

## **Swimming Pool Complex Risk Assessment:**

### Contents:

Introduction:.....	2
Location and site plan: .....	2
Description of Pool Area facilities:.....	2
Pool / Sauna Users: .....	5
Access Control: .....	5
Operating times: .....	6
Water Temperatures:.....	6
Sauna Temperature: .....	6
First Aid: .....	6
Lifesaving Equipment: .....	7
Safety Notices: .....	7
Maintenance and water sampling:.....	7
General Hygiene: .....	8
Cleaning: .....	8
Faecal Fouling:.....	9
Vomit Fouling:.....	9
Emergency Procedure:.....	10
In the event of an emergency:.....	11
Fire alarm sounding, within the Pool Area or within the hotel:.....	11
Fire in the Pool Area:.....	11
Escape of chemical gasses: .....	12
Release of excess chemicals into the pool:.....	12
User illness, serious injury or death within the Pool Area:.....	13
Discovery of casualty in the water:.....	14
Structural failure of any sort within the Pool Area:.....	15
Unauthorised access by persons causing distress to users:.....	15
Bomb scare within the Pool Area or hotel:.....	16
Lighting & Power failure within the Pool Area or hotel: .....	17
Overcrowding: .....	18
Lack of water clarity: .....	18
Disorderly behaviour/violence to users and, or staff: .....	18
Supervision of Pool Area Users:.....	19
Individual Risk Assessments .....	22
Appendix 6 Procedure in the event of Faecal Fouling .....	37
Appendix 7 Procedure in the event of Vomit Fouling.....	39
Appendix 9 Plant room schematic.....	41
Procedure for Vacuuming the Pool.....	42
Child : Adult Supervision Ratios .....	43

## **Introduction:**

The risk assessment covers the following areas:

- Location, site plan and description of the leisure complex at the hotel
- Where relevant, the membership process for private and public session use of the swimming pool, sauna and pool side shower
- Admission Policy
- Adult : Child supervision ratios
- Access control to the swimming pool complex
- Risk assessments associated with use of and maintaining the leisure complex
- The plant room with plant, equipment and chemicals servicing the swimming pool, sauna and redundant Jacuzzi
- Emergency Procedures

## **Location and site plan:**

The Pool Area is located to the rear of the function room on the ground floor.

Appendix 1 shows the location and site plan of the swimming pool complex, hereafter known as the Pool Area, within the ground floor area of the Manor Hotel. The Pool Area is edged in red.

Appendix 1A is a concentrated version of the same, showing the fire exits and escape routes from the Pool Area.

## **Description of Pool Area facilities:**

### Pool Area:

Pool Area length: 19.0m

Pool Area width: 11.0m

### Swimming Pool:

Pool length: 15.0m

Pool width: 5.0m

Pool depth: 1.0m to 1.3m

### Entry to the Pool:

At shallow end: by 4 steps graduating into the pool on either side of the former Jacuzzi. There is a stainless steel hand rail for the steps on the side of the pool nearest to the changing rooms.

At the deep end: by a stainless steel ladder with 4 steps, attached to the pool side and with hand rails.

Shower unit adjacent to the changing rooms

Telephone with automatic connection to reception

Emergency alarm – push button alarm system with one button located at each end of the pool area. Alarm sounds in the pool area and also at hotel reception desk. On sounding, Duty Manager alerted along with any emergency responders. Emergency services will be called as necessary.

CCTV is present at each end of the pool with a feed back to a dedicated monitor at the hotel reception desk. General Manager's office also has a feed to the multiplex monitor.

Lighting:

Natural day light through glazed roof panels and external windows.  
Artificial lighting to pool surrounds, changing rooms and underwater.

External viewing areas:

Passers-by can view the pool from the hotel corridors running adjacent to the facility.

Sauna and Steam Room :

6'4" x 6'6" Sauna, made of sauna grade Aspen, located on the left hand side of the pool, adjacent with the corridor of the Alsager Suite.

Electrically heated unit to accommodate 6 people.

One point of entry and exit

1 small step up into the sauna, over the lip of the unit

Sauna surrounds:

The sauna sits atop the pool surround tiles and is levelled using levelling feet on the sauna unit

All other surrounding elements are as per the pool itself.

*Emergency alarm within the sauna and Steam Room itself?* No, closest on the wall on the right hand side when exiting the sauna

External viewing areas:

Passers-by can view the sauna from the hotel corridors running adjacent to the facility.

The sauna has a glass door with all other panels being solid timber construction.

The sauna and Steam is powered by electricity which has been installed professionally

Male changing rooms:

Electronic key card access controlled door  
Enclosed internal changing room without natural daylight  
Tiled floor surface with rubber matting for slip prevention  
8 lockers for customer use  
Shower with shower curtain  
Toilet  
Wash hand basin  
Access door to swimming pool

Female changing rooms:

Electronic key card access controlled door  
Enclosed internal changing room without natural daylight  
Tiled floor surface with rubber matting for slip prevention  
8 lockers for customer use  
Shower with shower curtain  
Toilet  
Wash hand basin  
Access door to swimming pool

Dedicated Swimming pool and (redundant) Jacuzzi plant room:

Chemical store  
Chemical dosing systems  
Filters  
Pipe work  
Electrical work  
Ducting  
Protective clothing - PPE

A schematic of the plant room is included at appendix 9.

Note: The plant room is subject to a separate risk assessment.

Emergency exits:

Exiting to outside by the Female Changing room  
Exiting to inside the hotel by the Male Changing room  
Exits can also be through the changing room which lead to a corridor from which an emergency exit leads to outside the building  
See appendix 1A for diagrammatic representation of emergency exits  
See appendix 1B for diagrammatic representation of emergency systems (alarm button, telephone, fire extinguishers and fire exits).

## **Pool / Sauna Users:**

A summary of the user groups can be given as follows:

### Swimming Pool:

Swimming classes – non exclusive use. Small numbers attend and use half the

pool

Individual Members and guests

Hotel residents

Staff – when not at work

A child : adult ratio has been established as part of this risk assessment and is set out in appendix 11. The assessment takes account of the user groups and the fact that, as a result of this risk assessment, no permanent life guard is deemed necessary.

Sauna:

Individual Members and guests

Hotel residents

Staff – when not at work

Appropriate notices have been posted around the leisure complex advising of users who may be at risk from using a sauna and giving advice on how best to make use of and enjoy use of the facility.

No person under the age of 16 may use the sauna.

## **Access Control:**

To access the Pool Area, persons must be residents of the hotel or become members or be part of a registered user group. Membership is a formal process and a sample membership pack is attached in appendix 2.

Residents and Members must register their attendance at the Hotel Reception desk. Access to the Pool Area is restricted by use of the changing room doors, controlled by electronic key cards, issued on a per use basis, to users from the hotel Reception desk. The doors are regulated by door closers.

Access to the pool is through internal doors from the changing rooms. These doors are not locked but are regulated by door closers.

No other access is available unless fire doors have been opened.

There is no hotel staff presence in the Pool Area itself to monitor usage or access.

Keys to access the Pool Area are programmed on a daily basis. The keys are timed to work from 0700 to 2100 daily and automatically time out after this period, rendering them inoperable without further programming.

No customer access is possible to the plant room through the Pool Area.

Access control forms part of the admission policy for the Leisure Complex. The Admission Policy is set out in Appendix 12.

## **Operating times:**

The Pool Area is open daily from 0700 to 2100

Within these times there are private user groups, some of whom take exclusive use of the Pool Area. Such private user group times are communicated to members and where a group has exclusive use no other member is permitted access. Where a private user group does not have exclusive use, due to the size of the facility available, other swimmers rarely make use of the facility. Where other users may make use of the facility, this is covered in the main operational risk assessment.

## **Water Temperatures:**

Pool water maintained at 83° - 87°F, 28° – 30°C

For reference, recommended maximum bathing temperatures:

Competitive swimming pools 27 °C (80.6 °F)

Recreational Pools 28 °C (82.4 °F)

Children's teaching pools 29 °C (84.2 °F)

Babies / Disabled Persons 30 °C (86 °F)

Therefore, due to the mix of user groups, pool temperature maintained between 28 °C - 30 °C

SOURCE: Swimming Pool Water Treatment and Quality Standards for Pools and Spas, Pool Water Treatment Advisory Group, second edition published 2009 (first edition published 1999), printed by Micropress Printers Ltd

## **Sauna Temperature:**

The sauna is maintained at 80 °F

## **First Aid:**

A number of staff and Duty Managers within the hotel are first aid trained and will be called in the event of an emergency. (See – Emergency Procedures below).

First aid training for hotel staff includes drowning and CPR training.

First aid boxes and supplies are maintained at appropriate levels within the hotel.

Emergency services will be called in the event they are required.

**Emergency Responder Training is under investigation. If deemed necessary, this risk assessment will be updated to reflect the presence of such skilled staff.**

## **Lifesaving Equipment:**

A rescue pole and 3 x life buoys are kept pool side, wall mounted and clearly visible.

## **Safety Notices:**

Safety Notices are clearly displayed around the swimming pool area and in the changing rooms advising:

- Fire Action Notice / How to raise the alarm / What to do in the event of a fire
- No diving and ball games in the pool
- Caution – Slippery floor surface
- No person under the age of 16 is permitted to use the Sauna
- CCTV notice
- Emergency alarm notice by the two alarm push buttons

## **Maintenance and water sampling:**

A third party maintenance company, E J Payne, is employed to regularly inspect the plant and equipment in the plant room. Defects reports are recorded and actioned as necessary.

