



# PADDLING POOL RISK ASSESSMENT

TOWN COUNCIL MEETING

REPORT 81/16

14 NOVEMBER 2016

The purpose of this report is to ask Members to approve a Risk Assessment for the Paddling Pool and its adoption for the guidance of its management by staff.

---

**No.    DETAIL**

---

**1)    BACKGROUND**

- a) Risk Assessments are important for the protection of the public and the Town Council's compliance with current Health and Safety legislation and guidance.
  - b) They are also important for Insurance purposes as claims can be refused in their absence.
  - c) The Town Council's Economic Development Officer Nick Cox brings from previous employments considerable experience in their production and application.
  - d) This is the first of a number that he will draft for presentation to the Town Council over coming months to cover the requirement for other infrastructure elements for which the Town Council is now responsible.
- 

**2)    PADDLING POOL**

- a) The Risk Assessment for the Paddling Pool is attached to this Report for Members' consideration.
  - b) Subject to its formal adoption by the Town Council it will be fully applied to the facility in preparation of its re-opening in March of April next year.
- 

**3)    RECOMMENDATION**

The Town Council is recommended to approve and adopt the Risk Assessment for the Paddling Pool attached to this Report.

---







# Risk Assessment





## **VENTNOR TOWN COUNCIL HEALTH AND SAFETY RISK ASSESSMENT FOR VENTNOR PADDLING POOL**

IMPORTANT NOTE: Accidents and ill-health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

- Current Areas of Concern and Risk..... 3
- Ventnor Paddling Pool Pictures..... 5
- Ventnor Paddling Pool Responsibilities..... 6
- Ventnor Paddling Pool - Health & Safety Risk Assessment..... 7

# Current Areas of Concern and Risk

Location/description of Potential Risk Areas	Paddling Pool Location	Actions/Mitigations (What are you going to do?) and Date of Completion
Rain and pool water collection area along boundary wall is not able to drain away from the surface. Risks to visitors/children of slips, trips and falls.		Possible actions to discuss: <ul style="list-style-type: none"> <li>- Acceptable risk and therefore no further action.</li> <li>- Resurfacing between the boundary wall and the paddling pool.</li> <li>- Drainage holes drilled through the boundary wall.</li> </ul>
Side of drain/inspection cover raised compared with surrounding surface. Risks to visitors/children of slips, trips and falls.		Possible actions to discuss: <ul style="list-style-type: none"> <li>- Acceptable risk and therefore no further action.</li> <li>- Resurfacing of surrounding cover area.</li> <li>- Signage to notify/warn visitors of uneven surfaces.</li> </ul>
Ventnor Town Council signage for contact number and responsibility not evident to visitors. Relevant information and pool rules not evident.		Possible actions to discuss: <ul style="list-style-type: none"> <li>- Acceptable risk and therefore no further action.</li> <li>- Reposition the sign.</li> <li>- Replace sign with required pool information/rules.</li> </ul>
Quality of water and environmental inspection/conformity and necessary warning sign not available.		Possible actions to discuss: <ul style="list-style-type: none"> <li>- Acceptable risk and therefore no further action.</li> <li>- Environmental signage not necessary.</li> <li>- Environmental signage required.</li> </ul>

Location/description of Potential Risk Areas	Paddling Pool Location	Action/Mitigations (What are you going to do?) and Date of Completion
Archway being used for parking by the Ocean Blue proprietor on some days.		Possible actions to discuss: - Acceptable risk and therefore no further action. - Letter or conversation with proprietor. - Parking restrictions sign on arch wall.
Old Isle of Wight Council sign notifying visitors of paddling pool restrictions on back wall of the arch.		Possible actions to discuss: - Acceptable risk and therefore no further action. - Remove sign.
Water main stopcock may need inspection and repair. Visible signs of continuous water leakage on the surface close to the paddling pool.		Possible actions to discuss: - Acceptable risk and therefore no further action. - Inform cleaning contractors and request action. - Inform water board of leak/repair needed.
The Town Council must be informed about any necessary utility maintenance or repairs involving the paddling pool site.		Possible actions to discuss: - Acceptable risk and therefore no further action. - Allow contract cleaners to decide for themselves. - Frequent meetings with contracted cleaners to report issues.





