

## Health and Safety Risk Assessment

**Subject:** Ball retrieval or General Maintenance of Attenuation Basis/Sustainable draining system (SUDS)

**Date of Assessment:** August 2025

**Carried out by:** Simon Roberts

This risk assessment has been put in place to mitigate the risks and hazards identified when retrieving balls or other items from the sustainable draining systems (SUDS), Swales and attenuation basin that have been designed and implemented into the drainage strategy of Olchfa School.

### What is a Swale and Suds

The site has a drainage system installed across its periphery which is called SUDS. This has been constructed as a legal requirement by Welsh Government in the process of managing surface water run-off from the site. The system consists of shallow swales (ditches) which transfer groundwater from rainfall to the end of swale storage pond adjacent the 3G pitch. There are lifebuoys located at strategic locations.

The swales are fenced off from the main school areas by 1.8m safety fencing to stop children entering the areas.

**THESE AREAS WILL HAVE STANDING WATER IN THEM AND MUST BE MONITORED WHEN CHILDREN ARE IN THE AREA. NO CHILDREN MUST BE LEFT ALONE ON SITE NOR ALLOWED TO ACCESS THESE AREAS.**

The end of line storage pond can have standing water up to 2m in depth if a large volume of rainfall has fallen and is temporarily being stored in it before being slowly released downstream off site. There is a concrete pipe located on the downstream end of the storage pond which allows this flow to slowly drain, with a limiting pass forward capacity.

**Appendix 1 – PPE chart**

**Appendix 2 – Map**






**Appendix 3 – Risk Rating Key**

Hazard	People @ Risk	Risk level before control			Existing Control / New Controls	Risk level after control		
		Severity	Likelihood	Risk Rating total		Severity	Likelihood	Risk Rating Total
Slips, Trips or Falls	Site Manager, Caretaker, Staff	4	3	12	Wear appropriate footwear, staff to have good situational awareness when performing activity and work as a team of two.	3	2	6
Raising the Alarm	Site Manager, Caretaker, Staff	4	4	16	No lone working and work as a team of two when carrying out activity with effective communication. Where available, staff are to take the walkie talkie radios to ensure there is effective communications with the school reception, staff or management team including health & safety lead.	1	2	2
Drowning	Site Manager, Caretaker, Staff	3	3	9	Do not enter the water to retrieve items, wait until they float into the bank for retrieval. Wear appropriate PPE including buoyancy aid / life jacket, carry out activity as a team of two minimum, effective communication between school and members of staff / senior staff. Two life buoys provided and located at opposite ends of the basins. Site Manager to establish a safety management check list to confirm Lifebuoys etc have not been damaged, lost or missing. Safety checks should also be completed on the Buoyancy aid's / life jackets by Site Manager to ensure they remain fit for purpose.	1	2	2
Ineffective Communication	Site Manager, Caretaker, Staff	3	4	12	Site Manager to notify all relevant persons before entering secure area and SUDS / attenuation basin. Hand/held radios are advised with effective communication between school reception / health & safety lead and persons entering pond area.	1	2	2
ill – health from bacteria and water borne diseases	Site Manager, Caretaker, Staff	4	4	16	Wash hands thoroughly after carrying out activity. Do not eat or digest any foods whilst carrying out activity or after and before washing hands. Wash uniform appropriately and sufficiently. Wash the item recovered from the SUDS before handing back to the owner. Wear disposable gloves when handling item that have been in the water to provide a barrier to prevent infection.	4	1	4
Soft ground under foot – becoming stuck	Site Manager, Caretaker, Staff	3	4	12	Do not step close to water's edge and where soft ground is located. Use reach pole and carry out activity / ball retrieval from the top of the bank and under supervision.	4	1	4