Water samples are taken on-site as follows:

- Twice Daily – Chlorine and Ph checks by both Management and Maintenance.
- Daily – Chlorine and Bi-sulphate level check in tanks
- Weekly – System filters back flushed
- Weekly – Calcium Hardness and Total Alkalinity check
- Monthly – Maintenance by Contractor and Water sample
  - Results are recorded, filed and kept for 12 months, then discarded.

Water samples are taken by E J Payne and sent to a testing laboratory off site. Results of off-site water samples are generally returned within 14 days. Reaction to these results will depend on the findings. The tests carried out are as follows:

- TVC 22°C
- TVC 37°C
- Pseudomonas sp
- Pseudomonas aerug
- E.Coli
- Coliform
- Staph Au

The Pool testing and maintenance procedure at appendix 3 sets out the procedure for water sampling tests undertaken by our staff.

The Duty Manager Pool testing guide at appendix 4 sets out the procedure for water sampling tests undertaken by our Duty Managers.

An arrangement is in place with Cavendish Laboratories for quarterly sampling to take place which includes Legionella. Reaction to these results will depend on the findings. Results are communicated within a couple of days if abnormal levels of bacteria are found.

The 2-yearly legionella risk assessment for the hotel includes assessment of the swimming pool.

Wherever possible, maintenance work being carried out within the Pool Area will be undertaken with the Pool Area being closed and the Pool being drained or partly drained.

Wherever practicable, no lone working will take place if maintenance work is being undertaken without the pool being drained or partly drained.

Evening cleaning takes place each evening and is a lone working function. This matter will be reviewed constantly and changed if necessary.

## **General Hygiene:**

To assist in reducing TDS levels in the pool water, pool users are encouraged to shower before entering the pool.

Sauna users are encouraged to shower after using the sauna and then prior to using the pool. Provision of pool side shower has been made for this purpose.

In both instances, the changing room showers are also available.

## **Cleaning:**

The Pool Area is cleaned by the Hotel Housekeeping department.

Within the changing rooms: Daily cleaning takes place. The showers and toilets and sink are cleaned. The area is tidied. The floor mats are lifted as required and floor mopped. The changing room floor mats are jet washed as required, but at a minimum, on a monthly basis.

The pool surround is cleaned daily, normally after the pool has closed though on occasion during normal opening times. If the latter, ideally it is cleaned when there is minimal customer usage.

A separate risk assessment is in place for this process and is appended in the Individual Risk Assessments section of this document, appendix 5.

Cleaning may take place during opening hours on certain days of the week subject to business needs and rostering of staff.

An external contractor is employed on a monthly basis to deep clean the surrounds of the pool area with an industrial machine. The Pool Area is closed during this time.

Deep cleaning of the Pool Area is undertaken as necessary and will be a planned event with the Pool Area being closed.

How will we clean the Sauna?

Method the sauna will be cleaned on a monthly basis by E J Payne, the swimming pool contractors. Hotel staff are only required to clean the glass door and this will be carried out within the remit of the daily cleaning, when the facilities are not in use

Risk assessment this is covered in the general risk assessments for the Housekeeping department

Products to use glass cleaner

Frequency daily

## **Faecal Fouling:**

A procedure is detailed in appendix 6 to address the issue of Faecal Fouling.

HSG179, paras 344 to 349 cover the matter of Faecal Fouling.

## **Vomit Fouling:**

A procedure is detailed in appendix 7 to address the issue of Vomit Fouling.

The source for the procedure is: Swimming Pool Water Treatment and Quality Standards for Pools and Spas, Pool Water Treatment Advisory Group, second edition published 2009 (first edition published 1999), printed by Micropress Printers Ltd

## **Emergency Procedure:**

Emergencies within the Pool Area would include, but are not limited to:

- Fire alarm sounding, within the Pool Area or within the hotel
- Fire in the Pool Area
- Escape of chemical gasses
- Release of excess chemicals into the pool
- User illness, serious injury or death within the Pool Area
- Discovery of casualty in the water or sauna
- Structural failure of any sort within the Pool Area
- Unauthorised access by persons causing distress to users
- Bomb scare within the Pool Area or hotel
- Lighting & Power failure within the Pool Area or hotel
- Overcrowding
- Lack of water clarity
- Disorderly behaviour/violence to users and, or staff

### ***In the event of an emergency:***

#### **Fire alarm sounding, within the Pool Area or within the hotel:**

A notice is posted in the Pool Area and the changing rooms advising of how to raise the fire alarm and what to do in the event of hearing the fire alarm.

All users are required to exit through the clearly marked fire exits immediately and not to stop to collect personal belongings.

The assembly point will be the Fire Assembly point in the car park, opposite the main entrance, unless unsafe in which case a new assembly point will be allocated.

A roll call will be taken by hotel reception staff and reported to the Person in Charge.

A private User Group will complete their own roll call and report to the Person in Charge.

No persons will be permitted to re-enter the building until advised by the Responsible Person or the fire brigade that it is safe to do so.

#### **Fire in the Pool Area:**

Fire fighting equipment is located in the Pool Area, both Water extinguishers and a CO<sub>2</sub> extinguisher by the former Jacuzzi motor room.

A Break Glass button is located by the fire exit leading out of the building and when pressed will automatically sound the fire alarm.

Emergency telephone by the Changing Rooms – lift receiver to automatically connect to Reception.

Emergency alarm – push button alarm system with one button located at each end of the pool area. Alarm sounds in the pool area and also at hotel reception desk. On sounding, Duty Manager alerted along with any emergency responders. Emergency services will be called as necessary.

CCTV is present at each end of the pool with a feed back to a dedicated monitor at the hotel reception desk. General Manager's Office also has a feed to the multiplex monitor.

2 x clearly marked and illuminated emergency exit signs.  
Assembly point in the hotel car park opposite the main entrance.

Towels and foil survival blankets are available for swimmers who have exited the Pool Area.

People will be asked to make their cars available to keep swimmers warm in the event of inclement/cold weather.

It may be possible to enter a part of the building where no danger is present though this will be determined in consultation with the Responsible Person or the Fire Brigade.

A hotel incident report will be completed as necessary.

### **Escape of chemical gasses:**

Likely notification of this will be from users of the Pool Area.

Users will be instructed to leave via the nearest emergency exit and seek fresh air outside of the main building.

The emergency services will be called if deemed necessary by the Duty Manager, to assist any person with breathing difficulty or any other symptoms.

Advice will be sought from the chemical COSHH data sheets as to how to handle the chemicals.

The Pool Area will be closed off until such times as it is deemed suitable to reoccupy.

The fire exit door with egress to outside will be left open to assist in ventilating the Pool Area and the disbursement of such gasses to atmosphere.

It may be necessary to evacuate areas immediately around the Pool Area if the gasses are strong and, through persons exiting the Pool Area into the hotel reception area, the gasses penetrate hotel areas. Likely areas to consider evacuating will be:

Reception  
150 Corridor  
Alsager Suite

The Duty Manager will need to decide on action to be taken on a common sense approach basis.

A hotel incident report will be completed as necessary.

### **Release of excess chemicals into the pool:**

The pool will be evacuated.

First aid will be offered to any affected parties.

The emergency services will be called as necessary.

The Pool Area will be closed off until such times as it is deemed suitable to reoccupy following a detailed inspection by a competent third party (see below).

Towels and foil survival blankets are available for swimmers who have exited the Pool Area.

Hotel bedrooms can be made available to those exiting the Pool Area to dry off and keep warm until they can recover their clothing from the changing rooms.

The plant and equipment serving the pool will be thoroughly inspected by a competent third party.

Prior to any further use, chemical levels within the pool will be checked and recorded, confirming their safe use.

A hotel incident report will be completed as necessary.

**User illness, serious injury or death within the Pool Area:**

First aiders are on the hotel staff and are able to offer first aid in an emergency situation

**Emergency Responder Training is under investigation. If deemed necessary, this risk assessment will be updated to reflect the presence of such skilled staff.**

There is a telephone in the Pool Area; lifting the receiver will automatically dial through to the hotel Reception desk, where assistance can be summoned.

Emergency alarm – push button alarm system with one button located at each end of the pool area. Alarm sounds in the pool area and also at hotel reception desk. On sounding, Duty Manager alerted along with any emergency responders. Emergency services will be called as necessary.

CCTV is present at each end of the pool with a feed back to a dedicated monitor at the hotel reception desk. General Manager's Office also has a feed to the multiplex monitor.

Where necessary, the emergency services will be contacted.

The hotel will record accidents and emergencies in the appropriate way, to include completion of documentation in the accident book and submission of a RIDDOR form, if necessary.

The Pool Area will be closed if deemed necessary by the Duty Manager/emergency services and will remain closed until safe to reopen.

In the event of the pool water becoming contaminated with foreign objects, the Pool Area will be closed until the water is cleaned / filtered and chemical level checks confirm the area is safe to use. (See Faecal Fouling and Vomit Fouling).

A hotel incident report will be completed as necessary.