**Restaurant Eating Area Shown Below Left**



This is the statement of general policy and arrangements for (Name of Organisation): <b>Ventnor Town Council</b>		
(Name of Employer/Council): <b>Ventnor Town Council</b>		Has/have overall and final responsibility for office health and safety.
(Organisation/staff): <b>Ventnor Town Council, contracted cleaning staff and IOWC.</b>		Has/have day-to-day responsibility for ensuring this policy is put into practice.
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work and visitor-related ill-health by managing the health and safety risks for the Ventnor paddling pool located on the Esplanade.	<b>Ventnor Town Council</b>	<b>HSE Risk Assessment Ventnor Town Council.</b>
Provide clear instructions and information and adequate training to ensure paddling pool cleaning staff are competent to do their work.	<b>Ventnor Town Council</b>	<b>Ventnor Town Council engagement with cleaning staff.</b>
Engage and consult with paddling pool cleaning staff on day-to-day health and safety conditions. Engage with Ventnor Town Council on their role and responsibilities relating to the health and safety of the paddling pool.	<b>Ventnor Town Council</b>	<b>Reporting by cleaning staff to Ventnor Town Council.</b>
Implement emergency procedures – evacuation in case of fire or other significant incident. Help with fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>	<b>Ventnor Town Council</b>	<b>Under review by Ventnor Town Council.</b>
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of cleaning substances and PPE.	<b>Pool cleaning contractors, Ventnor Town Council and Isle of Wight Council.</b>	<b>Responsibility of the pool cleaning contractors.</b>

Risk and Hazard Provisions	Actions/Arrangements
Health and Safety signs/posters are displayed at the location.	<b>Signage improvements necessary.</b>
First-aid box is located and accessible at (location).	<b>First aid hut on the Esplanade and the Ocean Blue Restaurant.</b>
Accident/Incident book is accessible at (location).	<b>Esplanade first aid hut and paddling pool location.</b>
Fire/incident evacuation procedures in evidence, visible and practiced.	<b>Evidence of fire evacuation procedures in the Ocean Blue Restaurant only.</b>



# Ventnor Paddling Pool – Health & Safety Risk Assessment

7

Organisation	Ventnor Town Council	Assessment Date:	26 <sup>th</sup> October 2016	Assessor	Nick Cox
Contractors	Paddling Pool staff	Next Assessment:	1 <sup>st</sup> March 2017	Verifier	David Bartlett

**Assigned Safety Levels:** Danger ● Caution ● Safe ●

What are the hazards?	Who might be harmed and how?	Assessed safety level?				What is already being done to avoid risks and hazardous conditions for cleaning staff, visitors and pool users?	What further safety actions or mitigations are necessary, by whom and when required?
		N	●	●	●		
Slips, trips, falls, collisions and injuries.	Staff, visitors and children may be injured if they trip over objects or slip on surfaces in and around the paddling pool.	1			●	1. Good pool housekeeping and work and storage areas kept tidy.	Condition of drain covers and raised surface that could cause slippage, trips and falls needs to be discussed with Ventnor Town Council.  Surplus water that has not drained away from the paddling pool during the day needs to be addressed and discussed with Ventnor Town Council.  No equipment available for the public to sweep excess water away from stone surface close to the paddling pool.  Note: All incidents are reported in the incident book held under the arches.
		2		●		2. Surface areas maintained to prevent slippages.	
		3			●	3. Pool equipment faults leading to hazards are reported.	
		4		●		4. Drainage channels provided where slippages more likely.	
		5		●		5. Staff clean up spillages (including dry spills) immediately using suitable methods and leave the floor surfaces dry.	
		6			●	6. Good lighting in all areas including storage areas.	
		7			●	7. No trailing cables or obstructions in walkways.	
		8			●	8. Steps and changes in level highlighted to the public.	
		9			●	9. Reporting of acts of anti-social behaviour that may affect the safety of the paddling pool for visitors, especially children.	
Cleaning equipment and resources.	All staff risk posture problems and pain, discomfort or injuries.	1			●	1. Training and assessments of cleaning procedures and materials carried out by all contracted staff.	
		2			●	2. New starters given appropriate health and safety induction early on.	
		3			●	3. All paddling pool cleaning staff have/provided with, the correct PPE equipment.	
		4			●	4. Suitable cleaning materials and equipment available to cleaning staff.	
Cleaning conditions and equipment.	Staff, visitors and children may suffer injuries from interaction with cleaning materials, or cleaning and maintenance equipment left near the paddling pool.	1			●	1. Strict code of working practices for cleaning and pool maintenance.	Cleaning staff maintain a strict code of practice regarding all cleaning materials relevant to the maintenance and cleaning of the paddling pool.
		2			●	2. Staff trained in the control of hazardous substances (COSHH).	
		3			●	3. Public warned not to touch cleaning materials and equipment.	
		4			●	4. Cleaning material containers are kept closed with correct lid/seals, and correctly labelled.	
		5			●	5. Manual handling and COSHH procedures displayed for pool staff.	

