

GENERAL RISK ASSESSMENT TEMPLATE (LANDSCAPE)

LOCATION: Group Cycle Fitness Classes	DEPARTMENT: Sport and Culture	SERVICE AREA: Sport and Leisure	TEAM: Fitness
--	--------------------------------------	--	----------------------

WHO IS AFFECTED BY THE RISKS? (e.g. employees, members of the public, tenants, contractors, trainees etc.)	Group Fitness Instructors / Public
--	------------------------------------

HOW MANY ARE AFFECTED? (e.g. one person, 2-5, 6- 10, 11-50, 51-100)	1-16	ASSESSMENT DATE:	19.06.20
--	------	-------------------------	----------

Before completing this Risk Assessment template, Managers must understand the requirements identified within the Corporate Safety Manual - Safety Policy & Arrangements - 'Risk Assessment'

ACTIVITY / AREA OF ASSESSMENT	HAZARD/S	EXISTING CONTROL MEASURES	RISK RATING SEVERITY (S) x LIKELIHOOD (L)	ADDITIONAL CONTROL MEASURES REQUIRED TO REDUCE THE RISK	ADDITIONAL ACTIONS ASSIGNED TO AND DATE TO BE COMPLETED
-------------------------------	----------	---------------------------	---	---	---

See reverse side for explanation of risk assessment, activity / area of assessment, hazard, risk, control measures, severity, likelihood, risk rating.

			S	L	RR			Name	Date	
Entering and exiting Group Cycle Class	Arrival to Group Exercise session and setting up participants onto a bike the room, monitoring class as they leave the room	<p>All participants must have booked onto the session prior to arrival to the centre</p> <p>All participants must feel well prior to entering a Leisure Centre</p> <p>No earlier than 5 minutes before booking</p> <p>customers to follow direction of the instructor on entering the activity area- studio or sports hall</p> <p>Socially distanced bikes will be pre set out and clearly numbered and instructions from the GFI will point the participant to the relevant bike</p> <p>Participants will be required to follow a one way systems as directed by the Group Fitness Instructor.</p> <p>Participants do not enter class until Group Fitness instructor informs to do so and all previous participants have left</p>	2	1	2	Active Nottingham restart agreement addition, additional signage, Group Fitness instructor meet and greet.	Group Cycle areas reconfigured and / or moved to an alternative space to manage social distancing	'on and of feet' signs on floor to manage participant getting on and off the equipment.		

		<p>Participant wipe down equipment after use . Used wipes to be disposed of in a waste bin area situated at the designated exit point.</p> <p>Social distance to be maintained at all times</p> <p>Lift only to be used by maximum of one person at a time. Signs up to indicate this with queueing system clearly marked at top and bottom. People encouraged to press buttons with hands/fingers covered to avoid the touch points</p> <p>Sanitiser available in lift</p>				Waste bin to be allocated to exit point of group cycle area			
	Setting up Bikes	Group Fitness Instructor will demonstrate how to set up the bikes at the start of the class and not do this individually	2	1	2	Instructors briefed as to no longer setting bike up for participants due to social distancing measures			
Use of Equipment	Sanitisation of Group Cycle equipment	<p>Social distancing guidelines to be complied with at all times.</p> <p>Cleansing wipes for equipment to be allocated on arrival monitored by the GFI 'please take some wipes to sanitise equipment before use'</p> <p>Alcohol based hand sanitiser to be available at clearly accessible/ designated points around the centre.</p>	2	1	2	Active Nottingham restart agreement addition			
	Equipment is unsafe /not fit for use	Maintenance board in place and spin bikes checklist which contains	2	1	2				

		daily weekly monthly and quarterly checks. Staff are trained in reporting defects any defective equipment to be removed from use ASAP staff trained to erect equipment correctly in line with manual handling / COSHH etc. regulations							
Studio / Sports Hall environment	Equipment stored at the edge of studios Air circulation	All equipment etc. to be removed from studio / Sports Hall to maximise space in these areas and stored out of sight with the exception of Group Cycles set up for the session, Steps , Mats and Boogie Bounce Trampets Locker Banks to be temporarily decommissioned Where possible doors and windows to be open. If fire door, must only be open if it has fire-guard fitted that will close on sound of alarm. Where door is for security purposes this should be closed.	2	1	2	Site reconfiguration Site agree appropriate area with optimum circulation , Sports Halls , Double door studios. Windows			
Class delivery	Post Covid Nervous participants	Modify class to ensure minimum travel, manage participants Socially distancing and reiterate this throughout the session	1	1	1	New GFI Brief / Staff Training			
	Inexperienced participants	Various level of classes	2	1	2	Level and content of the class communicated prior to booking			