### **Discovery of casualty in the water:**

A casualty in the water could be discovered by:

- Someone in the Pool Area
- CCTV surveillance relayed back to the hotel reception desk and General Manager's office
- Someone passing by the Pool Area looking in from outside

The alarm can be raised by:

- Use of the pool side telephone: lifting the receiver will automatically dial through to the hotel Reception desk, where assistance can be summoned.
- Telling a member of hotel staff

Emergency alarm – push button alarm system with one button located at each end of the pool area. Alarm sounds in the pool area and also at hotel reception desk. On sounding, Duty Manager alerted along with any emergency responders. Emergency services will be called as necessary.

CCTV is present at each end of the pool with a feed back to a dedicated monitor at the hotel reception desk. General Manager's Office also has a feed to the multiplex monitor.

First aiders are on the hotel staff and are able to offer first aid in an emergency situation

If the casualty is seen through the viewing windows from the hotel corridors and there are no other persons in the Pool Area, the hotel reception staff and Duty Manager can gain access to the Pool Area through use of a master key.

Where necessary, the emergency services will be contacted.

The hotel will record accidents and emergencies in the appropriate way, to include completion of documentation in the accident book and submission of a RIDDOR form, if necessary.

The Pool Area will be closed if deemed necessary by the Duty Manager/emergency services and will remain closed until safe to reopen.

In the event of the pool water becoming contaminated with foreign objects, the Pool Area will be closed until the water is cleaned/filtered and chemical level checks confirm the area is safe to use. (See Faecal Fouling and Vomit Fouling).

A hotel incident report will be completed as necessary.

### **Structural failure of any sort within the Pool Area:**

In the event of any structural failure in the Pool Area, the area will be immediately evacuated and cordoned off.

A structural failure of any sort could be highlighted through:

- Someone in the Pool Area
- CCTV surveillance relayed back to the hotel reception desk and General Manager's office
- Someone passing by the Pool Area looking in from outside

The alarm can be raised by:

- Use of the pool side telephone: lifting the receiver will automatically dial through to the hotel Reception desk, where assistance can be summoned.
- Telling a member of hotel staff

Emergency alarm – push button alarm system with one button located at each end of the pool area. Alarm sounds in the pool area and also at hotel reception desk. On sounding, Duty Manager alerted along with any emergency responders. Emergency services will be called as necessary.

CCTV is present at each end of the pool with a feed back to a dedicated monitor at the hotel reception desk. General Manager's Office also has a feed to the multiplex monitor.

First aiders are on the hotel staff and are able to offer first aid in an emergency situation

Structural engineers and other suitably qualified professionals will be consulted and the area will remain closed until further notice.

A hotel incident report will be completed as necessary.

### **Unauthorised access by persons causing distress to users:**

In the event of a report by a leisure complex user of a person causing distress to users, Hotel Management will be made aware and will investigate immediately.

Should the person highlighted to the hotel staff still be in the area at the time Hotel Management investigate, they should be questioned as to their status (ie) a hotel resident, member etc and the situation assessed.

Management have the right to ask any member of the public to leave the premises should they feel it appropriate. The authorities can be called to assist in this if necessary.

It must be remembered that we have a duty of care to the public using the hotel and so must at all times seek to ensure their safety. However, at no time should a person be approached if they are confrontational. It may be appropriate to evacuate the pool area and to call the authorities to assist.

An alarm can be raised by a person in the pool area:  
Emergency alarm – push button alarm system with one button located at each end of the pool area. Alarm sounds in the pool area and also at hotel reception desk. On sounding, Duty Manager alerted along with any emergency responders. Emergency services will be called as necessary.

CCTV is present at each end of the pool with a feed back to a dedicated monitor at the hotel reception desk. General Manager's Office also has a feed to the multiplex monitor.

### **Bomb scare within the Pool Area or hotel:**

A bomb scare originating in the Pool Area could be raised through:

- Someone in the Pool Area
- CCTV surveillance relayed back to the hotel reception desk and General Manager's office
- Someone passing by the Pool Area looking in from outside

The alarm can be raised by:

- Use of the pool side telephone: lifting the receiver will automatically dial through to the hotel Reception desk, where assistance can be summoned.
- Telling a member of hotel staff

Emergency alarm – push button alarm system with one button located at each end of the pool area. Alarm sounds in the pool area and also at hotel reception desk. On sounding, Duty Manager alerted along with any emergency responders. Emergency services will be called as necessary.

CCTV is present at each end of the pool with a feed back to a dedicated monitor at the hotel reception desk. General Manager's Office also has a feed to the multiplex monitor.

A bomb scare originating elsewhere in the building will mean an evacuation of the Pool Area.

The means of evacuation in the event of a bomb scare will vary, subject to the nature of the scare. The fire alarm may be sounded or instruction may be given vocally.

All users will be required to exit through the fire exits immediately and not to stop to collect personal belongings.

The assembly point will be the Fire Assembly point in the car park, opposite the main entrance, unless unsafe in which case a new assembly point will be allocated.

A roll call will be taken by hotel reception staff and reported to the Person in Charge.

A private User Group will complete their own roll call and report to the Person in Charge.

Towels and foil survival blankets are available for swimmers who have exited the Pool Area.

People will be asked to make their cars available to keep swimmers warm in the event of inclement/cold weather.

No persons will be permitted to re-enter the building until advised by the Responsible Person that it is safe to do so.

It may be possible to enter a part of the building where no danger is present though this will be determined in consultation with the Responsible Person or member of the emergency services.

A hotel incident report will be completed as necessary.

### **Lighting & Power failure within the Pool Area or hotel:**

In the event of a power / lighting failure in the Pool Area, the area will be closed until the problem is rectified. Although natural daylight provides ample light to the pool, the changing rooms are without natural daylight and it would be dangerous for people to use these facilities in the dark.

Torches can be made available for people to recover their clothing from the changing rooms and hotel bedrooms can be made available to dry off and change.

A power failure would also render the pumps and chemical dosing equipment inoperable and so the clarity of the water could dissipate or levels of chlorine could fall to unsatisfactory levels.

On a return of the power, water clarity will be checked and chemical levels tested to ensure the pool is safe to use.

Prior to reopening the pool, the pumps and chemical dosing systems should be allowed to run for a short period of time, (say 30 minutes) to allow any backlog of chemicals or air locks in the system to filter through.

A hotel incident report will be completed as necessary.

### **Overcrowding:**

Access to the swimming pool area is limited to a maximum of 20 persons at any one time, this includes persons making use of the sauna. This is based on guidance given in HSG179 (Managing health and safety in Pools) para 203.

In the event that more than 20 persons are within the Pool Area, the Duty Manager will be called, to reduce the numbers.

If necessary, the Duty Manager has the right to close the Pool Area and insist that all present vacate.

A hotel incident report will be completed as necessary.

### **Lack of water clarity:**

In the event of the pool water becoming clouded, the Pool Area will be closed immediately and investigations undertaken to determine the cause of the problem.

If necessary, the plant and equipment serving the pool will be thoroughly inspected by a competent third party.

Prior to any further use, chemical levels within the pool will be checked and recorded, confirming their safe use.

Prior to reopening the pool, the pumps and chemical dosing systems should be allowed to run for a short period of time, (say 30 minutes) to allow any backlog of chemicals or air locks in the system to filter through.

Only when the water has returned to being clear will the Pool Area be reopened.

A hotel incident report will be completed as necessary.

### **Disorderly behaviour/violence to users and, or staff:**

The Hotel operates a Violence Policy and a Customer Charter. If necessary, these will be enforced as appropriate.

In the event of a disorderly situation, the Duty Manager can be called to try to calm the situation. Should this fail, or the behaviour reignite, the emergency services will be called.

As necessary, entries will be recorded in the accident book and a RIDDOR report completed for submission along with a Hotel Incident Reporting form.

### ***Supervision of Pool Area Users:***

In line with guidance in the HSE Managing Health and safety in Swimming Pools HSG179 (Reprint 2009) paragraphs 186 – 229, the outcome of this risk assessment is that there is no need for constant lifeguard supervision in the Pool Area.

Figure 3 on page 66 of the guide clearly shows a flowchart to follow to determine whether constant supervision is required. A copy of this flowchart is shown at appendix 8.

It is evident from this flowchart that there is no need for constant lifeguard supervision in the Pool Area.

Para 186, makes specific reference to the following features of a swimming pool and strongly recommends constant supervision if any of these are a feature:

- The nature of the pool
- The pool users
- Activities in the pool at any particular time

The nature of the pool:  
See Description of Pool Area facilities

The pool users:  
See Pool / Sauna Users

Activities in the pool area at any particular time:  
The different user groups, access control and overcrowding analysis denotes the activities in the pool area at any particular time. We do not permit diving or horseplay and have the right to remove users at any stage or to close the facility.

CCTV coverage and methods of raising the alarm, all as previously stated, are in place.

Emergency alarm – push button alarm system with one button located at each end of the pool area. Alarm sounds in the pool area and also at hotel reception desk. On sounding, Duty Manager alerted along with any emergency responders. Emergency services will be called as necessary.

CCTV is present at each end of the pool with a feed back to a dedicated monitor at the hotel reception desk. General Manager's Office also has a feed to the multiplex monitor.

We therefore have concluded that constant supervision is not required.

Para 187, makes specific reference to the following features of a swimming pool and its use and strongly recommends constant supervision if any of these are a feature:

- The pool has water deeper than 1.5m;
- The pool water area is greater than 170m<sup>2</sup>;
- Diving from the poolside is allowed;
- There is poolside equipment or a feature posing additional risks;
- There are abrupt changes in depth;
- It is not practicable to enforce house rules for safe behaviour;
- Access is not restricted, (e.g.) to hotel residents, members, hospital staff and patients.