What are the hazards?	Who might be harmed and how?	Assessed safety level?				What is already being done to avoid risks and hazardous conditions for cleaning staff, visitors and pool users?	What further safety actions or mitigations are necessary, by whom and when required?
		N	●	●	●		
Manual handling.	Staff, visitors and children may suffer injuries such as strains, bruising or collision from the handling of pool cleaning and maintenance equipment.	1			●	1. Cleaning equipment securely stored by trained staff. 2. Commonly used items and heavy stock stored on shelves at waist height. 3. Suitable mobile steps provided and staff trained to use them safely. 4. Handling aids provided for movement of large/heavy items. 5. Cleaning materials stored securely by staff away from the public. 6. Staff trained in how to lift regular and irregular materials safely. 7. Manual handling and COSHH procedures displayed for pool cleaning staff and adhered too.	
		2			●		
		3			●		
		4			●		
		5			●		
		6			●		
		7			●		
Cleaning agents and correct usage.	Prolonged contact with water, particularly in combination with detergents, can cause skin damage.  Pool cleaning staff risk skin irritation or eye damage from direct contact with bleach and other cleaning products.  Hazardous vapours may cause breathing problems.	1			●	1. All cleaning and maintenance containers clearly labelled. 2. Where possible, cleaning products marked 'irritant' not purchased and milder alternatives bought instead. 3. Long-handled mops and brushes, and strong rubber gloves provided and used. 4. Staff wash rubber gloves after using them and store them in a clean place. 5. Correct use of PPE when using cleaning products and equipment. 6. First aid box easily locatable and fully supplied and updated. 7. Emergency contacts provided and readily available. 8. The general public have no direct or indirect access to cleaning agents and equipment.	
		2			●		
		3			●		
		4			●		
		5			●		
		6			●		
		7			●		
		8			●		
Equipment and materials storage.	Cleaning equipment, training and workplace equipment may cause injury if not correctly stored.	1			●	1. Cleaning staff and helpers to follow safety procedures for all equipment they use and report any disrepair or unsafe conditions. 2. Staff and visitors must be training in health and safety manual handling procedures if that is their role, or request that someone qualified do the lifting. 3. All cleaning materials and equipment must be stored correctly or removed from the site to avoid public interference. 4. Storage areas must be fit for purpose and secured if on site. 5. Suitable and secured shelving must be provided for storing cleaning materials and equipment.	
		2			●		
		3			●		
		4			●		
		5			●		

What are the hazards?	Who might be harmed and how?	Assessed safety level?				What is already being done to avoid risks and hazardous conditions for cleaning staff, visitors and pool users?	What further safety actions or mitigations are necessary, by whom and when required?
		N	●	●	●		
Electrical appliances	<p>Cleaning staff and visitors could suffer serious/fatal injuries as a result of electric shock.</p> <p>Cleaning staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.</p> <p>Electric faults from underground cabling, street lights and security equipment.</p> <p>Lightning strikes into surrounding pool objects, people and pool water.</p>	1			●	<ol style="list-style-type: none"> <li>Electrical cleaning equipment inspected and tested at regular intervals.</li> <li>Cleaning staff trained to check equipment before use and to report any defective plugs, discoloured sockets or damaged cable and equipment.</li> <li>All cleaning staff aware where fuse box is and how to safely switch off electricity in an emergency.</li> <li>Access to fuse box kept clear.</li> <li>Plugs, sockets etc. suitable for outside cleaning operations.</li> <li>Residual current devices (RCDs) installed on supplies to hand-held and portable appliances.</li> <li>Cleaning staff trained to spot and report (to office administrator) any defective plugs, discoloured sockets or damaged cabling or equipment.</li> <li>Defective equipment taken out of use safely and promptly replaced if required.</li> <li>Cleaning staff aware not to bring their own appliances unless specifically for the cleaning and support operation required.</li> </ol>	
		2			●		
		3			●		
		4			●		
		5			●		
		6			●		
		7			●		
		8			●		
		9			●		
Water / gas utilities	Cleaning staff and helpers carrying out normal cleaning operations and maintenance of the paddling pool may need to perform emergency actions on utilities.	1			●	<ol style="list-style-type: none"> <li>Cleaning staff know how to turn mains water supply off if required.</li> <li>Water and utility contacts and emergency numbers are accessible and available to all cleaning staff.</li> <li>Only authorised people are allowed to operate and maintain public utilities.</li> <li>All maintenance and necessary repairs to utilities must only be performed by authorised personnel.</li> <li>The Town Council must be informed about any necessary utility maintenance or repairs involving the paddling pool site.</li> </ol>	Reporting of paddling pool problems or contamination of water needs to be verified between the pool cleaning contractors and Ventnor Town Council.
		2			●		
		3			●		
		4			●		
		5		●			
Fire safety	Cleaning staff, visitors and pool users could suffer serious/fatal injuries from burns and smoke inhalation relating to restaurant by the paddling pool.	1			●	<ol style="list-style-type: none"> <li>Fire risk assessment done as at <a href="http://www.communities.gov.uk/fire">www.communities.gov.uk/fire</a> and necessary action taken.</li> <li>Restaurant has performed a fire safety assessment, and procedures for evacuation are in operation and tested.</li> </ol>	
		2			●		

