

GENERAL RISK ASSESSMENT TEMPLATE (LANDSCAPE)

LOCATION:	Gym – Post Covid-19	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.)	Gym Staff / Public
--	--------------------

HOW MANY ARE AFFECTED? (e.g. one person, 2-5, 6- 10, 11-50, 51-100)	1-35	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 Gym	Arrival to Gym and leaving session	<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 directional arrows in and out of entrance door</p> <p>Socially distanced 'Workout here' spots clearly set out on equipment to maintain social distancing</p> <p>All Equipment that could be moved during a workout to remain in situ/ designated area excluding selecting weight for workout and replacing weight on storage rack for dumbbells, benches, barbells</p> <p>Participant wipe down equipment before and after use with sanitizer as provided.</p> <p>Used wipes to be disposed of in a</p>	2	1	2	Active Nottingham restart agreement addition, additional signage.			
						Waste bin to be allocated to exit point of Gym area			

		<p>waste bin area situated at the designated points.</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 (unless carer).</p> <p>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>							
Use of Equipment	Sanitisation of all equipment before and after use	<p>Social distancing guidelines to be complied with at all times.</p> <p>Cleansing wipes for equipment to be allocated throughout the gym area</p> <p>Customers informed not to bring towels and to use sanitizer supplied instead. Regular verbal and visual reminders regarding sanitisation of equipment through Gov Radio, tannoy announcements, signage and by staff</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 Specific signage for points of contact, set / pad adjustments dumbbells, weight stacks , handles etc.			
Use of Equipment	Injuries with the public using equipment incorrectly.	<p>Health commitment statement signed off by all participants.</p> <p>On line 'how to use equipment safely 'information communicated with members at point of joining.</p> <p>Qualified and trained staff on hand to provide instruction and supervise activities.</p> <p>Customers are given the option of</p>	1	1	1				

		<p>completing a 1-2-1 programme with a member of the fitness team or opting out and reading the health commitment statement. 1-2-1 completed verbally and by demonstration and at a social distance</p> <p>Booking system prevents customers using the gym without an induction on their membership account</p> <p>A member of staff on duty in the centre is first aid qualified to attend to any emergencies.</p> <p>Staff trained in manual handling.</p> <p>One2One training provided to all Fitness Advisors prior to working in the gym</p>							
Workout	Maintaining flow and social distancing during workout	Signage on Kit where to get on and off equipment. Social distancing reminders both verbal and visual to be given regularly	2	1	2	Member restart pack , signage, staff presence			
Environment	Un-staffed gym, injuries, illnesses, unsure how to use Kit	<p>Health commitment statement signed off by all participants.</p> <p>On line 'how to use equipment safely 'information communicated with members at point of joining.</p> <p>How to use equipment on designated (Unity) Cardiovascular equipment.</p> <p>Centre attendants, Assistant Managers and Customer Advisor to check area regularly during unstaffed hours.</p>	2	2	4	<p>Panic/assistance alarm installed and authorised to provide an additional measure to alert centre staff to potential issues.</p> <p>How to use safely guide available on line and on equipment</p>			
Service and maintenance	Faulty gym equipment leading to injuries to the public	Daily checks of all equipment are completed and any faults or defects are reported to the Assistant manager who would log the fault on the online	1	1	1				

		<p>reporting system with Technogym, the equipment supplier. Once logged an engineer attends site within 48 hours to repair the fault.</p> <p>Check sheets audited on a weekly basis</p> <p>Annual Service Contracts in place with equipment suppliers</p>	1	1	1			
Managing maximum capacity in area	Overcrowding	<p>Usage numbers are controlled by the centre's booking system only allowing access 50% of the centres previous capacity , based on social distancing and any removed pieces of equipment.</p> <p>Centre staff to monitor the capacity of the gym so that if the maximum numbers are exceeded the Assistant Manager would be notified who would take action to prevent further access until the number had adequately reduced</p>	1	1	1			
Air circulation	Overheating / Illness / Fatigue	<p>Operate with natural air circulation / doors and windows open where possible.</p> <p>Advise members regarding modifying workouts , bringing own water and towel etc.</p> <p>There is always a member of staff on duty in the centre that is first aid qualified to attend to any emergencies</p> <p>Safe exercise policy and screening notice displayed on the notice board in the gym and signed at the point of becoming up a member</p>	1	1	1	Member Restart addition		

	Slips, trips and falls (specifically around the cardio zone where floor level cable trunking surrounds the bikes).	Ensure that customers are aware of the hazard during the point of induction and via signage where applicable.	1	2	2				
--	--	---	---	---	---	--	--	--	--

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:	19.6.20
MANAGER (please print):	Geoff Ritson	SIGNED:	<i>G. Ritson</i>	DATE:	19.6.20
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		YES
REVIEW DATE 1.9.20					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).

Simple Risk Matrix			
	Consequences		
Likelihood	Minor	Moderate	Major
Likely	Yellow	Red	Red
Possible	Green	Yellow	Red
Unlikely	Green	Green	Yellow

Risk Treatment Key	
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