally applicable. The sections on 'General management of health and safety' and 'The practicalities of managing health and safety' are generally relevant. Most of the advice in the section on 'Physical environment' will not be relevant to naturally occurring features. However, you should take account of the guidance on man-made features, eg paragraph 87 on the design of steps and ladders, paragraph 101 on diving platforms, and paragraph 104 on water slides. Much of the section on 'Supervision arrangements to safeguard pool users' is relevant, but Table 2 (lifeguard numbers) and Figure 3 (continuous/occasional pool supervision) have been drawn up for standard, man-made pools. The remaining sections are largely irrelevant to open-water facilities.

### **Is continuous poolside supervision by lifeguards always required when the criteria set out in the flowchart at Figure 3 are met?**

No. This is a matter that must be considered as part of the risk assessment for any pool. The key advice is that given in paragraph 186 to 189, and Figure 3 should be read as a complementary illustration of that advice. Paragraph 187 sets out the criteria that would normally determine whether there should be continuous supervision. However, these are strong recommendations and not absolute requirements - there may be circumstances in which a risk assessment shows that, despite one or more of those criteria being met, people can swim safely without continuous supervision.

### **And finally...**

Sensible health and safety is about managing risks and not eliminating them. Proper risk assessment should result in precautions appropriate to the particular circumstances.