What are the hazards?	Who might be harmed and how?	Assessed safety level?				What is already being done to avoid risks and hazardous conditions for cleaning staff, visitors and pool users?	What further safety actions or mitigations are necessary, by whom and when required?
		N	●	●	●		
Equipment cabling and connections Relating to paddling pool area and restaurant.	Staff or visitors could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	1			●	1. Cleaning and restaurant staff trained to spot and report any defective plugs, discoloured sockets or damaged cabling or equipment. 2. Defective equipment taken out of use safely and promptly replaced if required. 3. Cables/earthed pipes and earthing systems checked and regularly maintained. 4. No unauthorised people or visitors to operate equipment unless given permission or supervised. 5. Any highways maintenance or repairs close to the paddling pool are safety checked and the correct safety signs are positioned correctly and visible.	
		2			●		
		3			●		
		4			●		
		5			●		
Falls from height.	Contracted staff and visitors risk serious injury such as fractures from a fall from any height. This applies also to any maintenance and repair work at height undertaken by the restaurant and outside eating area close to the paddling pool.	1			●	1. Suitable stepladder provided for changing light bulbs and for retrieving items from racking or shelves. 2. Workers trained in safe use of stepladder. 3. Staff and helpers to use provided safety equipment to place items on high shelves or put up displays or decorations. 4. Internal windows cleaned by contractor using a stepladder. 5. Appropriate safety signs and access prevention when completing maintenance or repairs at height.	
		2			●		
		3			●		
		4			●		
		5			●		
Arranging displays close to the paddling pool and restaurant.	Displays not correctly assembled and secured could cause accidental injury.	1			●	1. All contracted workers or authorised helpers must be supervised when assembling and erecting displays. 2. Use of tools (hammers, screwdrivers, etc) must be used correctly and safely during display assembly. 3. All power tools used correctly, trailing leads, charging units and mains cables aware from the public. 4. Tools used must be stored correctly after assembly has been completed. 5. Work area secured and separated from the public. 6. Appropriate signage used to warn the general public and workers. 7. Tools, equipment and power tools not to obstruct doorways, fire exits or barriers provided for public safety.	
		2			●		
		3			●		
		4			●		
		5			●		
		6			●		
		7			●		

