

## Swimming Pools Risk Assessment

|                   |        |        |
|-------------------|--------|--------|
| Business Name:    | ABN:   |        |
| Business Address: |        |        |
| Contact Person:   | Phone: | Email: |

### THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

|            |        |       |
|------------|--------|-------|
| Full Name: |        |       |
| Signature: | Title: | Date: |

### CLIENT OR PRINCIPAL CONTRACTOR DETAILS

|                                                   |                |
|---------------------------------------------------|----------------|
| Client:                                           | SCOPE OF WORKS |
| Project Name:                                     |                |
| Project Address:                                  |                |
| Project Manager:                                  |                |
| Contact Phone:                                    |                |
| Date Risk Assessment supplied to Project Manager: |                |

## RISK MATRIX

| LIKELIHOOD     | INSIGNIFICANT | MINOR         | MODERATE      | MAJOR      | CATASTROPHIC | SCORE          | ACTION                            | HIERARCHY OF CONTROLS                              |
|----------------|---------------|---------------|---------------|------------|--------------|----------------|-----------------------------------|----------------------------------------------------|
| ALMOST CERTAIN | 3<br>HIGH     | 3<br>HIGH     | 4<br>ACUTE    | 4<br>ACUTE | 4<br>ACUTE   |                |                                   | <b>Elimination</b><br>Remove the hazard.           |
| LIKELY         | 2<br>MODERATE | 3<br>HIGH     | 3<br>HIGH     | 4<br>ACUTE | 4<br>ACUTE   | 4A<br>ACUTE    | DO NOT PROCEED                    | <b>Substitution</b><br>Replace the hazard.         |
| POSSIBLE       | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH     | 4<br>ACUTE | 4<br>ACUTE   | 3H<br>HIGH     | Review before work starts.        | <b>Isolation</b><br>Isolate People from the hazard |
| UNLIKELY       | 1<br>LOW      | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH  | 4<br>ACUTE   | 2M<br>MODERATE | Ensure control measures in place. | <b>Engineering</b><br>Isolate the hazard           |
| RARE           | 1<br>LOW      | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH  | 3<br>HIGH    | 1L<br>LOW      | Monitor and keep records.         | <b>Administrative</b><br>Change                    |
|                |               |               |               |            |              |                |                                   | <b>PPE</b>                                         |

### Risk Rating & Required Action:

|           |                                                                                                                                                                                     |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>4A</b> | Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required. |
| <b>3H</b> | Review and approve additional controls before task starts. Senior supervisor sign-off needed.                                                                                       |
| <b>2M</b> | Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.                                                                                 |
| <b>1L</b> | Proceed, following standard operating procedures. Monitor and keep records.                                                                                                         |

### Consequence Scale:

| Consequence          | People (injury/illness)                     | Project / Assets   | Compliance / Reputation                                  |
|----------------------|---------------------------------------------|--------------------|----------------------------------------------------------|
| <b>Catastrophic</b>  | Fatality or permanent total disability      | project shutdown   | Significant regulator intervention; criminal prosecution |
| <b>Major</b>         | Serious injury/illness (hospital > 5 days)  | critical delay     | Improvement notice; major media coverage                 |
| <b>Moderate</b>      | Medical-treatment injury; lost-time > 1 day | moderate delay     | Minor breach; adverse client comment                     |
| <b>Minor</b>         | First-aid only, no lost time                | negligible delay   | Isolated non-conformance                                 |
| <b>Insignificant</b> | No injury                                   | no schedule impact | Deviation caught and corrected on site                   |

### Notes on Hierarchy of Controls:

Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. **Substitute**
3. **Isolate**
4. **Engineering**
5. **Administrative**
6. **PPE**

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

*aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.*

| JOB STEP              | POTENTIAL HAZARDS                                     | IR           | CONTROL MEASURES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | RR            |
|-----------------------|-------------------------------------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| SPECIFIC WORK STEPS   | HAZARDS THAT MAY ARISE                                | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | RESIDUAL RISK |
| 1. Preparation        | Slippery surfaces, Inadequate signage                 | 3H           | <ul style="list-style-type: none"> <li>- Ensure flooring is slip-resistant</li> <li>- Place clear signage indicating all potential hazards</li> <li>- Conduct regular inspections of pool area</li> <li>- Provide proper training to staff about emergency procedures</li> <li>- Ensure signage meets visibility standards</li> <li>- Install handrails in strategic locations</li> <li>- Implement non-slip treatments on surfaces</li> <li>- Have spill kits readily available</li> <li>- Train staff in the use of spill kits</li> <li>- Provide adequate lighting in all pool areas</li> </ul>                    | 2M            |
| 2. Pre-opening Checks | Equipment malfunction, Water quality issues           | 3H           | <ul style="list-style-type: none"> <li>- Conduct routine equipment inspections</li> <li>- Ensure all pool equipment is serviced regularly</li> <li>- Check and maintain proper water chlorine levels</li> <li>- Conduct pH balance tests prior to opening</li> <li>- Ensure water pump and filtration systems are operational</li> <li>- Have maintenance staff on call for emergencies</li> <li>- Regularly update and check all maintenance logs</li> <li>- Train staff in identifying water quality issues</li> <li>- Create a checklist for pre-opening procedures</li> <li>- Isolate faulty equipment</li> </ul> | 2M            |
| 3. Staff Training     | Lack of emergency training, Improper use of equipment | 4A           | <ul style="list-style-type: none"> <li>- Provide comprehensive first-aid and CPR training to all staff</li> <li>- Conduct regular emergency drills with staff</li> <li>- Develop clear emergency protocols and procedures</li> <li>- Ensure only trained personnel operate equipment</li> <li>- Provide detailed equipment usage manuals</li> <li>- Conduct evaluations and refresher courses regularly</li> <li>- Require certifications for specific equipment use</li> <li>- Supervise new staff closely during training period</li> </ul>                                                                         | 2M            |