*The pool has water deeper than 1.5m:*

Pool depth: 1.0m – 1.3m

*The pool water area is greater than 170m<sup>2</sup>:*

Pool length: 15.0m

Pool width: 5.0m

Water area is therefore 75m<sup>2</sup>

*Diving from the poolside is allowed:*

Diving is not permitted

*There is poolside equipment or a feature posing additional risks:*

A very limited number of poolside tables and chairs

The stored pool cover does not adversely restrict movement around the pool side

Neither of the above are deemed to be a risk.

*There are no abrupt changes in depth:*

Pool depth: 1.0m – 1.3m over a 15m length

*It is not practicable to enforce house rules for safe behaviour:*

The leisure complex is a wholly owned part of the hotel and hotel Managers have the right to enforce safe behaviour or to close the facility.

*Access is not restricted, (eg) to hotel residents, members, hospital staff and patients:*

See Access Control

Where necessary, compensating measures have been employed and are detailed in each section throughout this document.

Swimming pool and spa complex site and location appendix should be added with features.

## Suction

Designated person to check that suction is at correct levels and hair is removed from drainage area etc.

Measures also in place in line with normal plant operation. PPE to be worn and safety procedures carried out during any pool maintenance.

Tests may need to be carried out to determine the velocity of the water. If the tests prove that the water is traveling at 0.5m/s or more, then remedial action may be necessary.

Hair entanglement is also a factor and as such modern designed outlet grille covers are designed to include anti-vortex characteristics which prevents hair becoming twisted and no gap is in excess of 8mm which prevents finger entrapment.

## Individual Risk Assessments

Use of leisure complex changing rooms

Requirement for constant supervision in pool area

Risk of injury or drowning to poolside spectators

Cleaning the pool in the event of faecal fouling

Cleaning the pool in the event of vomit fouling

Cleaning the pool in the event of blood fouling –

Poolside Cleaning

Vacuuming the Pool – on file

General Use risk assessments

Use of the Sauna

Use of the pool side shower

## MANOR HOTEL & SPA RISK ASSESSMENT SUMMARY

<b>Risk Assessor: General Manager</b>	<b>Hotel:</b> Manor Hotel & Spa	<b>Assessment Date:</b> 25th January 2026	<b>Re Assessment:</b> Annually
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<b>Persons Responsible</b> Andrew Middleton and fellow Directors; Heads of Dept.	<b>Department:</b> Hotel Leisure Complex	<b>Can the risk be eliminated?</b>	No
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<b>Hazard and Description of task</b>	<b>Types of injuries which could result from harm</b>	<b>Persons Affected</b>	<b>Current control measures in place</b>	<b>How likely is injury with control measures in place?</b>			<b>How severe might injury be if harm occurs?</b>			<b>7-9 (High) = Unacceptable must receive urgent attention to reduce the risk or stop work immediately</b>	<b>4-6 (Med) = Should receive attention to remove or reduce the hazard or risk where possible</b>	<b>1-3 (Low) = Keep under review and reduce hazards/risks once all other priorities have received attention</b>	<b>Persons responsible to further implement control measures and by which date</b>	<b>Further Relevant Comment</b>
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				<b>1</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>Result</b>	<b>Further Measures</b>		
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<p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p> <p>Legislation concerned with this assessment includes The Health and Safety at Work Act 1974; COSHH Regulations 2013; The Manual Handling Operations Regulations 1992 as amended 2002; The Management of Health and Safety at Work Regulations 1999, Managing Health and safety in Swimming Pools.</p>	<p><i>Slips, trips and falls, stubbed toes on bench seating, rubber matting and upright surfaces.</i></p>	<p><i>Swimming pool members, hotel residents swimming, day swimmers, Private User Groups.</i></p> <p><i>Maintenance and housekeeping personnel and contractors</i></p>	<p><i>Access to the Pool Area is restricted to 20 persons maximum.</i></p> <p><i>Private user groups have exclusive use of the Pool Area and therefore the changing rooms, reducing the number of people in this area.</i></p> <p><i>Some nursery swimming classes do not have exclusive use but members stay away due to the nature of the users and the size of the pool.</i></p> <p><i>Signage in place reminding users of the slippery floor, not to stand on the bench seating, to keep area clean and tidy for other users.</i></p> <p><i>Rubber matting is in place to reduce slippery surface. Yellow wet floor sign is permanently in place.</i></p>	✓			✓			<p>2 – Low</p>	<p><i>Cleaning schedule in place to ensure changing rooms are clean and fit for purpose.</i></p> <p><i>Air handling is in place to assist in reducing humidity in the changing rooms.</i></p> <p><i>Child : Adult ratios are in place for private user and group sessions to provide suitable levels of adult supervision for children's' age and ability, and to assist in prompt, efficient and tidy use of the changing rooms.</i></p> <p><i>Lockers are provided for safe storage of user's property and to reduce clutter in the changing rooms.</i></p> <p><i>No food, drink or glass permitted in the changing rooms or Pool Area.</i></p>	<p><i>Duty Managers.</i></p>	<p><i>Air handling systems to be reviewed on an ongoing basis and upgraded if deemed necessary.</i></p>
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## MANOR HOTEL & SPA RISK ASSESSMENT SUMMARY

<b>Risk Assessor:</b> General Manager		<b>Hotel:</b> Manor Hotel & Spa		<b>Assessment Date:</b> 25th January 2026			<b>Re Assessment:</b> Annually					
<b>Persons Responsible</b> Andrew Middleton and fellow Directors; Heads of Dept.		<b>Department:</b> Hotel Leisure Complex		<b>Can the risk be eliminated?</b>			No					
<b>Hazard and Description of task</b>  <i>Requirement for constant supervision in the Pool Area</i>	<b>Types of injuries which could result from harm</b>	<b>Persons Affected</b>	<b>Current control measures in place</b>  <b>Regularity of Task (daily)</b>  <b>Task Non Repetitive unless stated otherwise?</b>	<b>How likely is injury with control measures in place?</b>			<b>How severe might injury be if harm occurs?</b>			<b>7-9 (High) = Unacceptable must receive urgent attention to reduce the risk or stop work immediately</b> <b>4-6 (Med) = Should receive attention to remove or reduce the hazard or risk where possible</b> <b>1-3 (Low) = Keep under review and reduce hazards/risks once all other priorities have received attention</b>	<b>Persons responsible to further implement control measures and by which date</b>	<b>Further Relevant Comment</b>
				1	2	3	1	2	3			
<p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p> <p>Legislation concerned with this assessment includes The Health and Safety at Work Act 1974; COSHH Regulations 2013; The Manual Handling Operations Regulations 1992 as amended 2002; The Management of Health and Safety at Work Regulations 1999, Managing Health and safety in Swimming Pools.</p>	<p><i>Drowning, slips, trips and falls on the pool side or in the changing rooms, electrocution</i></p>	<p><i>Swimming pool members, hotel residents swimming, day swimmers, Private User Groups.</i></p> <p><i>Maintenance and housekeeping personnel and contractors</i></p>	<p><i>Signage poolside advising that Pool is 15m long x 5m wide. Depth changes from 1.0m – 1.3m</i></p> <p><i>Signage poolside advising no running, diving or bombing,</i></p> <p><i>Access restricted to 20 persons maximum.</i></p> <p><i>Private user groups have exclusive use of the Pool Area.</i></p> <p><i>Some nursery swimming classes do not have exclusive use but members stay away due to the nature of the users and the size of the pool.</i></p> <p><i>Rescue Pole and 3 x life buoys kept poolside.</i></p>	✓					✓	<p>3 – Low</p>	<p><i>CCTV monitoring is constant to reception and the General Manager's office.</i></p> <p><i>CCTV equipment is maintained annually and under contract with ADT.</i></p> <p><i>The Pool Area (with the exception of changing rooms) is visible from hotel corridors.</i></p> <p><i>Duty Managers check frequently on the Pool Area.</i></p> <p><i>Child : Adult ratios are in place to provide suitable levels of adult supervision for children's' age and ability.</i></p> <p><i>Pool side Telephone linking directly to hotel reception to raise alarm</i></p>	<p><i>Duty Managers.</i></p> <p><i>Alarm button is installed with alarm siren rung poolside and at hotel reception desk</i></p> <p><i>Detailed analysis for requirement for constant supervision given in the main risk assessment document with reference to HGS179 and compensating measures.</i></p> <p><i>Pool side Telephone linking directly to hotel reception to raise alarm</i></p>

