



Risk Assessment

MANAGEMENT OF 'HEALTH & SAFETY AT WORK' REGULATIONS: RISK ASSESSMENT RECORD

PLEASE SEE 'COVID RISK ASSESSMENT' FOR ADDITIONAL INFORMATION

Work Activity to be Assessed:	Main Gym Hall (normal working)	Section:	Working Area
Name of Assessor:	Melissa Spence	Position of Assessor:	Development Manager
Date of Assessment:	07.08.2021	Assessment Review Date:	11.08.2022

Activity / Process / Occupation	Health and / or Safety Hazards	Risk posed to employees & other persons	Precautions taken	Risk Level <i>High, Med, Low</i>	Additional Measures Necessary <i>Section must be completed if is high</i>
Main Gym Hall – Normal Working	Trip Hazard	Very low percentage of working area has different levels	- Main gym hall users (mainly gymnasts and coaches) made aware of these	Low	
	Lifting	Heavy pieces of equipment	- Manoeuvred by staff/coaches using correct lifting methods - Staff aware of legislation (lift no more than 15kg max) - Staff trained where required - Heavy objects moved by two or more staff	Low	
	Falling	Main gym hall users falling from equipment	- High grade matting used for all activities - Coach training to prevent falls	Low	
	Foreign body on gym floor	Foreign body could be stood on	- No outdoor footwear to be worn in gym (low percentage of staff/parents wear outdoor shoes in the gym) - Cleaning regime in hall to ensure minimal chance of foreign bodies on gym floor	Low	

Any special groups at risk? **Yes / No** If YES, who are these and how many? _____

The appropriate action has been taken to reduce the above risks as far as reasonably practicable.

REMEMBER: Risk Assessment is a continuous process - significant changes in the working environment requires a re-assessment of the work.

Work Activity to be Assessed:	Main Gym Hall: Specific Activity	Section:	Air Track
Name of Assessor:	Melissa Spence	Position of Assessor:	Development Manager
Date of Assessment:	07.08.2021	Assessment Review Date:	11.08.2022

Activity / Process / Occupation	Health and / or Safety Hazards	Risk posed to employees & other persons	Precautions taken	Risk Level <i>High, Med, Low</i>	Additional Measures Necessary <i>Section must be completed if is high</i>
Use of Air Track	Falling	Injury to user / gymnast	<ul style="list-style-type: none"> - Activity to be supervised by a qualified coach - Air track positioned on soft matted area with large dismount safety mat/block - Maximum of 2 gymnasts on the air track at any time to reduce risk of collision - No adults permitted on the Air Track unless to coach a gymnast / support a gymnast on / off the equipment 	Low	

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Work Activity to be Assessed:	Main Gym Hall: Use of Equipment	Section:	Gymnastics Apparatus
Name of Assessor:	Melissa Spence	Position of Assessor:	Development Manager
Date of Assessment:	07.08.2021	Assessment Review Date:	11.08.2022

Activity / Process / Occupation	Health and / or Safety Hazards	Risk posed to employees & other persons	Precautions taken	Risk Level <i>High, Med, Low</i>	Additional Measures Necessary <i>Section must be completed if is high</i>
Use of Gymnastics Equipment	Failure of Equipment	Personal Injury	<ul style="list-style-type: none"> - All equipment checked on a daily basis (<i>see: Daily Apparatus Check</i>) - Annual equipment check carried out by external company (Sabre Services & Sports) 	Low	Additional padding / protection is checked regularly & replaced when required
	Collision with Equipment (inc. bar anchor chains)	Personal Injury	<ul style="list-style-type: none"> - Additional padding / protection provided to equipment where necessary 	Low	
	Trip Hazard	Personal Injury	<ul style="list-style-type: none"> - Padding applied to most vulnerable areas - Users made aware of cables and cable anchor points 	Low	
	Uneven Surfaces	Risk of tripping Risk of colliding	<ul style="list-style-type: none"> - Colour differences between areas (colours are bright) - Area is well lit - Areas have padding to minimise risk of injury 	Low	
	Falling	Fall from equipment	<ul style="list-style-type: none"> - High grade matting used for all activities - Coaching training to prevent falls 	Low	