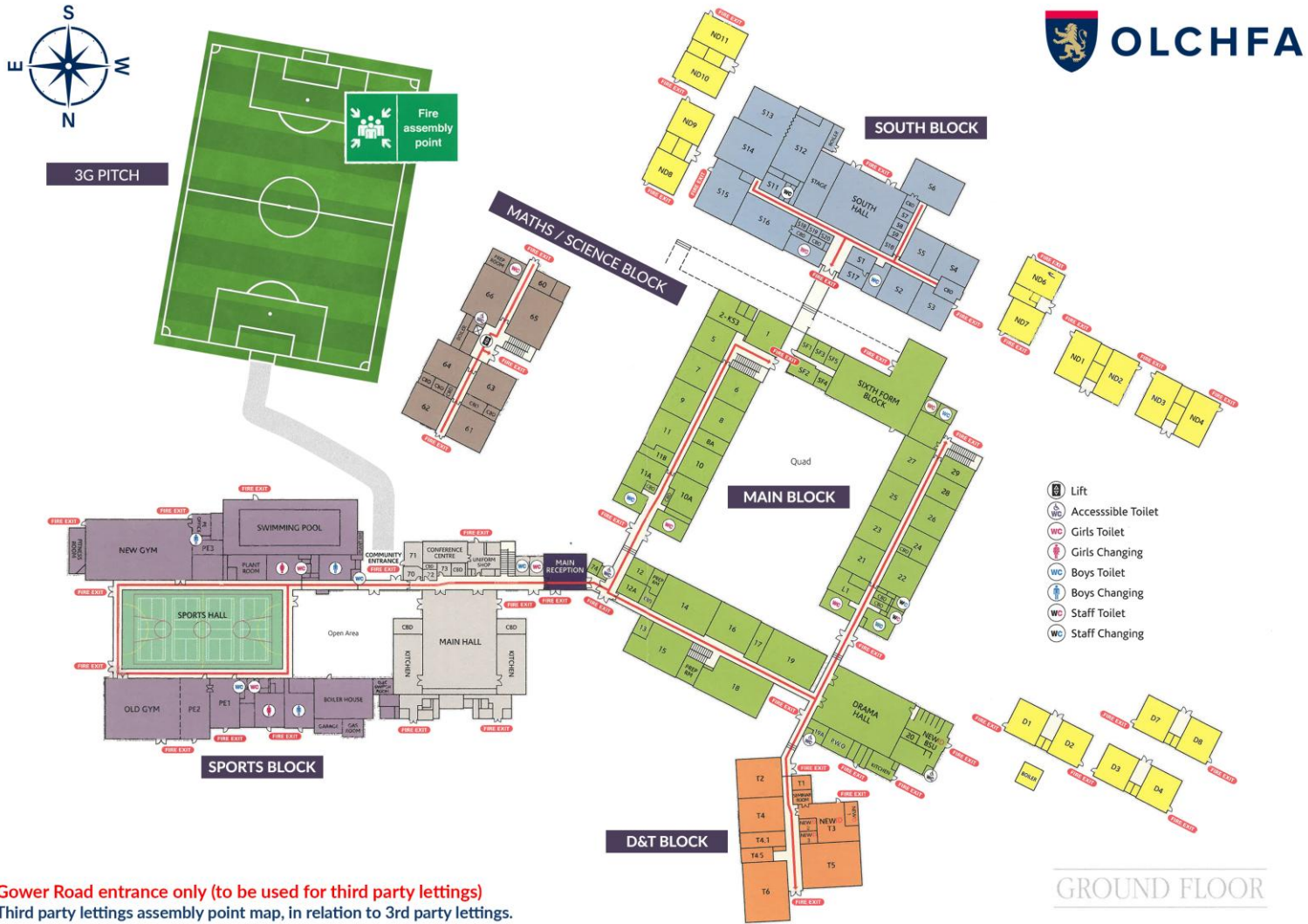
Lone Working	Site Manager, Caretaker, Staff	4	4	16	Always carry out activity under supervision and as a team of two as a minimum.	1	1	1
Poor Lighting	Site Manager, Caretaker, Staff	3	4	12	Always carry out activity during daylight hours use borrowed light where possible when working in winter months when the day light can be poor. If lighting levels are poor, wait until lighting conditions have improved.	2	1	2
Inclement Weather	Site Manager, Caretaker, Staff	4	4	16	Never carry out activity during poor weather and always perform activity when weather conditions are good.	4	1	4
Signage	Site Manager, Caretaker, Staff	3	4	12	Effective and sufficient safety signage should be placed around the SUDS / attenuation basis in strategic points.	2	1	2
Litter and debris	Site Manager, Caretaker, Staff	3	3	9	All persons carrying out this activity must be mindful of potential hazardous waste or materials within this area. Use litter pickers to prevent physical contact with waste materials. Gloves must be worn at all times. Only collect debris that can be easily reached, do not over stretch.	2	1	2

Appendix 1

PPE Chart / Equipment

Item	Symbol	Tick if required	notes
Life jacket / buoyancy Aid			
Footwear			
Gloves			
Goggles			
Wash hands after activity			

# Appendix 2 – Map



Appendix 3

**Risk Rating Calculation Key**

Reviews		KEY								
Review Date :	Likelihood	Severity								
Reviewed by:	1 - very unlikely 2 - unlikely 3 - likely 4 - very likely 5 - certainty	1 - nuisance 2 - minor 3 - medical treatment 4 - major 5 - fatal	Severity of	5	5Y	10R	15	20	25	
Review Date :				4	4	8	12	16	20	
Reviewed by:				3	3	6G	9	12	15	
Review Date :				2	2	4	6Y	8	10Y	
Reviewed by:				1	1	2	3	4	5G	
Review Date :				0	0	1	2	3	4	5
Reviewed by:			Likelihood of Injury							
Review Date :			Low Risk		Medium Risk			High Risk		