	Trips, Sprains, Injuries	Advised on suitable footwear, consistently screened and class content communicated prior to booking	2	1	2	Active Nottingham Restart member pack			
--	--------------------------	---	---	---	---	---------------------------------------	--	--	--

Use the tab button to add extra rows (each new activity or area of assessment must be on a new row. This will make the assessment easier to view and understand

ASSESSOR (please print):	Jo Dexter	SIGNED:	<i>j. Dexter</i>	DATE:	19.06.20
MANAGER (please print):	Geoff Ritson	SIGNED:	<i>G. Ritson</i>	DATE:	19.06.20
DATE ACTION TO BE COMPLETED BY:		DATE COMPLETED:			
LINE MANAGER'S COMMENTS / ACTIONS			IS THERE PROOF THIS ASSESSMENT HAS BEEN COMMUNICATED TO ALL AFFECTED COLLEAGUES		
REVIEW DATE 01.09.20					
					YES
					NO

Managers Note. Until this document is signed and dated by the 'Assessor' and 'Manager', it is not compliant with the policies identified within the Corporate Safety Manual

Risk Assessment

This assessment must be completed in line with the requirements identified within the Corporate Safety Manual, [Safety Policy & Arrangements – ‘Risk Assessment’](#)

The purpose of carrying out risk assessments is to identify those activities where action needs to be taken to improve existing control measures (or introduce new ones) in order to eliminate accidents at work (or as a result of work being carried out on behalf of the City Council) which result in personal injury or ill health. Please note that written assessment of significant risks in the workplace are required by law - ref. the Management of Health and Safety at Work Regulations 1999 (Regulation 3).

There is no need to repeat earlier risk assessments such as manual handling, COSHH, etc., but they should be referred to in this general risk assessment.

Standard Risk Assessment Definitions

- **Activity** - is identified as the type of work being carried out in the working environment. e.g. using a piece of electrical equipment.
- **Hazard** - is the *potential* to cause harm. e.g. an electric shock from using electrical equipment.
- **Control Measures** - are the actions taken to prevent harm (e.g. an electric shock) as a result of using electrical equipment - such as regular visual inspections to ensure there is no damage to the cable or the plug, making sure the cable is gripped correctly, making sure the right fuse is fitted, making sure sockets are not overloaded, arranging for an annual check by a ‘competent’ person (i.e. a qualified electrician) etc. Control Measures include such areas as training supervision, instruction, information, safe systems of work, proper maintenance procedures, as well as physical measures such as guard rails (to prevent falls), barriers (to prevent access to hazardous areas), guarding of machinery, etc.
- **Risk** - is the likelihood that harm will occur, after the control measures have been carried out.
- **Severity (S)** - rated as follows:
 - **MAJOR** i.e. fatality or specified injury as defined by RIDDOR 2013 (e.g. a fracture). = **FACTOR 3**
 - **MODERATE** i.e. ‘over 7 day’ injury - ref. RIDDOR 2013. = **FACTOR 2**
 - **SLIGHT** i.e. injuries where persons may be off work for less than 7 days (or not at all). = **FACTOR 1**
- **Likelihood (L)** - rated as follows:
 - **LIKELY** i.e. could happen anytime. = **FACTOR 3**
 - **POSSIBLE** i.e. might happen sometimes. = **FACTOR 2**
 - **UNLIKELY** i.e. where harm is unlikely to occur. = **FACTOR 1**
- **Risk Rating (RR)** - is a means of ‘measuring’ the risk by multiplying the *severity* by the *likelihood* e.g. a *severity* factor ‘MODERATE’ with a *likelihood* factor ‘POSSIBLE’ would give a risk rating of 2 x 2 which, of course, gives a ‘score’ of 4.
- **Additional Control Measures** – is what further action could be implemented to further mitigate the risk. If an action is identified, who will do this action and the time frame for implementation will also need to be identified.
- **Risk Rating**
 - from 6 - 9 requires **IMMEDIATE** action to achieve a reduction in risk.
 - from 3 - 4 requires action **AS SOON AS POSSIBLE**.
 - from 1 - 2 may be considered acceptable (although action may be possible to reduce the risk even further can be considered).

	Consequences		
Likelihood	Minor	Moderate	Major
Likely	Yellow	Red	Red
Possible	Green	Yellow	Red
Unlikely	Green	Green	Yellow

Intolerable Risk Level. Immediate action required
Tolerable Risk Level. Risks must be reduced so far as is practicable.
Broadly Acceptable Risk Level. Monitor and further reduce where practicable.

Advice on carrying out risk assessments is available from Corporate Safety Advice