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Work Activity to be Assessed:	Main Gym Hall – <i>Free Play Sessions</i> - Baby & Toddler Gym / Family Play / Open Play / Parties / Sportsability	Section:	Gymnastics Apparatus & Toys
Name of Assessor:	Melissa Spence	Position of Assessor:	Development Manager
Date of Assessment:	07.08.2021	Assessment Review Date:	11.08.2022

Activity / Process / Occupation	Health and / or Safety Hazards	Risk posed to employees & other persons	Precautions taken	Risk Level <i>High, Med, Low</i>	Additional Measures Necessary <i>Section must be completed if is high</i>
Trampolines	Fingers / Toes stuck in webbing of Trampoline Bed	Personal Injury	<ul style="list-style-type: none"> - Parents / Guardians advised of Free Play rules upon booking - Mats remain on trampolines at all times - Session supervisor(s) to observe trampolines and enforce rules when applicable 	Low	
Obstacle Course, Beam Work, Challenger, Air Track	Slips, trips and falls on the level and from a height	Personal Injury	<ul style="list-style-type: none"> - Parents / Guardians advised of Free Play rules upon booking - Children under observation at all times (by parent/guardian) - Adequate matting placed around courses and at end of Air Track and Challenger 	Low	
Baby Toys	Choking Hazard	Baby / Toddler may put small hand apparatus in mouth	<ul style="list-style-type: none"> - Ensure that all hand apparatus is too large to pose a hazard - Equipment used to be appropriate to age group - Children under observation at all times (by parent/guardian) 	Low	

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Work Activity to be Assessed:	Main Gym Hall – Disability Session	Section:	Gymnastics Apparatus
Name of Assessor:	Melissa Spence	Position of Assessor:	Development Manager
Date of Assessment:	07.08.2021	Assessment Review Date:	11.08.2022

Activity / Process / Occupation	Health and / or Safety Hazards	Risk posed to employees & other persons	Precautions taken	Risk Level High, Med, Low	Additional Measures Necessary Section must be completed if is high
Trampoline	Participant getting on / off trampoline bed	Personal Injury	<ul style="list-style-type: none"> - Two carers required to follow 'Moving & Handling in Health & Social Care' guidelines (as per HSE) to transfer clients with physical disabilities - Recommendation: Sliding mat used to transfer client onto trampoline 	Low	
	Unknown health issues of individual	Personal Injury	<ul style="list-style-type: none"> - Observation at all times (by coach/carer) 	Med	
	Friction burn & impact injuries	Personal Injury	<ul style="list-style-type: none"> - Socks & appropriate long-sleeved tops and bottoms to be worn - No shoes, buttons, jewellery or body piercings allowed - Minimum one qualified coach supervision in stages of ability 	Low	
Obstacle Course & Beam Work	Slips, trips and falls on the level and from a height	Personal Injury	<ul style="list-style-type: none"> - Movements demonstrated by coach/participant prior to carrying out at height - Area(s) surrounded by soft padding - 1:1 supervision and assistance depending upon participants individual capability - Observation at all times (by coach/carer) 	Med	

	Health problems during exercise	Personal Injury	<ul style="list-style-type: none"> - Awareness of health issue & associated symptoms explained to coach - Danger explained to participants & carers - Participants encouraged to work within their capabilities 	Med	
Box & Trampoline Work	Slips, trips or falls on the same level or from box or trampoline	Personal Injury	<ul style="list-style-type: none"> - Movements demonstrated by coach/participant prior to carrying out at height - Area(s) surrounded by soft padding - 1:1 supervision and assistance depending upon participants individual capability - Observation at all times (by coach/carer) 	Med	

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Work Activity to be Assessed:	Public Usage Areas	Section:	Reception Area
Name of Assessor:	Melissa Spence	Position of Assessor:	Development Manager
Date of Assessment:	07.08.2021	Assessment Review Date:	11.08.2022

