

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 who might be harmed Public/Staff/ Young people etc	RISK CONTROL MEASURES				Office use only This Column is used only during the review process
			What is the control measure.	Who delivers the control measure on behalf of GW	When is it delivered	Where is record kept	
School Swim Lessons							
	Lifeguarding	Employees and public	Please refer to the lifeguarding risk assessment.	HSC/DM/SRALIFE GUARD UARD	At all times	Lifeguard competency induction	
	School swim lessons	Employees and public	The water is no deeper than 2m throughout the whole of the pool. No diving is permitted in the shallow end of the pool. Signs on the poolside wall to indicate where diving is permissible from.	Design DM/SRALIFE GUARD	At all times	All staff induction	
	Overcrowding	Employees and public	The class sizes are determined by the school in conjunction with the swimming instructors. Each school will bring a maximum number of children to each session to comply with the ratios as set out for schools swimming by Wiltshire Council.	School/ Swim Instructor	At all times	School register	
	Pool hoist	Employees and public	Participants are placed with instructors on their ability as determined by way of an assessment. Pool hoist should be removed from storage area and positioned using the locking plates situated at the edge of the pool closest edge to the female wet change entrance/exit. Only trained members of staff are allowed to set up, use and set down the pool hoist. The member of staff operating the pool hoist must ensure that the pool hoist is visually inspected for defaults and breakages prior to use. If a defect is found with the pool hoist then the item must be placed back in its storage position with an out of order sign on it and not be used. The defect must be reported to Ajo. The pool hoist is serviced bi-annually by Ajo to ensure that the equipment is in full working order.	School/ Swim Instructor HSC/DM HSC DM/SRALIFE GUARD DM/SRALIFE GUARD DM/SRALIFE GUARD	As required As required As required As required As required	School register Individual staff training files Individual staff training files All staff induction All staff induction	

	<p>The lifeguard on duty must summon for another trained person to operate the pool hoist should someone require its use. This is to enable the lifeguard to continue with their normal duties.</p> <p>The pool hoist must be located in the pool for the whole duration of the customers stay. This is to ensure in the event of an evacuation it can be carried out swiftly. The seat of the hoist must be out of the water and raised above the poolside to reduce the risk of a collision.</p>	DM/SRALIFEGUARD As required	All staff induction
Pool steps (collision, slips, trips and falls)	<p>There are six sets of pool steps, two at the shallow end, two in the middle and two at the deep end of the pool.</p> <p>The steps are removed during competitive swim sessions in order to minimise the risk of collision.</p> <p>The DM checks the steps for damage every morning.</p> <p>If a defect is found with the pool steps then that set is to be taken out of use until repairs are made.</p>	Design DM/SRALIFEGUARD As required DM Daily DM As required	All staff induction 1-31's daily file 1-31's daily file
Pool outlet	<p>Pool outlet is cleaned daily by brushing. A visual check of the outlet is performed at the same time.</p> <p>The pool outlet is checked on a weekly basis for any defects, if defect is found then the issue is reported immediately to the FM helpdesk.</p>	HSC HSC/Swim Co-Ordinator At all times	1-31's daily file appendices
Training and qualifications (Unqualified instructor, pool supervision)	<p>All instructors hold the ASA Level 2 qualification.</p> <p>Instructors attend regular CPD training, which is monitored and documented on their staff training records.</p> <p>All instructors are either NPLQ qualified or have the National Rescue Award for Swimming Teachers and Coaches (NRASTC)</p> <p>All class sizes conform to ASA guidelines.</p> <p>A PFP Leisure employed swimming instructor(s) will take the session, they may be assisted by staff from the school as required.</p> <p>Upon employment all members of staff receive an All Staff Induction which covers job specific roles and generic elements. Copies of the ASA qualifications for swim teachers are kept in each staff members personal file.</p>	<p>HSC/Swim Co-Ordinator As required</p> <p>HSC At all times</p> <p>HSC/Swim Co-Ordinator At all times</p> <p>Swim Co-Ordinator At all times</p> <p>HSC Upon employment</p> <p>GM/OM/HSC Upon employment</p>	<p>Staff personal files</p> <p>Staff personal files</p> <p>PSOP</p> <p>PSOP</p> <p>All staff induction</p> <p>Staff personal files</p>

Completed by:	Bradley Butler	Date:	30/06/2016
Reviewed by:	Sue Rendell	Date:	30/06/2016
H&S Co-ordinator Name:	Bradley Butler	Date:	30/06/2016
General Manager Name:	Sue Rendell	Date:	30/06/2016