Swimming Pool Inspection Checklist

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| **Date:** |  |
| **School/area**  |  |
| **Conducted by** |  |
| **Assisted by**  |  |

Tailor **Section 1** to the inspection requirements of your school environment (i.e. remove irrelevant items) and use it to conduct quarterly inspections with assistance from the school health and safety representative (where elected) and appropriate staff. **Section 2** must be used to detail any hazards identified in Section 1.

* Complete quarterly workplace safety inspections for all relevant areas using the workplace inspection checklists.
* Photos may be taken to document and monitor hazards.
* If ‘No’ is recorded, document all identified hazards in Section 2, the Reporting Plan section of this form.
* Reporting Plan items can then be discussed, entered as a hazard and managed in eduSafe Plus. Refer to eduSafe Plus [how to guide](https://edugate.eduweb.vic.gov.au/edrms/EHSWD/eduSafe_Plus_Project/Docs_For_DOMAIN_USERS/eduSafe%20Plus%20Guide%20-%20How%20to%20report%20a%20workplace%20hazard.pdf) for entering workplace hazards.

Section 1 – Inspection Checklist

| **Ref No.** | **Inspection Item**  | **Yes** | **No** | **N/A** |
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| 1. **Preventing slips trips and falls**
 |
| 1.1 | Floors are in good condition with no cracks, dips, or holes. |  |  |  |
| 1.2 | Floors are clean and free from debris and not slippery. |  |  |  |
| 1.3 | High traffic wet areas have a non-slip flooring surface or appropriate matting. |  |  |  |
| 1.4 | Ladders are free from damage, rust, or corrosion. |  |  |  |
| 1.5 | Diving boards are free from damage, rust, or corrosion. |  |  |  |
| 1.6 | Equipment (e.g. flotation aids) is stored in suitable receptacles. |  |  |  |
| 1. **Pool and spa barriers and fencing**
 |
| 2.1 | Gate is free from damage, rust, or corrosion. |  |  |  |
| 2.2 | Gates self-closing/opening mechanism is in good working order. |  |  |  |
| 2.3 | Fence is free from damage. |  |  |  |
| 2.4 | Fence is free from overhanging branches.  |  |  |  |
| 2.5 | There are no objects near any fences that may be used to climb over.  |  |  |  |
| 1. **Pool signage**
 |
| 3.1 | Cardiopulmonary Resuscitation (CPR) signage is displayed and in good condition. |  |  |  |
| 3.2 | Pool depth signage is displayed and in good condition. |  |  |  |
| 3.3 | Pool safety rules signage is displayed and in good condition |  |  |  |
| 3.4 | ‘Do Not Dive’ signage is displayed and in good condition for water depth of 1.8m or less. |  |  |  |
| 3.5 | Hazardous chemicals placarding is displayed. |  |  |  |
| 1. **Pool plant**
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| 4.1 | Door to the plant room is locked and secured unless accessed for maintenance and assessment purposes.  |  |  |  |
| 4.2 | Local ventilation and extraction systems are in good working order. |  |  |  |
| 4.3 | Pipes, values, and pumps that control water temperature and water feeds are clearly labelled and have been tested and tagged if not hardwired. |  |  |  |
| 4.4 | Pool pumps and equipment are serviced as per manufacturer’s specified frequency.  |  |  |  |
| 4.5 | Electrical equipment has been tested and tagged and are within date. |  |  |  |
| 4.6 | Maintenance records are retained for plant and equipment servicing and repairs. |  |  |  |
| 4.7 | All suction fittings, grates or covers are secure and in good condition. |  |  |  |
| 4.8 | All electrical sources and equipment are sheltered from water, as a result of weather, over splash or cleaning processes. |  |  |  |
| 1. **Ventilation**
 |
| 5.1  | Local ventilation extraction system is in good working order and serviced as per manufacturer’s instructions. |  |  |  |
| 5.2 | Building is free from mould. |  |  |  |
| 1. **Chemical and water management**
 |
| 6.1 | Chemicals are stored in appropriately labelled containers i.e. that were not previously food or beverage containers. |  |  |  |
