

Spa Pool Inspection Report

Uniform Job Ref Number (not needed if put on HELA form)		Inspecting officer's initials	
Name of Premises			
Full Address of Premises (Not required if the form is attached to general P.I. form)			
	Telephone No.		
Inspection Date		Previous date of inspection of spa	
Number of Spa Pools and names/locations if more than 1 pool			
Operating at time of inspection	Y / N	If No – last date it operated	

People met during review of Spa Pool (include names and positions)

Managers/ Supervisors			
People who conduct daily tests			
People who completed operations test paper			
Others			

Leaflets Left on Site	HSC 14	HSC14 To be left on site this year.	Other leaflets left
Client			
Maintenance Contractor			
Water Treatment Contractor			

Action Taken & Proposed

	Verbal advice given	Letter	S.21	S.22	If notice served/to be served Name & position of person consulted
Client					
Maintenance Contractor					
Water Treatment Contractor					
Revisit Proposed	Y / N	Date of proposed revisit?			

Responsible person	
Responsible Person (Name and position)	
Does the responsible person appear to have sufficient executive authority to adequately control the operation of the plant	Y / N
Are they located at site of spa	Y/N
If not located at the site of the spa, do the day-to-day management arrangements appear to be satisfactory?	Y/N Not applicable

Client Details	
If you use this form during a HELA P.I. and all details are same as front sheet of a P.I. form, there is no need to enter client details – just enter see PI form	
Principal Office address	
Principal Office Telephone Number	

Water Treatment Contractor (complete name all cases – other boxes only where needed)	
Name of Company	
Principal office address	
Main Contact and Tel No.	

QUESTIONNAIRE (attach completed questionnaire to this form)	
Were any questions on the self-audit form either: <ul style="list-style-type: none"> not answered or answered in the negative? (ignore unanswered questions if they were not applicable to the spa)	Y / N

Use this box to record discussions relating to negative answers to the questionnaire and other inspection notes.

Risk Assessments		
Is there a risk assessment dealing with bacteriological risks, including legionella?	Yes/No; Carried out by On;	
Is the assessment of biological risks suitable and sufficient?	Yes/No ;Comments	
Is the risk assessment site specific?	Yes/No ;Comments	
Does the risk assessment make reference to the plant and equipment?	Yes/No ; Comments	
Does the risk assessment detail the chemical dosing regime?	Yes/No ; Comments	
Does the risk assessment detail the testing regime in place?	Yes/No ; Comments	
Does the risk assessment comment about the on site documentation?	Yes/No; Comments	
Does the risk assessment evaluate the effectiveness of the testing regime?	Yes/No; Comments	
Does the risk assessment comment on the training/competencies of site staff?	Yes/No; Comments	
Does the risk assessment make any recommendations.?	Yes/No; Comments	
Design and Installation		
Is the installation to a high standard? (Age?)	Yes/No ; Comments	
Is there access to clean the balance tank?	Yes/No Comments	
Is there access to adequately clean other parts of the spa pool pipework?	Yes/No; Comments	
Is the plant room easily accessible?	Yes/No Comments	
Is the filter size suitable for the installation, was it reduced because of space limitations?	Yes/No ;Comments	
Manual Handling		
Are there site specific manual handling assessments?	Yes/No; Comments	
Do these include; a) The load b) The Task c) The environment d) Individual Capability	Yes/No ;Comments	
Do the assessments make reference to elimination of the risk? (mechanical movement)	Yes/No; Comments	
Do the assessments make reference to Personal Protective Equipment and measures.	Yes/No. Comments	
Does the manual handling assessments appear to cover the main risk areas associated with spa	Yes/No; Comments	

pool operation?		
Do the manual handling assessments appear to be suitable and sufficient?	Yes/No; Comments	
COSHH Assessments		
Are the COSHH assessments site specific?	Yes/No; Comments	
Does the assessment consider elimination or substitution?	Yes/No; Comments	
Does the assessment deal with: a) Quantities of chemicals b) Storage of chemicals c) Movement of Chemicals d) Restrictions on use	Yes/No; Comments	
Does the assessment refer to the Hazard Data sheet and particularly risks from accidental spillage, accidental mixing of chemicals etc?	Yes/No; Comments	
Does the assessment refer to PPE and protective measures, dealing with' a) individual issue b) storage c) maintenance d) training e) access to eye wash stations/flushing water	Yes/No; Comment	
Does the assessment deal with disposal of the redundant chemical drums and discharge of the chemicals to drain.	Yes/No; Comment	
Are the COSHH assessments suitable and sufficient	Yes/No Action to be taken	
Management and Training		

<p>Does the documentation clearly show who is responsible for the operation of the Spa pool?</p> <p>.Does it give details of the companies and individuals with responsibilities for the safe operation of the spa pool?</p>	<p>Yes/No</p> <p>Yes/No; Cpmments</p>	
<p>Do the people who carry out routine examinations tests and maintenance appear to have been adequately trained and instructed, and do they understand their responsibilities?</p> <p>(use the pre-prepared question set on at least one other person who carries out the daily checks as well as the initial 'engineer' met).</p>		
<p>Log Book</p>		
<p>Since the risk assessment was carried out or reviewed, have the have the results of bacteriological monitoring been poor? (examine bacteriological result over the last year)</p> <p>If poor results, was appropriate action taken at the time?</p>		
<p>Do the logs show that the following tasks are being carried out at the appropriate intervals and that appropriate remedial action is taken to deal with fault (examine all records for the last 6 weeks)</p>		
pH		
oxidising biocide checks		
Backwash		
Drain and refill		
Disinfection- Spa		
Cleaning/disinfection- balance tank		
TVC's		
TDS/Conductivity		
Legionella		

Physical Inspection	
Is the pool kept clean and in good condition?	
Is the balance tank kept clean and in good condition (with no evidence of slimes)?	
Are the surrounds, overflow and gratings to the pool kept clean and in good condition with no evidence of slimes	
Is there safe means of access to the plant room?	
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 electrical risks in the plant room	

O&M Manuals	
Is there an operation/maintenance manual kept on site? Does it appear to be suitable (skim through a few pages)	
Do the written operation and maintenance procedures appear to be kept readily available for those who need to use them?	
Are they in a form that enables easy retrieval of information (e.g. kept in a logical order in a folder with a contents section)?	
Do those procedures clearly state the circumstances under which the pool should be closed?	
Do these procedures cover the discovery of Pseudomonas, Legionella or in the event of an outbreak of Legionnaires Disease?	

Accidental release of Chlorine/Bromine gas	
Where Chlorine or Bromine compounds are used, are adequate procedures in place to minimise the risk of release of Chlorine/Bromine gas by the accidental mixing of acid compounds with the biocide and are emergency procedures in place if this occurs? *	

Additional inspection notes (if any)

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