



Risk Assessment Template

Task To Be Assessed:	Activity - Exercising in the Fitness Suite		
Assessor Name:	Sam Smith		
Reference Number:			
Number Of People Exposed:	Up to 100	Assessment Date: 29/04/2021	
People Exposed (Staff / Student / Visitor):	EHS Staff, EHS members (staff, students & local community)		
Department:	EHS — Facilities Management	Location Of Activity	Fitness Suite, The Sports Centre
Activity Description: (Please give a description of the activity you are risk-assessing, including times, number of people, and current controls where applicable)	The Fitness Suite is open from 7am-10pm Mon-Thurs, 7am-9pm Fri and 9am — 5pm Sat/Sun. The fitness suite is used for cardiovascular, resistance and functional type exercise of all kinds by a wide variety of members of various ages (over 16) and many levels of fitness.		

Hazard Checklist — use this to identify the hazards to be considered:

Situational	Tick	Physical I Chemical	Tick	Environmental	Tick
Slip, trip, falls	✓	Harmful substances		Temperature	✓
Fall from height		Electrical (shock, burns, fire, arcing, explosion etc)	✓	Weather	
Lone Working		Biological agents		Extreme locations (mountains, mud flats etc)	
Manual Handling		Fire	✓		
		Machinery (entanglement, incorrect setup etc)	✓		
		Use of sharps			
		Vehicle movements			

N.B. The above list is not exhaustive and additional options can be found in the Risk Assessment Guidance for Biology (Appendix A) and Media (Appendix B)

HAZARD	PERSONS AT RISK	HOW IS PERSON AT RISK	CONTROL MEASURES	RISK FACTOR*			ADDITIONAL CONTROL MEASURES	RESIDUAL RISK FACTOR*			Action / by whom?	Action / by when
				L	C	R		L	C	R		
Electrical (shock, burns, fire, arcing, explosion etc)	EHS staff, EHS Members (Staff, Students and Community)	Electric shock from all electrical equipment in the Fitness Suite (Fixed and portable appliances)	<u>Fixed Electrical Inspection</u> In line with the Institutional policy fixed wiring testing and inspection is carried out, including functioning testing of all RCBO's and RCCD all as referred to in BS7671 514.12.2	2	4	8	None Required	1	4	4	Testing coordinated by Estates Services Team	Every three years
			<u>Portable Electrical</u> In line with the Institutional Policy portable and fixed appliances are tested in accordance with the IET Code of Practice	2	4	8	None Required	1	4	4	Testing coordinated by Estates Services Team	Annually
			<u>Daily Checks</u> Fitness Instructor checks carried out daily and any issues reported to Duty Manager/Fitness Manager	2	4	8	None Required	1	4	4	Fitness Instructors	Checks completed and recorded am and pm

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Slip, trip,	EHS staff, EHS Members (Staff, Students and Community)	Trip over trailing cables and equipment. Slip hazard on floor spillages or dirty floor.	<u>Regular Instructor Inspections</u> Facility to be kept tidy at all times / equipment set out in appropriate layout / stored safety / spillages identified, highlighted and cleaned efficiently	3	2	6	Instruction to members during induction process regarding good housekeeping and information displayed in code of conduct for fitness suite area	2	2	4	Fitness Instructors	Regular checks of fitness suite area during each day and instruction to members during induction process
			Floors vacuumed daily cleaned and free weights area mopped weekly	2	2	4	Spot cleaning as required during each day	2	2	4	Fitness Instructors	Regular checks during each day

			<u>Good housekeeping</u> specific storage areas identified for loose items of equipment	2	2	4	Regular hazard spotting and tidying by Fitness Instructors during each shift Members encouraged on inductions to leave items and belongings in lockers provided	2	2	4	Fitness Instructors	Regular checks during each shift
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*Risk Factor / Residual Risk Factor (R) = Likelihood (L) x Consequence (C). Refer to Risk Matrix on final page.

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Manual Handling	EHS Staff, EHS Members (Staff, Students and Community)	Strain, sprain or crush type injury	Appropriate assessment of level of member experience and suitable level of information provided for all EHS members during induction process regarding use of weights equipment	3	3	9	High level of supervision of fitness suite by appropriately qualified staff during opening hours. Display of notices regarding use of "Spotters" by members during heavy lifting exercises	2	3	6	Fitness Instructors	Supervision of fitness suite
			EHS fitness team staff members have appropriate level of fitness qualification (Level 3) and attend Manual Handling training provided by EHU Learning and Development	3	3	9	Fitness team provide coaching sessions available for members to ensure safe lifting and training techniques are performed	2	3	6	Operations Manager and Fitness Manager to ensure that staff are trained to carry out the work required of them	Ongoing
			Information for EHS staff provided in EHS NOP	3	3	9		2	3	6	Fitness Manager to ensure that NOP is signed off for each member of staff	Ongoing

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Harmful Substances	EHS Staff	Skin Irritation, Eye irritation from contact with cleaning, maintenance and lubrication substances	All unmixed hazardous substances kept in original packaging closed box behind reception desk of fitness suite with COSHH assessment sheets available for each substance. PPE provided for the use of staff when using cleaning, maintenance or lubrication substances. Safe usage set out in NOP.	2	2	4	None required	2	2	4	Regular inspection and replenishment as required by Fitness Manager / Fitness Instructors	Daily usage for cleaning by Fitness Instructors
	EHS Staff, EHS Members (Staff, Students and Community)	Skin or eye irritation caused by contact with substances used in cleaning processes	Safezone Cleaning agent available to members at cleaning stations around the fitness suite along with paper towels	2	2	4	None required	2	2	4		Daily checks and top ups by Fitness Instructors