| 6.2 | Chemicals are stored in a secure location away from weather extremities. |  |  |  |
| 6.3 | Chemicals are correctly labelled with the label clearly legible and intact. |  |  |  |
| 6.4 | Flammables and corrosives stored in correctly labelled cabinets. |  |  |  |
| 6.5 | Safety Data Sheets (SDSs) are available to view.  |  |  |  |
| 6.6 | Dangerous goods are segregated in storage per [Chemical Storage Guidance](https://www.education.vic.gov.au/hrweb/Documents/OHS/guid1chemst.docx). |  |  |  |
| 6.7 | A hazardous and dangerous goods register is maintained and readily available. |  |  |  |
| 6.8 | Bunding or spill trays are available for storage of liquids. |  |  |  |
| 6.9 | Appropriate waste containers are readily available e.g. chemical waste, general waste, recyclable waste, etc. |  |  |  |
| 6.10 | Appropriate spill containment kits are readily available. |  |  |  |
| 6.11 | ‘No eating or drinking’ signage is clearly displayed and legible in chemical storage areas. |  |  |  |
| 6.12 | The pool has a Water Quality Risk Management Plan. |  |  |  |
| 6.13 | The Water Quality Risk Management Plan has been updated in the last 12 months. |  |  |  |
| 6.14 | Manual daily key pool water parameter checks are undertaken before the pool opens and operational checks are performed every four hours. |  |  |  |
| 6.15 | Records of testing for the last 12 months have been kept. |  |  |  |
| 1. **Manual handling and storage**
 |
| 7.1 | General items are stored so that they are not at risk of falling. |  |  |  |
| 7.2 | Frequently used, bulky or heavy items are stored within easy reach (between waist and shoulder height). |  |  |  |
| 7.3 | Storage racks are in good condition (e.g. no bowed shelves). |  |  |  |
| 7.4 | Free standing shelves/cupboards are secured to ensure stability. |  |  |  |
| 7.5 | Trolleys are available and in good condition. |  |  |  |
| 1. **Preparing for emergencies and first aid**
 |
| 8.1 | First aid kit/cabinet is available and accessible. |  |  |  |
| 8.2 | Automated External Defibrillator (AED) is available and accessible with in-date AED pads and battery in place.  |  |  |  |
| 8.3 | Fire extinguisher is available, accessible and has been tested in the last 12 months (check tag). |  |  |  |
| 8.4 | Emergency Evacuation Plans are clearly displayed and are legible.  |  |  |  |
| 8.5 | Emergency exit door(s) are clearly signposted, illuminated, and unobstructed |  |  |  |
| 8.6 | Emergency eye wash stations and showers are in close proximity to stored chemicals, dangerous goods, hazardous materials, and substances. |  |  |  |
| 8.7 | The safety shower is working and accessible (e.g. free from obstruction and trip hazards). |  |  |  |
| 8.8 | Eye wash stations are working and readily accessible with pathways free of obstruction and trip hazards. |  |  |  |
| 8.9 | The eye wash nozzle is free from airborne contaminates.  |  |  |  |
| 8.10 | Eye wash stations and safety showers are flushed (at least weekly) regularly to eliminate contaminants and records kept. |  |  |  |
| 8.11 | Eye wash stations and safety showers are annually inspected and tested by a qualified technician. |  |  |  |
| 8.12 | The safety shower handle/pull rod is readily accessible from a standing level. |  |  |  |
| 8.13 | Safety shower and eye wash station signage is clear, intact, and legible. |  |  |  |

Section 2 – Reporting Plan

Provide further information on the identified hazards above, including its location and current condition. Escalate any hazards that pose an immediate danger with the principal. All identified hazards must be discussed with the principal, assigned a responsible person, and entered into EduSafe Plus to be managed.

| **Ref No.** | **Further detail and suggested solutions for discussion** | **Date** **discussed with principal or delegate and HSR** | **Entered into eduSafe Plus** |
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