Activity / Process / Occupation	Health and / or Safety Hazards	Risk posed to employees & other persons	Precautions taken	Risk Level High, Med, Low	Additional Measures Necessary Section must be completed if is high
Reception Area	Automated Main Door Entrance Electric Shock	Personal injury from moving parts Electrocution	<ul style="list-style-type: none"> - All equipment tested annually (by DCC) - Sensors in place to avoid doors closing on people moving through them – compliant to the appropriate British standards - Doors can be placed on 'hold open' during busy times 	Low	
	Free-standing Notice Boards	Collision	<ul style="list-style-type: none"> - All notice boards are checked for stability - Notice boards positioned in areas with low risk of collision 	Low	
	Shiny Lino Flooring	Trip / Slip	<ul style="list-style-type: none"> - Area well lit - Shop rails positioned towards edge of area to minimise risk - Area kept clear of obstructions - Warning signs displayed whilst cleaning is in progress - Spillages cleared up straight away, warning signs appropriately placed 	Low	

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Work Activity to be Assessed:	Public Usage Areas	Section:	Changing Areas (Male & Female); All Upstairs & Downstairs Toilets
Name of Assessor:	Melissa Spence	Position of Assessor:	Development Manager
Date of Assessment:	07.08.2021	Assessment Review Date:	11.08.2022

Activity / Process / Occupation	Health and / or Safety Hazards	Risk posed to employees & other persons	Precautions taken	Risk Level <i>High, Med, Low</i>	Additional Measures Necessary <i>Section must be completed if is high</i>
Toilets / Changing Areas	Wet Floor	Personal injury from slipping or falling	<ul style="list-style-type: none"> - Cleaning rota in place - Water cleaned up immediately - Warning signs displayed whilst cleaning is in progress 	Low	
	Bodily Fluid Waste	Infection	<ul style="list-style-type: none"> - Sanitary bins provided and contract for disposal in place (weekly) - Procedure for disposal of bodily fluids in place which requires use of personal protective equipment (see: <i>Dealing with Bodily Fluids</i>) 	Low	
	Temperature of Hot Water	Scalding	<ul style="list-style-type: none"> - Hot taps identified and temperature controllers in place 	Low	
	Doors	Trapped body parts in between door and cubicle surround	<ul style="list-style-type: none"> - Doors fitted with handles 	Low	
		Inability to unlock door	<ul style="list-style-type: none"> - Doors have ability to be locked and unlocked from the outside 	Low	
	Legionella	Development of Legionnaires disease, contracted by inhaling airborne water droplets containing viable Legionella bacteria	<ul style="list-style-type: none"> - Regular cleaning completed of all water systems - Twice weekly water system flush e.g., flush every toilet, run every tap/shower 	Low	

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Work Activity to be Assessed:	Public Usage Areas	Section:	Disabled Toilet
Name of Assessor:	Melissa Spence	Position of Assessor:	Development Manager
Date of Assessment:	07.08.2021	Assessment Review Date:	11.08.2022

Activity / Process / Occupation	Health and / or Safety Hazards	Risk posed to employees & other persons	Precautions taken	Risk Level <i>High, Med, Low</i>	Additional Measures Necessary <i>Section must be completed if is high</i>
Disabled Toilet Room	Wet Floor	Personal injury from slipping or falling	<ul style="list-style-type: none"> - Cleaning rota in place - Water cleaned up immediately - Warning signs displayed whilst cleaning is in progress 	Low	
	Temperature of Hot Water	Scalding	<ul style="list-style-type: none"> - Hot taps identified and temperature controllers in place 	Low	
	Prominent Equipment	Collision	<ul style="list-style-type: none"> - Area is well lit - Layout is suitable - Equipment is maintained and kept in good condition 	Low	
Baby Changing Area	Baby Changing Bed	Falling	<ul style="list-style-type: none"> - Equipment is maintained and in good condition - Maximum weight limit displayed - Strap for securing babies/infants in place when changing 	Low	
	Bodily Fluid Waste	Infection	<ul style="list-style-type: none"> - Nappy bins & sanitary bins provided and contract for disposal in place (weekly) - Procedure for disposal of bodily fluids in place which requires use of personal protective equipment (see: <i>Dealing with Bodily Fluids</i>) 	Low	
Disabled Toilet	Participant Instability	Personal injury from slipping or falling	<ul style="list-style-type: none"> - Equipment provided to aid seating and raising - Alarm situated beside toilet area in case of fall – connects to light and 	Low	

			buzzer on outside of toilet and links directly to the Leisure Centre		
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REMEMBER: Risk Assessment is a continuous process - significant changes in the working environment requires a re-assessment of the work.