## MANOR HOTEL & SPA RISK ASSESSMENT SUMMARY

<b>Risk Assessor:</b> General Manager		<b>Hotel:</b> Manor Hotel & Spa		<b>Assessment Date:</b> 25th January 2026			<b>Re Assessment:</b> Annually						
<b>Persons Responsible</b> Andrew Middleton and fellow Directors; Heads of Dept.		<b>Department:</b> Hotel Leisure Complex		<b>Can the risk be eliminated?</b>			No						
Hazard and Description of task	Types of injuries which could result from harm	Persons Affected	Current control measures in place  Regularity of Task (daily)  Task Non Repetitive unless stated otherwise?	How likely is injury with control measures in place?			How severe might injury be if harm occurs?			7-9 (High) = Unacceptable must receive urgent attention to reduce the risk or stop work immediately 4-6 (Med) = Should receive attention to remove or reduce the hazard or risk where possible 1-3 (Low) = Keep under review and reduce hazards/risks once all other priorities have received attention	Persons responsible to further implement control measures and by which date	Further Relevant Comment	
				1	2	3	1	2	3				Result
<p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments</p> <p>Legislation concerned with this assessment includes The Health and Safety at Work Act 1974; COSHH Regulations 2013; The Manual Handling Operations Regulations 1992 as amended 2002; The Management of Health and Safety at Work Regulations 1999, Managing Health and safety in Swimming Pools.</p>	<p><i>Drowning, slips, trips and falls on the pool side or in the changing rooms, electrocution.</i></p>	<p><i>Swimming pool members, hotel residents swimming, day swimmers, Private User Groups.</i></p>	<p><i>Pool is 15m long x 5m wide. Depth changes from 1.0m – 1.3m</i></p> <p><i>Access restricted to 20 persons maximum.</i></p> <p><i>Private user groups have exclusive use of the Pool Area.</i></p> <p><i>Some nursery swimming classes do not have exclusive use but members stay away due to the nature of the users and the size of the pool.</i></p> <p><i>Limited seating is provided poolside with ample space for safe use. There is no need for a spectator to go within 0.3m of the poolside at any time.</i></p>	✓					✓	<p>3 – Low</p>	<p><i>CCTV monitoring is constant to reception and the General Manager's office.</i></p> <p><i>CCTV equipment is maintained annually and under contract with ADT.</i></p> <p><i>The Pool Area (with the exception of changing rooms) is visible from hotel corridors.</i></p> <p><i>Duty Managers check frequently on the Pool Area.</i></p> <p><i>No outdoor footwear is permitted poolside, thus reducing the risk of slips.</i></p> <p><i>No food, drink or glass permitted in the changing rooms.</i></p> <p><i>Rescue Pole and 3 x life buoys kept poolside.</i></p>	<p><i>Duty Managers.</i></p>	<p><i>Alarm button is installed with alarm siren rung poolside and at hotel reception desk</i></p> <p><i>Detailed analysis for requirement for constant supervision given in the main risk assessment document with reference to HGS179 and compensating measures.</i></p> <p><i>Pool side Telephone linking directly to hotel reception to raise alarm</i></p>

## MANOR HOTEL & SPA RISK ASSESSMENT SUMMARY

**Risk Assessor:** General Manager      **Hotel:** Manor Hotel & Spa      **Assessment Date:** 25th January 2026      **Re Assessment:** Annually

**Persons Responsible:** Andrew Middleton and fellow Directors; Heads of Dept.      **Department:** Hotel Leisure Complex      **Can the risk be eliminated?** No

Hazard and Description of task	Types of injuries which could result from harm	Persons Affected	Current control measures in place  Regularity of Task (daily)  Task Non Repetitive unless stated otherwise?	How likely is injury with control measures in place?			How severe might injury be if harm occurs?			7-9 (High) = Unacceptable must receive urgent attention to reduce the risk or stop work immediately 4-6 (Med) = Should receive attention to remove or reduce the hazard or risk where possible 1-3 (Low) = Keep under review and reduce hazards/risks once all other priorities have received attention	Persons responsible to further implement control measures and by which date	Further Relevant Comment
				1	2	3	1	2	3			

				1	2	3	1	2	3	Result	Further Measures		
This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments PLUS the procedure in the manual entitled Procedure in the event of Faecal Fouling.	<p>Ingestion of faecal fouling causing gastric upset</p> <p>During cleaning: Drowning, slips, trips and falls on the pool side or in the changing rooms, electrocution</p>	<p>Swimming pool members, hotel residents swimming, day swimmers, Private User Groups.</p> <p>Maintenance and housekeeping personnel and contractors</p>	<p>A procedure is in place for dealing with faecal fouling whether as solid matter or diarrhoea.</p> <p>Procedure covers the extent of the fouling, evacuation of the pool, cleaning of the pool, backwashing filters and checking of disinfection, ph and chlorine levels.</p> <p>In the event of faecal fouling, disinfection levels will be checked and determined as being within the normal operating levels for the pool prior to continued use of the facility.</p>	1				2		2	<p>Users may continue to use the pool once Hotel Management advise them.</p> <p>Bathers are advised to shower thoroughly having left the pool.</p>	Duty Managers.	

## MANOR HOTEL & SPA RISK ASSESSMENT SUMMARY

<b>Risk Assessor:</b> General Manager	<b>Hotel:</b> Manor Hotel & Spa	<b>Assessment Date:</b> 25th January 2026	<b>Re Assessment:</b> Annually
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<b>Persons Responsible</b> Andrew Middleton and fellow Directors; Heads of Dept.	<b>Department:</b> Hotel Leisure Complex	<b>Can the risk be eliminated?</b>	No
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Hazard and Description of task	Types of injuries which could result from harm	Persons Affected	Current control measures in place  Regularity of Task (daily)  Task Non Repetitive unless stated otherwise?	How likely is injury with control measures in place?			How severe might injury be if harm occurs?			7-9 (High) = Unacceptable must receive urgent attention to reduce the risk or stop work immediately 4-6 (Med) = Should receive attention to remove or reduce the hazard or risk where possible 1-3 (Low) = Keep under review and reduce hazards/risks once all other priorities have received attention	Persons responsible to further implement control measures and by which date	Further Relevant Comment	
				1	2	3	1	2	3	Result	Further Measures		

<p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments PLUS the procedure in the manual entitled Procedure in the event of Faecal Fouling.</p> <p>Legislation concerned with this assessment includes The Health and Safety at Work Act 1974; COSHH Regulations 2013; The Manual Handling Operations Regulations 1992 as amended 2013; The Management of Health and Safety at Work Regulations 1999, Managing Health and safety in Swimming Pools.</p>	<p><i>During cleaning: Drowning, slips, trips and falls on the pool side or in the changing rooms, electrocution</i></p>	<p><i>Swimming pool members, hotel residents swimming, day swimmers, Private User Groups.</i></p> <p><i>Maintenance and housekeeping personnel and contractors</i></p>	<p><i>A procedure is in place for dealing with blood fouling</i></p> <p><i>Procedure covers the extent of the fouling, evacuation of the pool, cleaning of the pool, backwashing filters and checking of disinfection, ph and chlorine levels.</i></p> <p><i>In the event of blood fouling, disinfection levels will be checked and determined as being within the normal operating levels for the pool prior to continued use of the facility.</i></p>	1			2			2	<p><i>Users may continue to use the pool once Hotel Management advise them.</i></p> <p><i>Bathers are advised to shower thoroughly having left the pool.</i></p>	<p><i>Duty Managers.</i></p>	
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## MANOR HOTEL & SPA RISK ASSESSMENT SUMMARY

<b>Risk Assessor:</b> General Manager		<b>Hotel:</b> Manor Hotel & Spa		<b>Assessment Date:</b> 25th January 2026			<b>Re Assessment:</b> Annually					
<b>Persons Responsible</b> Andrew Middleton and fellow Directors; Heads of Dept.		<b>Department:</b> Hotel Leisure Complex		<b>Can the risk be eliminated?</b>			No					
Hazard and Description of task	Types of injuries which could result from harm	Persons Affected	Current control measures in place  Regularity of Task (daily)  Task Non Repetitive unless stated otherwise?	How likely is injury with control measures in place?			How severe might injury be if harm occurs?			7-9 (High) = Unacceptable must receive urgent attention to reduce the risk or stop work immediately 4-6 (Med) = Should receive attention to remove or reduce the hazard or risk where possible 1-3 (Low) = Keep under review and reduce hazards/risks once all other priorities have received attention	Persons responsible to further implement control measures and by which date	Further Relevant Comment
				1	2	3	1	2	3			
<p>This assessment should be read in conjunction with the health and safety policy and other relevant departmental assessments PLUS the procedure in the manual entitled Procedure in the event of Faecal Fouling.</p> <p>Legislation concerned with this assessment includes The Health and Safety at Work Act 1974; COSHH Regulations 2013; The Manual Handling Operations Regulations 1992 as amended 2002; The Management of Health and Safety at Work Regulations 1999, Managing Health and safety in Swimming Pools.</p>	<p><i>Ingestion of vomit fouling causing gastric upset</i></p> <p><i>During cleaning: Drowning, slips, trips and falls on the pool side or in the changing rooms, electrocution</i></p>	<p><i>Swimming pool members, hotel residents swimming, day swimmers, Private User Groups.</i></p> <p><i>Maintenance and housekeeping personnel and contractors</i></p>	<p><i>A procedure is in place for dealing with vomit fouling</i></p> <p><i>Procedure covers the extent of the fouling, evacuation of the pool, cleaning of the pool, backwashing filters and checking of disinfection, ph and chlorine levels.</i></p> <p><i>In the event of vomit fouling, disinfection levels will be checked and determined as being within the normal operating levels for the pool prior to continued use of the facility.</i></p>	1			2			2	<p><i>Users may continue to use the pool once Hotel Management advise them.</i></p> <p><i>Bathers are advised to shower thoroughly having left the pool.</i></p>	<p><i>Duty Managers.</i></p>