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Machinery and Fitness Equipment (entanglement incorrect setup etc)	EHS staff, EHS Members (Staff, Students and Community)	Risk of entrapment or other injury from improper or unsafe use of equipment	<p>Induction procedure for all users of the facility to highlight safe use of equipment and assistance available if required</p> <p>Code of conduct Displayed within the facility and explained during induction process</p> <p>Supervision of facility and all users by Fitness Instructors</p>	3	2	6	<p>Video demonstrations for safe use of equipment available to users through Technogym My Wellness App and through QR codes on equipment and on the Workout Wall</p> <p>Specific notices in place regarding use of "Spotters" during heavy lifting</p> <p>Regular Instructor inspections of equipment and reporting to Fitness Manager/Duty Manager of any issues</p>	2	2	4	Fitness Instructors	<p>Information given by Fitness Instructors during induction process and on an ongoing basis</p> <p>Regular checks that "spotter" notices are in place</p> <p>Periodic checks of equipment and facility throughout the day</p>

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Customer / staff member in facility alone	EHS Staff member or member of EHS	illness or accident	<p>Fitness suite instructor on shift during all opening hours</p> <p>Fitness Instructor has short wave radio to contact Duty Manager in case of emergency</p> <p>EHS staff members to inform Duty Manager if leaving the fitness suite for any significant length of time</p> <p>EHS members informed of location of emergency alarm button during induction process</p> <p>De-fib and First Aid kit available in Fitness Suite and all Centre Assistants / Duty Managers are First Aid trained</p>	2	3	6	Facility checks by Operations Team during opening and closedown procedures when Fitness Instructors are likely to be working alone	2	3	6	<p>Fitness Manager ensure adequate training of Fitness Instructors regarding requirements of NOP</p> <p>Fitness Instructor to ensure that short wave radio collected for each shift</p> <p>Fitness Instructor to ensure delivery of health and safety information during member induction process</p> <p>Operations Manager to ensure First Aid training is current</p>	<p>Fitness Manager during staff induction training process</p> <p>Fitness Instructor daily</p> <p>Fitness instructor during member induction</p> <p>Operations Manager Ongoing</p>

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Temperature	EHS staff, EHS Members (Staff, Students and Community)	Overheating during exercise session	Air Conditioning temperature set at 18c	3	2	6	In event of failure of Air Conditioning Fitness Instructor may open windows manually of lower blinds to prevent heat from direct sunlight	2	2	4	Fitness Instructor to monitor temperature of Fitness Suite and act if necessary	Fitness Instructor Ongoing
	Anyone entering the fitness suite, including staff, students, and visitors	Injuries caused by the outbreak of a fire.	Specialist Risk Assessment A Building Fire Risk Assessment is carried out by a specialist contractor every 5 year. The controls identified are reviewed by the Centres Management on an annual basis	2	3	6	Fire Risk Assessment next due in 2020	1	3	3	Estates services	In 2020
Customer belongings / equipment	EHS staff, EHS Members (Staff, Students and Community)	Trip Hazard	Members are advised to use lockers provided for all personal belongings. Regular fitness instructor hazard checks during each shift	3	2	6		2	2	4	Fitness Instructor	Regularly during each shift

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Assessment conclusion: (i.e. have all foreseeable hazards been identified and control measures put in place to ensure that the risk is as low as reasonably practicable, provided all additional control measures identified have been put in place?)	YES
Signature of Line Manager / Competent Person:	<i>S Smith</i>
Review Date:	30 th September 2020

Risk Matrix

LIKELIHOOD	CONSEQUENCE				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
2 Unlikely	1 NO ACTION	2 NO ACTION	3 MONITOR	4 MONITOR	5 MONITOR
3 Possible	2 NO ACTION	4 MONITOR	6 MONITOR	8 ACTION	10 ACTION
	3 MONITOR	6 MONITOR	9 ACTION	12 ACTION	15 URGENT ACTION
4 Likely	4 MONITOR	8 ACTION	12 ACTION	16 URGENT ACTION	20 STOP
	5 MONITOR	10 ACTION	15 URGENT ACTION	20 STOP	25 STOP
5 Almost Certain	5 MONITOR	10 ACTION	15 URGENT ACTION	20 STOP	25 STOP

Risk = Likelihood x Consequence

Likelihood:

- 1 Rare - this will probably never happen
- 2 Unlikely - do not expect it to happen / recur but it is possible it may do so
- 3 Possible - might happen or recur occasionally
- 4 Likely - will probably happen / recur but it is not a persistent issue
- 5 Almost Certain - will undoubtedly happen / recur, possibly frequently

Consequence:

- 1 Insignificant – no or minimal injury / insignificant damage to equipment or property
- 2 Minor – minor damage to property, or minor injury or illness requiring minimal medical intervention
- Moderate - injury requiring medical assistance and could result in time off work, damage to property requiring repair
- 4 Major – major injury or damage to property, leading to prolonged time off work, increased time in hospital, and likely prosecution
- 5 Critical – incident leading to multiple permanent injuries, irreversible health effects, or death. Permanent loss of facility, or persecution

Risk Factor / Residual Risk Factor:

NO ACTION (1-2): No further action, but ensure controls are maintained and reviewed

MONITOR (3-6): Look to improve at next review or if there is a significant change

ACTION (8-12): Improve within a specified timescale

URGENT ACTION (15-16): Take immediate action and stop activity if necessary; maintain existing controls rigorously

STOP (20-25): Stop activity immediately

