

a) after an accident or incident b) A new task (staff) or activity (public) c) A change to the building or premises is planned

No.	HAZARD	Those at Risk	RISK CONTROL MEASURES					Office use only This Column is used only during the review process
		Who might be harmed Public/Staff/ Young people etc	What is the control measure.	Who delivers the control measure on behalf of GM	When is it delivered	Where is record Kept	Interim review date	
	Water volume (drowning potential)	Staff & Public	RLSS lifeguard on duty at all times pool is open to the public. Lifeguard Positions decided following company standard "LZVT", Lifeguard Zone Visibility Test (HSG179). Supervision levels and zones set out in Normal Operating Procedure. 1 lifeguard supervise the Teaching Pool during all sessions. All lifeguards must attend monthly lifeguard training (see lifeguard training SAFE Section 5, section 14). Warning signs in place to clearly identify water depth and Pool Running & Diving rules.	Duty Manager	When Pool is open	SAFE Manual Section 4 & 5		
	Lifeguards- Lack of competency	Staff & Public	Lifeguards competency is assessed monthly by a qualified RLSS NPLQ Trainer assessor.	NPLQ Trainer Assessor	Monthly	SAFE Manual Section 4 & 5		
			All staff are trained to check and monitor water clarity and act upon poor levels (see EAP)	HSC	When Pool is open	SAFE Manual Section 4 & 5		
			Lifeguard levels adhered to at all times (as set in NOP). Lifeguard performance assessment completed on each Lifeguard in each 4 month period. Jan - Apr, May-Aug, Sept-Dec.	Duty Manager	In each 4 month period	SAFE Manual Section 4 & 5		
			Pools are systematically scanned during the pools being opened using the 10-20 system of scanning.	Lifeguard	When Pool is open	SAFE Manual Section 4 & 5		
			Lifeguard Zone Plans are available in the NOP and on the back of both Lifeguard high chairs. Individual zoning used when the pool is operating.	HSC	When Pool is open	SAFE Manual Section 4 & 5		
	Ladder/ step access in to pool	Staff & Public	Pool lifeguard trained to operate to this procedure at induction and during ongoing training. Daily visual inspection – fixed securely. Pool Steps requires a minimum of 2 trained persons to place and remove from the Main Pool.	Duty Manager HSC	Induction	SAFE Manual Section 4 & 5		
	Outlets & Inlets	Staff & Public	Lifeguards to monitor Bather behaviour at all times and to intervene when necessary if a bather is interfering.	Lifeguard	When Pool is open	SAFE Manual Section 4 & 5		
	Pool side – potential for slips and trips.	Staff & Public	Lifeguards to remove excessive amounts water from Poolside when required, however Poolside will remain wet during busy periods. Lifeguards to check Pool surround as part of their rotation every 20 or 30 minutes. Lifeguards to follow Operational cleaning schedule.	Lifeguard	Prior to Pool opening	Pool Test Sheet SAFE Manual Section 4		
	Unauthorised entry to pool hall & swimming pools	Staff & Public	Pool hall locked when no Lifeguard is present on Poolside. Contractors working in this area must be supervised at all times by a lifeguard. Fire doors checked for security as part of closure of building. Changing Room shutter gate and both pool doors must be locked immediately following closure of Pool. When the Main Pool is in use but the Teaching Pool is closed the Lifeguard on the shallow end chair will control access to the Teaching Pool and will monitor the 9th camera on the Pool View monitor.	Lifeguard Duty Manager	At pool closure	SAFE Manual Section 4 & 5 DM Checksheet		
	Lifeguard fatigue		Staff rotate positions every 20 minutes for unprogrammed session and 30 minutes programmed sessions. Lifeguards supervise for a maximum of 1.5 hours. Staff have mobile radios to alert Duty manager should they feel unwell. Return to work interviews are conducted on all staff returning from any sick leave to ensure staff are returning in a healthy state	Duty Manager Lifeguard	When Pool is open	SAFE Manual Section 4 & 5		
	Child/ Adult ratio not being adhered to.		Adult child ratio is 1 adult 16 years or over/ or the parent of the child to up to a maximum of 2 children under the age of 8 years. Children under the age of 8 years must be supervised in the Pool and Changing Rooms at all times. Signage displayed in Reception to make staff and customers aware of this rule. Staff/ Reception and Lifeguards are taken through this procedure at induction stage. Any problems where this rule is not adhered to are dealt with by Lifeguards on Pool side. Duty Manager must be made aware and attend Pool side.	Receptionist Lifeguard Duty Manager	When Pool is open	SAFE Manual Section 4 & 5		
	Lack of lighting/ or poor lighting levels (lux level not met)		Any levels that does not meet the zone data requirement level is reported immediately in the Corrective action log and action taken by the on site maintenance technician (PFPLD). Any power cuts are highlighted in the EAP. Pool use must cease and customers must leave the Pool hall and the pool hall must be locked.	Duty Manager PFPLD	When Pool is open	DM Checksheet		
	Lack of Visibility	Public	Lifeguards trained to inform the duty manager immediately if there are any issues with their visibility.	Lifeguard, Duty Manager	As required	Lifeguard Induction		
	Exceeding busy trigger point		Lifeguard must inform the Duty Manager and Reception before the busy trigger point is reached. The Lifeguard will stop access to the Teaching Pool. If the maximum bather load capacity is breached the lifeguard will clear the Pool and follow the PSOP.	Lifeguard Duty Manager	When Pool is open	SAFE Manual Section 4 & 5		

Completed by: Dan Train	Date June 2018
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