## MANOR HOTEL & SPA RISK ASSESSMENT SUMMARY

<b>Risk Assessor:</b> General Manager		<b>Hotel:</b> Manor Hotel & Spa			<b>Assessment Date:</b> 25th January 2026			<b>Re Assessment:</b> Annually															
<b>Persons Responsible</b> Andrew Middleton and fellow Directors; Heads of Dept.		<b>Department:</b> Hotel Leisure Complex			<b>Can the risk be eliminated?</b>			No															
Hazard and Description of task	Types of injuries which could result from harm	Persons Affected	Current control measures in place	How likely is injury with control measures in place?			How severe might injury be if harm occurs?			7-9 (High) = Unacceptable must receive urgent attention to reduce the risk or stop work immediately 4-6 (Med) = Should receive attention to remove or reduce the hazard or risk where possible 1-3 (Low) = Keep under review and reduce hazards/risks once all other priorities have received attention	Persons responsible to further implement control measures and by which date	Further Relevant Comment											
				Regularity of Task (daily)	Task Non Repetitive unless stated otherwise?	1	2	3	1				2	3	Result	Further Measures							
Use of Sauna by minors	As noted under with all users	Minors using the sauna	Persons under the age of 16 years are not permitted to use the sauna	1				2			2												
Being locked in the sauna	Dehydration, fainting with resulting injuries of a fall / burns if touching heating element, death	All users. Specifically those with high blood pressure, other medical issues.	Users requested to complete a medical questionnaire prior to use and encouraged to read notices concerning use of the sauna. Information contained within membership packs. Users to note, use is at own risk as hotel staff not medically trained.	1				2			2												
Fainting	Resulting injuries of fall / burns if touching heating element	All users. Specifically those with high blood pressure, other medical issues.		1				2			2												
Splinters from wooden seating	Cuts / abrasions	All users.		1				1			1												

## MANOR HOTEL & SPA RISK ASSESSMENT SUMMARY

<b>Risk Assessor:</b> General Manager		<b>Hotel:</b> Manor Hotel & Spa			<b>Assessment Date:</b> 25th January 2026			<b>Re Assessment:</b> Annually					
<b>Persons Responsible</b> Andrew Middleton and fellow Directors; Heads of Dept.		<b>Department:</b> Hotel Leisure Complex			<b>Can the risk be eliminated?</b>			No					
Hazard and Description of task	Types of injuries which could result from harm	Persons Affected	Current control measures in place  Regularity of Task (daily)  Task Non Repetitive unless stated otherwise?	How likely is injury with control measures in place?			How severe might injury be if harm occurs?			7-9 (High) = Unacceptable must receive urgent attention to reduce the risk or stop work immediately 4-6 (Med) = Should receive attention to remove or reduce the hazard or risk where possible 1-3 (Low) = Keep under review and reduce hazards/risks once all other priorities have received attention	Persons responsible to further implement control measures and by which date	Further Relevant Comment	
				1	2	3	1	2	3				Result
Slips, trips and falls	Cuts and abrasions, fall from height, burns if touching heating element	All users	1 small set up into and out of the sauna. Notice posted to make users aware of this.  General advise given to all users on safe use of the sauna	1				2		2	Monitor any accidents and reassess as necessary	Duty Managers.	
Touching the heating element	Burns	All users											
Burns on screws and nails	Burns	All users		1				2		2			
Medical condition of user	Dehydration, fainting with resulting injuries of a fall / burns if touching heating element	All users	Users requested to complete a medical questionnaire prior to use and encouraged to read notices concerning use of the sauna. Information contained within membership packs. Users to note, use is at own risk as hotel staff not medically trained.										

## MANOR HOTEL & SPA RISK ASSESSMENT SUMMARY

<b>Risk Assessor:</b> General Manager		<b>Hotel:</b> Manor Hotel & Spa		<b>Assessment Date:</b> 25th January 2026			<b>Re Assessment:</b> Annually					
<b>Persons Responsible</b> Andrew Middleton and fellow Directors; Heads of Dept.		<b>Department:</b> Hotel Leisure Complex		<b>Can the risk be eliminated?</b>			No					
<b>Hazard and Description of task</b>  <i>Use of the Sauna – general assessment of risks</i>	<b>Types of injuries which could result from harm</b>	<b>Persons Affected</b>	<b>Current control measures in place</b>  <b>Regularity of Task (daily)</b>  <b>Task Non Repetitive unless stated otherwise?</b>	<b>How likely is injury with control measures in place?</b>			<b>How severe might injury be if harm occurs?</b>			7-9 (High) = Unacceptable must receive urgent attention to reduce the risk or stop work immediately 4-6 (Med) = Should receive attention to remove or reduce the hazard or risk where possible 1-3 (Low) = Keep under review and reduce hazards/risks once all other priorities have received attention	<b>Persons responsible to further implement control measures and by which date</b>	<b>Further Relevant Comment</b>
				1	2	3	1	2	3			
Electrocution from power supply to stove	<i>Cuts and abrasions, fall from height, burns if touching heating element, death</i>	All users	<i>Electrical installation by competent, qualified electrician – certified work. Power cables are insulated, not within reach of users and isolated from sources of conduction (eg) water. There is no need for a user to touch electrical cables.</i>	1					3	3		
Fire	<i>Cuts and abrasions, fall from height, burns if touching heating element, death</i>	All users	<i>Maintained fire fighting equipment located within the pool area. Fire alarm located in the pool area. Emergency exits at either end of the pool area. Means of raising alarm within the pool area – break glass point, panic buttons, telephone to hotel reception. Construction / fire retardancy of materials? Sauna turned off at night Use of essence? No combustable materials permitted in the sauna</i>	1					3	3	<i>The sauna is on a time switch for 14 hours per day, switching on at 6.30am and off ant 8.30pm</i>	
Claustrophobia	<i>Panic, cuts and abrasions, fall from height, burns if touching heating element, death</i>	All users	<i>Construction / fire retardancy of materials? Sauna turned off at night Use of essence? No combustable materials permitted in the sauna</i>								<i>All materials are constructed using Sauna Grade Aspen timber</i>  <i>Essences are not used in the sauna</i>	

## MANOR HOTEL & SPA RISK ASSESSMENT SUMMARY

<b>Risk Assessor:</b> General Manager		<b>Hotel:</b> Manor Hotel & Spa		<b>Assessment Date:</b> 25th January 2026			<b>Re Assessment:</b> Annually					
<b>Persons Responsible</b> Andrew Middleton and fellow Directors; Heads of Dept.		<b>Department:</b> Hotel Leisure Complex		<b>Can the risk be eliminated?</b>			No					
<b>Hazard and Description of task</b>  <i>Use of the Pool side shower</i>	<b>Types of injuries which could result from harm</b>	<b>Persons Affected</b>	<b>Current control measures in place</b>  <b>Regularity of Task (daily)</b>  <b>Task Non Repetitive unless stated otherwise?</b>	<b>How likely is injury with control measures in place?</b>			<b>How severe might injury be if harm occurs?</b>			<b>7-9 (High) = Unacceptable must receive urgent attention to reduce the risk or stop work immediately</b> <b>4-6 (Med) = Should receive attention to remove or reduce the hazard or risk where possible</b> <b>1-3 (Low) = Keep under review and reduce hazards/risks once all other priorities have received attention</b>	<b>Persons responsible to further implement control measures and by which date</b>	<b>Further Relevant Comment</b>
				<b>1</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>3</b>			
Slips, trips falls	Cuts and abrasions	All users	Shower floor area will be wet following any use of the shower. This is unavoidable. Anti-slip tiles used in shower installation. Shower drain is central in the unit and tray sides gently slope towards the drain to aid removal of water. Shower area is screened on 2 sides to reduce water seepage outside of shower area.	1				2		2		Duty Managers.
Burns, scalds from hot water	Burns, scalding	All users	Water temperature is regulated at point of use. Unit is push button operation and water flow is time restricted, limiting exposure. Shower is enclosed on 2 sides only facilitating an immediate exit if needed.	1				2		2		
Walking into glass shower screen	Cuts and abrasions, bruising from fall or fall into swimming pool	All users	Glass shower surrounds have decals on to highlight their presence. Shower unit located a safe distance from the pool side allowing access and movement around the shower.	1				2		2		

<b>Potential Harm</b>	<b>X</b>	<b>Likelihood of Risk</b>	<b>=</b>	<b>Result</b>	<b>Score</b>
Very Severe (5)		Highly Likely (5)		<b>Very High (20-25)</b> Unacceptable must receive urgent attention to reduce the risk or stop work immediately	
Severe (4)		Likely (4)		<b>High (15-20)</b> Must receive attention as soon as possible to remove or reduce the hazard or risk	
Moderate (3)		Quite Possible (3)		<b>Medium (12-15)</b> Should receive attention to remove or reduce the hazard or risk	
Slight (2)		Possible (2)		<b>Low (8-12)</b> Remove or reduce hazards once higher priorities have been dealt with	
Negligible (1)		Unlikely (1)		<b>Very Low (1-7)</b> Requires attention once all other priorities have received attention	

## GENERAL USE RISK ASSESSMENTS

<b>Risk Assessor:</b> General Manager	<b>Hotel:</b> Manor Hotel & Spa	<b>Assessment Date:</b> 25th January	<b>Re Assessment:</b> 29 <sup>th</sup> May 2018
<b>Persons Responsible</b> Andrew Middleton and fellow Directors; The Hotel Management.	<b>Department:</b> Hotel leisure complex	<b>Can the risk be eliminated?</b>	No

**PERSONS AFFECTED:** Swimming pool members, hotel residents swimming, day swimmers, Private User Groups. Maintenance and housekeeping personnel and contractors  
**Note:** This risk assessment is designed for general users, not bespoke to private user groups, nursery or pre-school users groups who have their own risk assessments.