What are the hazards?	Who might be harmed and how?	Assessed safety level?				What is already being done to avoid risks and hazardous conditions for cleaning staff, visitors and pool users?	What further safety actions or mitigations are necessary, by whom and when required?
		N	●	●	●		
Workplace and environment temperature.	Cleaning staff, visitors and children using the paddling pool may suffer ill-health when they overheat or through sun stroke.	1		●		1. Workers and visitors encouraged to take rest breaks in cooler conditions when required. 2. Public health warning signs visible and located close to the paddling pool and restaurant.	Quality of water condition is not available to the public on any sign around the paddling pool. Neither are there any public health warning signs.
		2	●				
Doors, doorways, handles and public barriers.	Obstructed doorways, doors not secured back to the wall and protruding locks and handles could cause accidental injuries.	1			●	1. All doorways either the restaurant or public toilets should be clear of obstructions, delivered products, tools and other items. 2. Doors should be able to be secured back to the wall while in the open position. 3. Door handles, locks and door hooks should be maintained to prevent any accidental injuries. 4. Door and barrier damage reported immediately for repair. 5. Door operations should not create hazardous conditions for paddling pool users.	
		2			●		
		3			●		
		4			●		
		5			●		
Refreshment and restaurant eating area next to the paddling pool.	Food and refreshment services may be busy dealing with waitering and the serving of hot food and drinks that may cause accidents to paddling pool users.	1			●	1. Food hygiene and disposal of waste foods dealt efficiently by restaurant staff. 2. Glass and crockery breakages dealt immediately by restaurant staff and areas cleaned. 3. Liquid slippages dealt with by restaurant staff and areas cleaned. 4. Smoking materials and areas managed by restaurant health and safety practices.	
		2			●		
		3			●		
		4			●		
Food hygiene and refuse	Poor food hygiene can result in fatal poisoning and ill-health.	1			●	1. Restaurant staff and and/or qualified visitors to maintain food hygiene standards when preparing and delivery of food. 2. All unused food to be disposed of properly or stored correctly, and not left in eating areas. 3. Where possible and sensible, staff and helpers to use tools (cutlery, tongs scoops etc) to handle food rather than hands. 4. Where handling cannot be avoided hands are rinsed promptly after the task. 5. Staff trained in risks of hot liquid slippages and protection of customers. 6. Cutlery suitably stored when not in use and accounted for.	
	Poor eating area hygiene may cause paddling pool water contamination.	2			●		
	Hot liquid spillages in eating area may result in scalding and burn injuries to young children using the paddling pool.	3			●		
		4			●		
	Knives and sharp objects left in the eating area or dropped near the pool area may cause cuts and physical damage to pool users.	5			●		
		6			●		



What are the hazards?	Who might be harmed and how?	Assessed safety level?				What is already being done to avoid risks and hazardous conditions for cleaning staff, visitors and pool users?	What further safety actions or mitigations are necessary, by whom and when required?
		N	●	●	●		
Neon Lighting	Frequency of neon lighting can cause unforeseen medical conditions, headaches, eye strain and poor functionality.	1			●	1. Covered by restaurant health and safety policy for the protection of their customers. 2. Paddling pool signs are not lit. 3. Paddling pool is emptied early evening and not available to the public.	During the summer season when the paddling pool is filled and opened to the public, signage lighting may be required if the public use the pool during the evening.
Water treatment of paddling pool	Water contamination will cause ill-health and harmful medical conditions.	1			●	1. Adherence to HSE audit checklist for the control of legionella bacteria in water systems. 2. Adherence to HSE approved code of practice and guidance on regulations related to the control of legionella bacteria in water systems. 3. Adherence to HSE directives for managing health and safety in swimming pools. 4. Adherence to HSE regulations related to the management of Spa Pools and controlling the risks of infection. 5. Adherence to the Pool Water Treatment Advisory Group (PWTAG) advice and guidance provided on their website at pwtag.org. 6. First-aid box and defibrillator provided and accessible. 7. Medical emergency contact numbers visible to paddling pool users and visitors. 8. Appropriate signs located at the paddling pool site for the protection of visitors and paddling pool users. 9. Contracted paddling pool cleaners validated by the Town Council, with periodic reporting meetings to improve the paddling pool service.	Information about medical emergencies, child safety, no pets allowed; and the requirements for child supervision or in certain cases when children are lost, is not evident.  Although there is a small sign providing Ventnor Town Council contact details, other important information is not available.  It is also not evident what visitors do if their children are injured or hurt through tripping, slippage or falls. For example: no directions to the first aid hut along the Esplanade or the Ocean Blue restaurant. Note also that it is not the responsibility of restaurant staff or proprietor to accommodate injuries unless within the vicinity of the restaurant itself.  Note: 6. Defibrillator located at the first aid hut along the Esplanade. No signage to indicate location of defibrillator to the public around the paddling pool area.
		2			●		
		3			●		
		4			●		
		5			●		
		6		●			
		7	●				
		8	●				
		9			●		
		Overall Safety Level		● Bad Safety			
4				6	270		

#### Advisory Notes / Risk Warnings and Identified Hazards Needing Attention:

As specified in the front of this risk assessment document under [Current Areas of Concern and Risk](#). The paddling pool, now out of season and drained, will require surface works to be completed before the next season prior to March 2017. Other concerns will be dealt with over the next few weeks and approved by Ventnor Town Council. The paddling pool current exhibits a [96.43% safety factor](#) within the boundary and limits of the paddling pool. The primary areas of concern relate to improving paddling pool signage, public health information for visitors and potentially lighting of signage at night. Defibrillator information is also required.

Signed:

*H Q Cox*

Date: 07/11/2016

# Ventnor Paddling Pool – Health & Safety Risk Assessment



Risk Assessment End Page