| JOB STEP                 | POTENTIAL HAZARDS                                    | IR           | CONTROL MEASURES                                                                                                                                                                                      | RR            |
|--------------------------|------------------------------------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| SPECIFIC WORK STEPS      | HAZARDS THAT MAY ARISE                               | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS                                                                                                                                | RESIDUAL RISK |
|                          |                                                      |              | <ul style="list-style-type: none"> <li>- Engage in role-playing exercises for different emergency scenarios</li> <li>- Establish a mentoring system for new staff</li> </ul>                          |               |
| 4. Public Access Control | Unauthorised entry, Overcrowding                     | 3H           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 2M            |
| 5. Pool Lifeguarding     | Insufficient supervision, Delayed emergency response | 4A           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 2M            |
| 6. Water Treatment       | Contaminated water, Chemical exposure                | 4A           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>                                                       | 2M            |

| JOB STEP                | POTENTIAL HAZARDS                         | IR           | CONTROL MEASURES                                                       | RR            |
|-------------------------|-------------------------------------------|--------------|------------------------------------------------------------------------|---------------|
| SPECIFIC WORK STEPS     | HAZARDS THAT MAY ARISE                    | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
|                         |                                           |              |                                                                        |               |
| 7. Poolside Maintenance | Slippery surfaces, Debris and obstruction | 3H           |                                                                        | 2M            |
| 8. Pool Cleaning        | Drowning risk, Chemical hazards           | 4A           |                                                                        | 2M            |
| 9. Wet Area Management  | Slippery floors, Electrical hazards       | 4A           |                                                                        | 2M            |

| JOB STEP                            | POTENTIAL HAZARDS                                         | IR           | CONTROL MEASURES                                                       | RR            |
|-------------------------------------|-----------------------------------------------------------|--------------|------------------------------------------------------------------------|---------------|
| SPECIFIC WORK STEPS                 | HAZARDS THAT MAY ARISE                                    | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
|                                     |                                                           |              |                                                                        |               |
| 10. First Aid Provisions            | Inadequate first aid facilities, Delayed medical response | 3H           |                                                                        | 1L            |
| 11. Emergency Evacuation Procedures | Panic during evacuation, Blocked exits                    | 3H           |                                                                        | 1L            |
| 12. Customer Behaviour Management   | Horseplay, Non-compliance with rules                      | 3H           |                                                                        | 2M            |

| JOB STEP                            | POTENTIAL HAZARDS                           | IR           | CONTROL MEASURES                                                       | RR            |
|-------------------------------------|---------------------------------------------|--------------|------------------------------------------------------------------------|---------------|
| SPECIFIC WORK STEPS                 | HAZARDS THAT MAY ARISE                      | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
|                                     |                                             |              |                                                                        |               |
| 13. Changing Facilities Maintenance | Poor hygiene, Slips and falls               | 3H           |                                                                        | 1L            |
| 14. Child Safety Measures           | Unattended children, Inadequate supervision | 4A           |                                                                        | 2M            |
| 15. Equipment Maintenance           | Faulty equipment, Improper repairs          | 3H           |                                                                        | 2M            |

| JOB STEP                         | POTENTIAL HAZARDS                            | IR           | CONTROL MEASURES                                                                                                                    | RR            |
|----------------------------------|----------------------------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------|---------------|
| SPECIFIC WORK STEPS              | HAZARDS THAT MAY ARISE                       | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS                                                              | RESIDUAL RISK |
|                                  |                                              |              | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>                                                 |               |
| 16. Conducting Events or Classes | Overcrowding, Lack of lifeguard availability | 3H           | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> | 1L            |
|                                  |                                              |              |                                                                                                                                     |               |
|                                  |                                              |              |                                                                                                                                     |               |



## EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

## LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IF ANY STATE THAT ARE NOT APPLICABLE

### Queensland & Australian Capital Territory

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>

Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>

Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>

Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

### New South Wales

Work Health and Safety Act 2011

Work Health and Safety Regulations 2017

Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>

Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

### Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulations 2011

Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>

Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

### South Australia

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>

Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

### Tasmania

Work Health and Safety Act 2012

Work Health and Safety (Transitional and Consequential Provisions) Act 2012

Work Health and Safety Regulations 2012

Work Health and Safety (Transitional) Regulations 2012

Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>

Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

### Victoria

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>

Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

### Western Australia

Work Health and Safety Act 2020

Work Health and Safety Regulations 2022

Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>

Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

### Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>

Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

### Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work