(Letters in brackets refer to the building plan in **Appendix 1, 1A and 1B**)

ACTIVITY / AREA OF ASSESSMENT	HAZARD(S)	EXISTING CONTROL MEASURES	L i k e l i h o o d	S e v e r i t y	R e s u l t	LIST ANY ADDITIONAL CONTROL MEASURES REQUIRED TO REDUCE THE RISK
Users swimming in deep water	Drowning in deep water where users can only just reach the floor.	Pool depth is 1.0m – 1.3m, gentle gradient over 15m length of pool. Adult : Child ratio in place for child users. Admission policy in place to restrict access. No persons under the age of 16 permitted in the Pool Area without Adult supervision. Users not in a User Group required to provide and make use of floatation aids as necessary for their skill levels.	1	3	3	None
Standing close to the gutters / pool walls	Users trapping limbs or hair in inlets (I), outlets (J), grids (H) or vacuum point (G). (See appendix 1B for details)	Gutters, inlets are covered and protected and clearly visible No moving parts within the gutters / inlets that could draw in entrapped hair or limbs Adult : Child ratio in place for child users	1	2	2	None
Independent poolside entry:	Sliding in from poolside, users could hit chin due to water	Graded steps with hand rail provided at shallow end of pool for entry. Step ladder provided at deep end of pool for entry.	1	1	1	None

	level approx 10cm below poolside	No diving, jumping or bombing permitted – visible signage on display.				
Independent poolside entry / exit.	Slip on steps at either end of pool during entry / exit.	Ladder at deep end of pool has side arms for added stability. Hand rail provided by steps at shallow end of pool closest to changing rooms. 4 steps with a shallow gradient. Due to restricted numbers permitted in the Pool Area, no indication that a further rail is required on the other side of the pool.	1	2	2	Will review constantly and make amendment if risk changes.
Using Pool Ladder at the deep end.	Step Ladder pool entry - users entering the wrong way around i.e. back to the ladder not the pool (F) and falling into the pool, or slipping while holding ladder.	4 step stainless steel ladder with handrails.	1	1	1	Instructional signage can be installed advising of method of use of steps if this becomes an issue.
Walking Poolside.	Accidental fall into the swimming pool.	Adult : child ratio for child supervision levels. No running poolside – visible signage in place and in the changing rooms. Ample poolside space is provided for walking around the swimming pool. Lifesaving equipment is provided in case of emergency.	1	2	2	None
Walking Poolside	Slipping on wet floor between pool and changing rooms	Wet floor sign in place	1	2	2	None
Walking Poolside	Unattended babies / children enter the pool area.	Doors to changing rooms are on a self closer. Adult : child ratio for child supervision levels. Lifesaving equipment is provided in case of emergency.	1	3	3	None
During Swimming	Burning on underwater pool lights if switched on	Underwater lights do not emit enough heat to cause a burn.	0	0	0	None
Broken glass poolside / in	Glass objects breaking in the pool	No food, drink or glass permitted pool side or in the changing rooms.	1	1	1	None

changing rooms.	causing injury to customers.	Visible signage to this effect.				
During Swimming.	Chlorine or acid in contact with skin.	Chemical levels are monitored daily by trained staff. If levels become unsafe for any reason, swimming pool is closed until levels have settled and are suitable. Changing room showers available for use to wash chemicals off skin.	1	1	1	None
During Swimming.	Minor injuries.	Telephone situated by changing room doors (C) available to contact hotel Reception and advise of the issue. First Aid boxes situated throughout the hotel. Hotel staff available to administer first aid. Accident will be recorded in First Aid Book. Hotel can contact emergency services should the injury appear more severe.	1	1	1	Alarm button installed with link to reception to raise alarm if considered an emergency.
During Swimming.	Major injuries.	Telephone situated by changing room doors (C) available to contact hotel Reception and advise of the issue Push button fire alarm call point present to raise alarm (A) Hotel staff available to administer first aid. Emergency services can be called from Reception. Accident will be recorded in First Aid Book. Series of emergency situations have been anticipated in the main document and instructions are set out how to respond.	3	1	3	Alarm button installed with link to reception to raise alarm if considered an emergency.  Responder training to be undertaken by hotel staff to better equip them to respond in an emergency. (Ongoing requirement).

## **Appendix 6      Procedure in the event of Faecal Fouling**

A significant risk associated with the use of swimming pools, particularly those used by babies and very young children, is the hazard caused by faecal fouling.

### Solid faeces:

Should be removed as soon as possible using the grab net provided.

Care must be taken when using the grab net so as not to slip.

Rubber sole, non-slip shoes are to be worn pool side / blue shoe covers to be worn over Rubber soled / non-slip shoes.

Rubber gloves are to be worn when carrying out the work and should be bagged and disposed of in the general waste containers once complete.

Bag the matter and dispose of in the general waste containers or empty into a toilet and flush.

The grab net is to be disinfected with strong disinfectant immediately after use.

No other action is necessary as long as the disinfection levels are within the range set for the pool and it is possible to retrieve all the material.

Ensure all faecal matter is removed.

Test disinfection levels and ensure they are within the normal range set for the pool – see appendix 3 for details.

If all matter is removed and disinfection levels are within the normal range set for the pool – the pool can continue to be used.

If the matter cannot be removed or the disinfection levels are not within the normal range set for the pool:

- Close the pool

- Backwash the filters – see appendix 3 for procedure

- Check the disinfection levels and if they are within the normal levels reopen the pool; if not, repeat the process

- Repeat the process as many times as is necessary to bring the levels within the normal disinfection levels for the pool

Diarrhoea fouling is likely to contain bacteria and viruses. These may be inactivated in minutes subject to the residual disinfection in the pool.

However Cryptosporidium may remain. This can cause chronic diarrhoea and vomiting when ingested. Effective filtration should remove it.

The pool should be evacuated and bathers advised to shower thoroughly.

The disinfectant levels should be set to and maintained at the top of the operating range.

The pool should be vacuumed and swept. See appendix 10 for details.

Rubber soled; non-slip shoes are to be worn pool side / blue shoe covers to be worn over Rubber soled / non-slip shoes.

A coagulant should be used and filtered for 6 turnover cycles (at least overnight). The filters should be backwashed.

Check the chlorine levels and ph value of the water and if they are within the normal levels reopen the pool; if not, repeat the process.

Repeat the process as many times as is necessary to bring the levels within the normal disinfection levels for the pool.

Source: HSG179, Managing Health and Safety in Swimming Pools, 2009 Edition, Paras 344 - 349

## **Appendix 7      Procedure in the event of Vomit Fouling**

A significant risk associated with the use of swimming pools is the hazard caused by vomit fouling.

If a small amount of vomit is spilled into the pool, the residual disinfection levels should neutralise any infective particles.

A check on the disinfectant levels and ph values should be undertaken to ensure they are within the normal range set for the pool. See appendix 3 for details.

If not, the pool should be cleared and the procedure for substantial amounts of vomit spilled into the pool followed.

If substantial amounts of vomit are spilled into the pool, it should be cleared to allow the pollution to disperse and any infective particles to be neutralised by the residual disinfectant.

Any vomit than can, should be removed as soon as possible using the grab net so as not to slip.

Rubber soled, non-slip shoes are to be worn pool side / blue shoe covers to be worn over Rubber soled / non-slip shoes.

Rubber gloves are to be worn when carrying out the work and should be bagged and disposed of in the general waste containers once complete.

Bag the matter and dispose of in the general waste containers.

The grab net is to be disinfected with strong disinfectant immediately after use.

The disinfectant levels should be set to and maintained at the top of the operating range.

The pool should be vacuumed and swept. See appendix 10 for details.

The filters should be backwashed. See appendix 3 for procedure

Check the chlorine levels and ph value of the water and if they are within the normal levels reopen the pool; if not, repeat the process.

Repeat the process as many times as is necessary to bring the levels within the normal disinfection levels for the pool.

No other action is necessary as long as the disinfection levels are within the range set for the pool and it is possible to retrieve all the material.

If the pool is evacuated, bathers should be advised to shower thoroughly.

Source: Swimming Pool Water Treatment and Quality Standards for Pools and Spas, Pool Water Treatment Advisory Group, second edition published 2009 (first edition published 1999), printed by Micropress Printers Ltd

## ***Appendix 9      Plant room schematic***

Enclosed 4 pages, held as a separate document with this section updated in line with any amendments made to the main document.

## ***Procedure for Vacuuming the Pool***

- Take the vacuum hose (yellow end) and attach to the vacuum head, allow the hose to fill with water before use.
- Remove the vacuum cap hose outlet
- Connect the hose (white end) to the vacuum outlet in the pool
- Close off the three skimmer valves and one bottom drain valve in the pool plant room and open the vacuum valve, open very slowly as not to allow trapped air into the system.
- Push the vacuum head along the pool bottom covering all areas.
- Once the pool has been cleaned, open the three skimmer and one bottom valve and close the vacuum valve.
- Remove the vacuum hose and store safely and refit the cap to the vacuum outlet.

