

LTA Swimming Pools and Spas (Basic)

Any water hazard presents a greater degree of injury, either from drowning, slipping, or illness caused by contamination. It is essential that you have the appropriate procedures and maintenance programmes in place to ensure that the risks of injury are managed as well as possible. If you are operating a pool or spa as part of your club then you must comply to the relevant statutory requirements detailed in the Health and Safety Executive guidance documents - These include "HSG179 Health & Safety in Swimming Pools", "HSG282 The control of legionella and other infectious agents in spa pool systems".

If you hire a pool as part of a facility you are using, you should always ensure that you have a comprehensive hire agreement in place that details the responsibilities of both the landlord and the hirer. This assessment is for guidance purposes and it is advised that you complete a full and thorough risk assessment of your own pool and water based activity areas.

Even where the hazards are the same, the control measures you adopt may have to be different from those in the examples, to meet your particular needs.

FACILITY OWNER SPECIFIC

Q1 Are you the Facility Owner?

- YES NO

Q2 Does the club adhere to the legal requirements allowing them to operate pools and spas (HSG179 and HSG282 requirements)?

- (YES) - The club has made parents aware of the changing room policies and code of conduct, including clear guidance relating to parents responsibilities and supervision of their children (either by themselves, or by others).
- (NO) - In order to operate facilities such as pools or spas the club must adhere to the requirements of the Health and Safety Executive. For pools and spas this is covered within the HSG179 and HSG282 documents. Managing staff must ensure that they have read and comply with the requirements of these documents.

Q3 Does the club have / have access to (If the pool is hired) the Pool Standard Operating Procedures (PSOP) and Emergency Action Plan with training given to the relevant staff who are responsible for the operation, maintenance and management of the pools?

- (YES) - The club has access to the Pool Standard Operating Procedures and Emergency Action Plan and training is given to the relevant staff who are responsible for the operation, maintenance and management of the pools. This training is recorded.
- (NO) - Pools and spas should have a comprehensive Pool Standard Operating Procedure (PSOP). These documents must be shared with relevant staff to ensure the smooth operation of the pool and safe use of the pool by all who are able to access and use the facility. A PSOP consists of the Normal Operating Plan (NOP) and the Emergency Action Plan (EAP) for the pool, changing facilities and associated plant and equipment. The NOP sets out the way a pool operates on a daily basis, including details of the layout, equipment, manner of use, user group characteristics etc. The EAP gives specific instructions on the action to be taken, by all staff, if there is an emergency. Staff affected by the use of pools or who are responsible in any way for the operation, maintenance, or management of pools must be given training on the pools operation. This training is to be recorded.

Q4 Is there regular, documented cleaning programmes in place to ensure that hygiene standards are met and maintained?

- (YES) - Cleaning programmes are in place to ensure that hygiene standards are met.
- (NO) - Hygiene standards should be agreed and documented and actions taken to maintain these standards (such as cleaning) these actions should be documented.

Q5 Is there a documented maintenance programme in place to ensure that tiles, floors, and anti-slip surfaces are in good condition?

- (YES) - There is a documented maintenance programme in place to ensure that tiles, floors and anti-slip surfaces are in good condition.
- (NO) - There should be a comprehensive maintenance schedule in place for all areas of the pools including the plant room and surrounding areas. This programme should be documented, and actions completed should also be recorded.

Q6 Are staff trained on COSHH regulations to ensure that all cleaning substances are used, handled, and stored correctly and safely?

- (YES) - Staff are training on COSHH regulations to ensure that cleaning substances are used, handled and stored correctly.
- (NO) - Only approved products should be used in the cleaning of pools and surrounding areas. This should be documented within the Pool Operating Safety Procedures (PSOP) as well as within cleaning schedules and programmes. Staff should be trained on safe COSHH practices and this should be monitored regularly.

Q7 Are chemicals controlled in line with COSHH requirements including procedures in place to deal with any chemical spillage?

- (YES) - Chemicals are controlled in line with COSHH requirements including procedures in place to deal with chemical spillage.
- (NO) - Facility operators must adhere to the requirements for the use of chemicals as identified by the Control of Substances Hazardous to Health regulations. Staff must be made aware of and trained on the safe use of chemicals as well as procedures in the event of a spillage or leak of dangerous chemicals.

Q8 Are stringent procedures in place for the checking and maintenance of good levels of water quality?

- (YES) - Checks are carried out in line with PSOP and legal requirements. These checks are recorded and staff are trained on the actions required in the event that water quality is low.
- (NO) - All waters should be checked regularly in line with the facilities Pool Operating Safety Procedures (PSOP) and legal requirements (See HSG179 and HSG282). Checks should be recorded, and staff trained on the actions required in the event that water quality is identified as low quality or outside of the required safe levels for chlorine and other contaminants.

FACILITY OWNER SPECIFIC CONTINUED

Q9 Does the club adhere to the legal requirements allowing them to operate pools and spas (HSG179 and HSG282 requirements)?

- (YES) - The club has made parents aware of the changing room policies and code of conduct, including clear guidance relating to parents responsibilities and supervision of their children (either by themselves, or by others).
- (NO) - In order to operate facilities such as pools or spas the club must adhere to the requirements of the Health and Safety Executive. For pools and spas this is covered within the HSG179 and HSG282 documents. Managing staff must ensure that they have read and comply with the requirements of these documents.

Q10 Is suitable security in place to prevent the unauthorised access or use of the facility?

- (YES) - Suitable security is in place to prevent access by unauthorised persons. These details are set out in the PSOP.
- (NO) - Pool areas must not be accessible by unauthorised persons. Measures to control access might be locking of doors, restrictions on users by time/type, keypads, swipe cards etc. Details of security and methods should be included within the Pool Safety Operating Procedures. Details of how to manage unauthorised users must be included within the pools Emergency Action Plan.

