

SWIMMING POOL AND SPA INSPECTION FORM

Name of Officer		Date of Inspection	
Name & address of premises			
Details of facilities (spa? Pool? Dimensions)			

Details of key personnel at premises

Manager of premises			
People who conduct Daily tests			
Maintenance Contractor (if they use one)			
Water Treatment Contractor			

Management and Training

Is there an up to date document showing the communication lines between the various people and companies with responsibilities for the safe operation of the spa pool/pool?		
Do the people who carry out the routine tests and maintenance appear to have been adequately trained and instructed and do they understand their responsibilities?		

Risk Assessments

Has a risk assessment for the business been carried out?		
Does this cover the pool and spa and associated areas?		
Does the risk assessment for the pool and spa appear to be 'suitable and sufficient'? <ul style="list-style-type: none"> • Have all significant hazards been identified and assessed?(e.g. drowning, contact with pool chemicals, microbiological hazards) • Have appropriate controls been identified? 		

Are the controls being implemented?		
-------------------------------------	--	--

COSHH		
--------------	--	--

Has a COSHH assessment been completed?		
<p>Are these COSHH assessments 'suitable and sufficient'?</p> <ul style="list-style-type: none"> • Have all substances hazardous to health that are <u>currently</u> used at the premise been assessed? • If possible have safer alternatives been considered? • Does the assessment identify the controls that need to be taken to reduce exposure (including when storing and handling of product) • Does this info. correlate with the info. on the safety data sheet? 		
Have staff received training on the controls to take when handling the various chemicals?		

Operation & Maintenance Manuals		
--	--	--

Is there an operation/maintenance manual the pool and spa?		
Is it well organised and in a logical order?		
Does it give clear instruction on how to carry out the various tasks/daily checks etc?		
Does it give clear advice on the action to take if test results fall outside of the parameters?		
Is there information that clearly states the circumstances under which the pool should be closed?		
Are there emergency procedures? (e.g. for dealing with a high legionella sample or outbreak)		

Monitoring Records	
Pool	
What disinfectant is used to treat the pool water? (e.g. chlorine? bromine? Ozone?)	
Are the various chemicals dosed automatically? (would expect this to be the case)	
How are the disinfectant residuals and pH values monitored? (Manually or automatic monitoring system?)	
If automatic – is it checked daily to ensure the readings are correct? (pool water should be sampled and tested at least 3 times a day & compared with automatic readings)	
Where are the samples taken from? (should be taken from the pool at a depth of 300mm ideally).	
Is the level of disinfectant being tested 3 times a day?	
If chlorine is used, is the level of free chlorine in the system always between 1.0mg/l and 2.0mg/l?	
Is the combined chlorine residual less than the free (ideally half or less)?	
Is the pH checked 3 times a day?	
Is the pH between 7.2 and 7.6?	
Where the results fall outside of the parameters – is appropriate remedial action being taken and is this being recorded?	

Spa	
What disinfectant is used to treat the spa water? (chlorine? bromine?)	
Is the level of biocide in the spa being checked at least 3 times a day?	
If chlorine is used – is the level of free chlorine in the system always between 3.0 and 5.0 ppm?	
If bromine is used – is this always between 4.0 and 6.0 ppm	
Is the ph being measured at least 3 times a day?	
Is the pH between 7.2 and 7.6?	
Are the sand filters being backwashed daily?	

Is the entire system cleaned and disinfected weekly?		
Are the records all complete?		
Where the results fall outside of the parameters – is appropriate remedial action being taken and is this being recorded?		

Physical Inspection of pool/spa area and plant room

Is the pool/spa in a clean condition?		
Is the balance tank clean and in good condition (with no evidence of slimes)?		
Is there safe means of access into the plant room? Is there safe access/procedures in place for access into the balance tank?		
Does the size and layout of the plant room and the lighting enable people to carry out their tasks safely?		
Are there any obvious inadequately controlled hazards in the plant room e.g. electrical, lighting etc		
Are the COSHH controls being implemented in the plant room e.g. is there appropriate PPE available for staff, is there adequate ventilation etc		
Are adequate procedures in place to minimise the risk of chlorine/bromine gas by accidental mixing of acid compounds with the biocide and are emergency procedures in place if this occurs?		