## ***Child : Adult Supervision Ratios***

Child : Adult supervision ratios:

The facility provided at the hotel is not a full leisure complex facility; the pool dimensions and levels of supervision have been structured around this and established to allow for the facility to operate in a controlled and safe fashion.

We welcome families to swim in our pool, to learn to swim and to develop this key skill in life. However, in the interests of the safety of children and other pool users, it is necessary for us to implement a child : adult ratio, based on recognised and published guidelines, and seeking always to ensure safe use of the facility and avoidance of emergency situations.

The ratios we have determined are:

Between the ages of 0 – 5 years : one to one parental supervision

Between the ages of 6 – 10 years : two to one parental supervision

Between the ages of 11 – 16 years : with three to one parental supervision

Over 16 : no parental supervision required

These ratios are based on guidance given by the Institute of Sport and Recreation Management, Risk Assessment Guidance for Child Admission Policies, September 2005, and within HSG179, Managing Health and Safety in Swimming Pools, 2009 Edition.

The guidance has been tailored to fit our risk profile and acknowledges that:  
There is no life guard provision in the Pool Area  
Age does not determine swimming ability but does affect attitude to and understanding of risk; height and therefore ability to stand on the surface of the pool; opportunity to become a more experienced swimmer.

We ask adults to take responsibility for their children when in the Pool Area and to monitor them closely within these guidelines.

We accept that the ratios may alienate some people from using the Pool Area and whilst this is regrettable, it is in the interests of the safety of the children and other users of the facility as well as the insurances and interests of the Hotel, to adopt such a policy.

We do not ask adults to validate the swimming capabilities of their children, we are not equipped to verify such accreditations and have no part in the issuing or assessment of swimmers competencies. The above ratios have served the

business and the swimming membership well in the past. We would not wish to risk an increase in accidents through a relaxing of the ratios.

These ratios will be revisited from time to time and may be adjusted up or down subject to risk assessment, change in guidance from professional bodies and any other pertinent factors.

Child : adult ratios form part of the admission policy for the Leisure Complex.

No persons under the age of 16 may use the sauna.

## ***Admission Policy***

### Admission Policy:

The Manor Hotel & Spa welcomes all people who wish to swim in a safe and responsible manner. It is our intention to provide a facility to enable learning and development of this key life skill, either through externally run and administered private tuition sessions, open sessions or self education for adults.

Admission to swim in the pool and / or make use of the sauna is subject to certain terms and conditions.

The Pool Area, comprising the changing rooms, swimming pool, sauna and pool side shower, is open to hotel residents and swimming members. All users are required to complete a health questionnaire and declaration prior to using the facility. Members will have their details kept on file at the hotel.

In the interests of safety and maintaining enjoyment levels for all users in the Pool Area, (including the sauna) admission is restricted to 20 persons at any one time. Should there be more than 20 persons in the Pool Area, Hotel Management reserve the right to ask some users to leave. The last people to enter the facility will be asked to leave first and to return when numbers can accommodate.

It should be noted that, due to the size and dimensions of the swimming pool, there is no life guard supervision in place at any time. A risk assessment has been undertaken and following guidelines from the HSG179, Managing Health and Safety in Swimming Pools, 2009 Edition and Institute of Sport and Recreation Management, Risk Assessment Guidance for Child Admission Policies, September 2005, we are satisfied that no life guard supervision is required.

In it's place, we have a CCTV camera at each end of the swimming pool, mounted externally, covering and recording images on a constant basis of all activities in the swimming pool. No CCTV cameras are placed anywhere else in the leisure complex. Members are made aware of how to raise the alarm if necessary through use of the telephone in the Pool Area or the push button alarm at each side of the pool and the break glass point. Alarm within the sauna?? No, but the nearest push button alarm is on the wall adjacent to the sauna

Children under 16 should be accompanied on a one to one basis.

An adult is considered to be any person over the age of 16 years. The terms of business agreed with private user groups are confidential but reflect the total number of users permitted in the Pool Area at any one time.

This admission policy will be reviewed from time to time and against the risk assessment which is reviewed at least annually. Any changes will be communicated to members and other user groups.



### **Poolside Cleaning - Risk Assessment**

<b>Assessment Date</b>	<b>25th January 2025</b>
<b>Re-Assessment Due</b>	<b>Annually</b>

#### **DESCRIPTION and AREA OF TASK**

**Cleaning of the poolside floor and surrounding area including tiles using appropriate cleaning chemicals (see COSHH assessment)**

**The work normally takes place after 9pm when the pool is closed as not to endanger the public. When the work takes place during opening hours the area will be shut until the work is complete**

**HAZARDS INVOLVED?**

- 1. Slips, trips and falls**
- 2. Drowning**
- 3. Chemicals**
- 4. Lone working**

<b>Can the Risk be totally eliminated?</b>	<b>No</b>
<b>Regularity of task ?</b>	<b>Daily</b> Normally evenings when the pool is closed
<b>Is the task repetitive?</b>	<b>No</b>

<b>Who Is Involved?</b>		
<b>Full Time Employees</b>		√
<b>Part Time Employees</b>		√
<b>Casual Employees</b>		√
<b>Young Workers</b>	<b>Age Range</b>	
<b>Customers and Non Employees</b>		
<b>Others (Specify)</b>		

## **WHAT ARE THE CONTROL MEASURES CURRENTLY IN PLACE ?**

### **1. Slips, trips and falls**

*Training and information in regard to the dangers; Suitable footwear (not flip flops or open toe shoes). The work is often but not exclusively carried out when the pool is closed. This is to minimise any inconvenience to customers, minimise the risk of accidents and minimise the risk of slips, trips and falls. Appropriate PPE will be worn and the area will be suitably ventilated. A procedure is in place for carrying out this work. A yellow "Wet Floor" sign is put out.*

### **2. Drowning**

*A procedure is in place describing how to carry out the work and training will be given in how best to carry out the task and avoid going too close to the water edge. Use of long handled mops and always working face on to the water will significantly reduce the risk of falling into the water. Those carrying out the work must be able to swim. Buoyancy aids are available in the event of an emergency.*

### **3. Chemicals**

*The chemicals used for the task are suitable for use in such environments. Training and information will be given on the chemicals used which potentially contain a number of potential hazards. The COSHH sheet and recommendations will be read along with the safety data sheet and chemicals will be used in line with the manufacturers' instructions.*

*Personal Protective Equipment (PPE) will be worn in line with manufacturers' recommendations.*

### **4. Lone working**

*There is suitable equipment on poolside including a telephone; the cleaner will also carry a panic alarm. If the employee is unwell or has dizziness or significant fatigue they will report to the supervisor and will not be permitted to continue; Monitoring of CCTV in place and screens sited at back of reception.*

*The cleaner must obtain a key to the pool area from the hotel reception desk and also return this. Therefore, reception are aware that work is being undertaken in the pool area and can monitor this through the CCTV feed to reception. They can raise the alarm in the event of an emergency.*

## **WHAT FURTHER CONTROL MEASURES and MONITORING ARE NECESSARY?**

*Where cleaning work is carried out during normal operating hours for the pool, additional care is taken. Ideally the work will be undertaken when there are low levels of usage so as to minimise any risk to users.*

*It would be advisable if those employed in this area should be able to swim – even though the pool is at 1.3 metres there is still a risk to someone who cannot swim*

*CCTV is in place and monitored*

*COSHH training will be ongoing in line with the Hotel training programme and for any new workers*

**REMAINING / RESIDUAL RISK**

Where water, chemicals and lone working are present there is some residual risk although taking the measures above should reduce to these an acceptable level.

The corridor and steps leading to spa reception should be cleaned earlier

**Date when recommended further measures should be in place**

**Immediately 1 Month 3 Months 6 Months 12 Months Other**

**Persons Responsible**

Potential Harm	X	Likelihood of Risk	=	Result	Score
Very Severe (5)	X	Highly Likely (5)		Very High (20-25)	
Severe (4)		Likely (4)		High (15-20)	
Moderate (3)		Quite Possible (3)		Medium (12-15)	
Slight (2)		Possible (2)	X	Low (8-12)	10
Negligible (1)		Unlikely (1)		Very Low (1-7)	

The severity figure is multiplied by the likelihood figure to reach the assessment result.

Legislation concerned with this assessment –

Health and Safety at Work Act 1974;

COSHH Regulations 2013

The Manual Handling Operations Regulations 1992 as amended 2002;

The Management of Health and Safety at Work Regulations 1999

Re Assessment Date	Re Assessed By (Name)	Position	Action to be taken (Complete on separate sheet as necessary)

# Risk Assessment Score System

*Risk Assessment – Guide to action that should be taken depending on result of individual risk assessments*

<b>Potential Harm</b>	<b>X</b>	<b>Likelihood of Risk</b>	<b>=</b>	<b>Result</b>	<b>Score</b>
Very Severe (5)		Highly Likely (5)		<b>Very High (20-25)</b> Unacceptable must receive urgent attention to reduce the risk or stop work immediately	
Severe (4)		Likely (4)		<b>High (15-20)</b> Must receive attention as soon as possible to remove or reduce the hazard or risk	
Moderate (3)		Quite Possible (3)		<b>Medium (12-15)</b> Should receive attention to remove or reduce the hazard or risk	
Slight (2)		Possible (2)		<b>Low (8-12)</b> Remove or reduce hazards once higher priorities have been dealt with	
Negligible (1)		Unlikely (1)		<b>Very Low (1-7)</b> Requires attention once all other priorities have received attention	