Q11 Plant Room - Is access restricted to authorised staff in these areas?

- (YES) - Access is restricted to trained staff and processes are in place to prevent unauthorised access.
- (NO) - Plant rooms should only be accessed by trained staff, clubs should ensure that they cannot be accessed by unauthorised staff, club users, or members of the public.

Q12 Plant Room - Are documented programmes and procedures in place for machinery use, maintenance and repair etc.? And training given on their use?

- (YES) - Programmes and procedures are in place for machinery use, maintenance and repair. Training is given on their use.
- (NO) - The plant room must be included within the Pool Operating Safety Procedures (PSOP) and Emergency Action Plan and staff responsible for any type of work within them should receive regular and documented training on their use.

Q13 Plant Room - Is safety equipment included in the regular maintenance schedules and checks?

- (YES) - Safety equipment is included in the regular maintenance schedules and checks.
- (NO) - Safety equipment should be included in regular maintenance schedules and checks to ensure it remains effective for use.

Q14 Is safety equipment included in the regular maintenance schedules and checks?

- (YES) - Safety equipment is included in the regular maintenance schedules and checks.
- (NO) - Safety equipment should be included in regular maintenance schedules and checks to ensure it remains effective for use.

Q15 Is the fire alarm inspected and serviced by a qualified engineer annually?

- (YES) - The fire alarm is inspected and serviced by a qualified engineer and records are retained.
- (NO) - Regular recorded checks and any required maintenance should be carried out by a competent person. Tests and drills should also be carried out to confirm procedures are effective.
- NOT APPLICABLE

POOL MANAGEMENT & MAINTENANCE

Q16 Are any electrical items that are used on poolside low voltage, or used with an RCD waterproofed protected supply?

- (YES) - All electrical items that are used on poolside are assessed and confirmed as low voltage, or used with an RCD waterproof protected supply.
- (NO) - Water and electricity are dangerous when mixed. Only items that have been approved, are specifically designed for use in poolside environments, or have the required level of safety restrictions in place should be allowed and used in these areas. This should be assessed by a competent person. Staff should be made aware of restrictions as well as being provided with a list of any equipment that has been passed as safe to use, including instructions for their use.

Q17 Is access to store rooms, cleaning areas and other staff specific locations restricted to authorised staff?

- (YES) - Access to store rooms, cleaning areas and other staff specific locations is restricted to authorised staff.
- (NO) - Access to restricted areas should be controlled at all times by the operator. Hirers and staff should check participants cannot gain unauthorised access to any restricted areas. Rooms can be secured in a variety of methods including locks, swipe cards, keypads etc.

Q18 Is there an agreed process for the locking of doors during opening times?

- (YES) - There is an agreed process for the locking of doors during opening times.
- (NO) - Hirers and staff should check participants cannot gain unauthorised access to any restricted areas. Rooms can be secured in a variety of methods including locks, swipe cards, keypads etc.

LTA Swimming Pools and Spas (Basic)

POOL MANAGEMENT & MAINTENANCE CONTINUED

019 Are entries, exits, emergency exit routes and exit doors clearly identified and in good working order?

- (YES) - Entries, exits, emergency exit routes and exit doors clearly identified and in good working order.
- (NO) - Emergency exits should be clearly marked and should be available for use at all times. Emergency exits should not be locked or be obstructed by items on the floor.

020 Is suitable security in place to prevent the unauthorised access or use of the facility?

- (YES) - Is suitable first aid cover in place for activities?
- (NO) - (N) Clubs should compile a list of first aid and first aid cover available for use during sessions. This could be club owned as well as facility owned provision. Clubs should gain clarity from operators on their responsibilities with regards to first aid and first aid cover. This should be included within the hire conditions/agreement.

021 Is there a first aid risk assessment in place for the club activities?

- (YES) - The club has first aid risk assessments in place for their activities.
- (NO) - There is no formal risk assessment in place. A first aid risk assessment should be completed for the club, including for all activities in all locations of use.

POOL USE

022 Are the facilities checked prior to each hire / use period? Checks to include the pool, surrounding area, entrance and exits to the water, equipment and changing rooms?

- (YES) - A formal check list is used prior to hiring or use. A record is maintained.
- (NO) - The facilities to be used should always be checked prior to use. A checklist should be created, agreed with venue operator, circulated to staff, and completed in line with club regulations. A check could include - check of poolside, pool condition (tiles), obstructions/special features, lighting, heating, glare, electrical items on poolside, permanent/semi permanent pool features. Responsibility for cleanliness/maintenance/safety will normally lie with the owner. Hiring staff should visually check - non slip flooring is in place, hot water signage is in place, other relevant signage, accessibility for users, toilets (suitable, clean, sufficient supplies), showers (suitable, clean, evidence of checks), cubicle/changing areas (suitable, clean, sufficient), lighting, chemicals/dangerous substances (check for access to store cupboards etc.) First aid cover and emergency contact (emergency phones/first aid boxes).

023 Is water depth and other important safety information clearly displayed for users?

(This could be in the form of depth signs, pool rules etc.)

- (YES) - The depth of the water and other safety information is clearly displayed for users.
- (NO) - Participants should be made aware of water depth as well as any other safety factors that could affect their safe use of the facility. This could also include information such as rules posters, and age restriction guidelines for areas such as spas.

024 Is access to the pool or spa areas including in all wet areas restricted to those who are suitably dressed and have the correct footwear?

- (YES) - There are clear controls and notices regarding suitable dress and correct footwear in all wet areas.
- (NO) - Non participants must be factored into use of the facility. It may be the case that the facility allows non participants on poolside but this must be clearly controlled including identification of the acceptable attire including footwear.