Work Activity to be Assessed:	Public Usage Areas	Section:	Lift & Stairs
Name of Assessor:	Melissa Spence	Position of Assessor:	Development Manager
Date of Assessment:	07.08.2021	Assessment Review Date:	11.08.2022

Activity / Process / Occupation	Health and / or Safety Hazards	Risk posed to employees & other persons	Precautions taken	Risk Level <i>High, Med, Low</i>	Additional Measures Necessary <i>Section must be completed if is high</i>
Use of Lift	Break Down	Anxiety of person(s) trapped in lift Electric Shock	- Emergency alarm fitted - Lift on an emergency call out contract and serviced monthly	Low	
	Lift doors shut automatically	Trapped Body Parts	- Doors fitted with sensors	Low	
Use of Stairs	Trip Hazard	Personal Injury though falling up or down stairs	- Handrails around edge of stairs - Area is well lit - Edge trims are defined on stairs for disability and also aid grip - Housekeeping kept in good order	Low	
	Sloping Ceiling Under the Stairs	Personal Injury	- Signage in place - Items placed under stairs to discourage access	Low	

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Work Activity to be Assessed:	Public Usage Areas	Section:	Viewing Area – First Floor
Name of Assessor:	Melissa Spence	Position of Assessor:	Development Manager
Date of Assessment:	07.08.2021	Assessment Review Date:	11.08.2022

Activity / Process / Occupation	Health and / or Safety Hazards	Risk posed to employees & other persons	Precautions taken	Risk Level High, Med, Low	Additional Measures Necessary Section must be completed if is high
Diner	Spillages	Slips	- Spillages cleaned up immediately; appropriate signage used whilst cleaning occurs	Low	
Diner Seating Area	Tables, Chairs, Soft Seating	Trips / Collisions	- Tables and chairs set out with ample circulation area around them	Low	
Viewing Balcony	Seating / Equipment	Collision	- Equipment positioned for easy access	Low	
		Access to Fire Escapes	- Access to emergency exits maintained and kept clear - Assembly points checked periodically	Low	
Automatic Door into Diner	Moving Parts Electric Shock	Personal Injury from moving parts Electrocution	- All equipment tested annually (by DCC) - Sensors in place to avoid doors closing on people moving through them – compliant to the appropriate British standards - Doors can be placed on 'hold open' during busy times	Low	

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Work Activity to be Assessed:	Public Usage Areas	Section:	All Areas
Name of Assessor:	Melissa Spence	Position of Assessor:	Development Manager
Date of Assessment:	07.08.2021	Assessment Review Date:	11.08.2022

Activity / Process / Occupation	Health and / or Safety Hazards	Risk posed to employees & other persons	Precautions taken	Risk Level <i>High, Med, Low</i>	Additional Measures Necessary <i>Section must be completed if is high</i>
General Use	Electric Sockets	Electrocution	<ul style="list-style-type: none"> - PAT testing to sockets and switches carried out in line with guidelines (every 48 months) - Early reporting of any damage to DCC for urgent repair; area cordoned off in meantime 	Low	
	Fire	Personal Injury Smoke Inhalation	<ul style="list-style-type: none"> - Fire Risk Assessment & Emergency Action Plan (EAP) in place - Staff inducted to cover emergency procedures - Emergency fire exits in place & kept clear at all times – accompanied by clear signage - Fire extinguishers in place & check annually - No smoking policy - Rubbish bins emptied regularly 	Low	

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Work Activity to be Assessed:	Staff Usage Areas	Section:	Physiotherapy / Coaches Room
Name of Assessor:	Melissa Spence	Position of Assessor:	Development Manager
Date of Assessment:	07.08.2021	Assessment Review Date:	11.08.2022

Activity / Process / Occupation	Health and / or Safety Hazards	Risk posed to employees & other persons	Precautions taken	Risk Level <i>High, Med, Low</i>	Additional Measures Necessary <i>Section must be completed if is high</i>
Physiotherapy / Coaches Room	Spillages from sink, ice machine, fridge	Personal injury from slipping on wet floor	- Spillages cleaned up immediately	Low	
	Foldable physio bed	Falling	- Bed checked for stability each time before use	Low	
	Medicines	Medicines possess risk if consumed to those not prescribed them	- Medicines not kept onsite - Any medications stored / administered accompanied by 'Medical Consent Form' completed by parent/guardian	Low	
	First Aid Equipment	First Aid equipment may be dangerous to those not trained to use it	- First Aid Training in place for staff members - Always First Aid trained staff on site	Low	
	Temperature of Hot Water	Scalding	- Hot taps identified	Low	

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Work Activity to be Assessed:	Staff Usage Areas	Section:	Gym Store Cupboard
Name of Assessor:	Melissa Spence	Position of Assessor:	Development Manager
Date of Assessment:	07.08.2021	Assessment Review Date:	11.08.2022

Activity / Process / Occupation	Health and / or Safety Hazards	Risk posed to employees & other persons	Precautions taken	Risk Level <i>High, Med, Low</i>	Additional Measures Necessary <i>Section must be completed if is high</i>
Storing Gymnastics / Fitness / Baby Gym Equipment	Equipment Stored	Personal Injury though Trip / Collision / Falling	- Equipment stored tidily and in a manner that it is not likely to fall	Low	
	Roller Door – Shutting automatically in event of Fire Alarm	Trapped Body Parts Person trapped in Cupboard	- No equipment stored directly under roller door - Delay on roller door of 10 seconds to allow anyone in the cupboard to make a safe exit	Low	

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Work Activity to be Assessed:	Staff Cleaning	Section:	All Areas
Name of Assessor:	Melissa Spence	Position of Assessor:	Development Manager
Date of Assessment:	07.08.2021	Assessment Review Date:	11.08.2022

Activity / Process / Occupation	Health and / or Safety Hazards	Risk posed to employees & other persons	Precautions taken	Risk Level <i>High, Med, Low</i>	Additional Measures Necessary <i>Section must be completed if is high</i>
Staff Cleaning	Cleaning methods using water / water-based solutions	Personal Injury though Slipping	<ul style="list-style-type: none"> - Cleaning staff informed of correct methods of cleaning - Appropriate signage used during cleaning - Where possible cleaning will take place when facility closed to public 	Low	
	Spillages	Personal Injury though Slipping	<ul style="list-style-type: none"> - Wet floor signs available and used as appropriate - Spillages cleaned up immediately using appropriate protective clothing 	Low	
	Cleaning Materials	Potentially dangerous when used by untrained / unauthorised personnel	<ul style="list-style-type: none"> - Cleaning chemicals kept in separate area with access only by authorised personnel - All cleaning chemicals kept in original containers - Cleaning staff complete COSHH training - See: <i>COSHH Risk Assessment</i> 	Low	

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RISK ASSESSMENT REVIEWS

Suggested Review Date: After significant changes, or annually

Annual Review Date: 11th August 2022

Risk Assessment Reviewed By:	Melissa Spence
Date:	29.08.2019
Comments:	Various updates through document to align with current club sessions and new equipment, formatting also changed
Next Suggested Review Date:	28.08.2020

Risk Assessment Reviewed By:	Melissa Spence
Date:	11.08.2020
Comments:	Risk Assessment checked; minor updates made. Small ref. to class suspensions due to COVID-19. Separate COVID-19 RA produced.
Next Suggested Review Date:	11.08.2021

Risk Assessment Reviewed By:	Melissa Spence
Date:	07.08.2021
Comments:	Risk assessment checked; minor updates made: <ul style="list-style-type: none">- Permitted use of Air Track (pg 3)- Reference to additional Free Play sessions, including Family Play, Sportsability, Parties (pg 5)- Additional reference to Legionella (pg 9)
Next Suggested Review Date:	11.08.2022

Risk Assessment Reviewed By:	
Date:	
Comments:	
Next Suggested Review Date:	