

GENERAL RISK ASSESSMENT TEMPLATE – Aqua Bikes

LOCATION: Swimming Pool	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:** 02.07.20

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 Aqua Bike Class	Spread of Covid 19	All participants must have booked onto the session prior to arrival to the centre	2	1	2	Active Nottingham restart agreement addition	Nicola Smyth	Before re-opening
	Arrival to Exercise session and setting up participants onto a bike in the pool, monitoring class as they leave the pool and poolside	All participants must feel well prior to entering a Leisure Centre				Additional signage	Leisure Centre Manager	Before re-opening
	Maintaining social distance	Not to arrive on poolside earlier than 5 minutes before booking				Group Fitness instructor meet and greet.	Jo Dexter	Before re-opening
	Touch points	Customers to follow direction of the instructor on entering the swimming pool/aqua bike activity area				Aqua Cycle areas reconfigured to manage social distancing	Leisure Centre Manager	Before re-opening
		Socially distanced bikes will be pre-set out and instructions from the GFI will point the participant to the relevant bike						
		Participants will be required to follow the directions of the Group Fitness Instructor at all times						
		Participants do not enter class until Group Fitness instructor informs to do so and all previous participants have left						

Entering and exiting Group Aqua Bike Class (cont.)		Social distance to be maintained at all times Regular disinfecting of touch points Alcohol Based Hand Sanitiser to be available at clearly accessible/ designated points around the centre.						
Setting up bikes	Spread of Covid 19 Setting up Bikes Touch points Not setting up bike correctly	Group Fitness Instructor will demonstrate how to set up the bikes at the start of the class and not do this individually Only participant touches own bike	2	1	2	Instructors briefed as to no longer setting bike up for participants due to social distancing measures	Jo Dexter	Before re-opening
Use of Equipment	Spread of Covid 19 Maintaining social distance Aqua Cycle equipment not sanitised	Social distancing guidelines to be complied with at all times. Bikes will be sanitised through immersion into the swimming pool before and after the session Following immersion after the session bikes will be wiped down by cleaning staff using disinfectant	2	1	2	Active Nottingham restart agreement addition	Nicola Smyth	Before re-opening
Pool cycle shoes	Spread of Covid 19 Using pool cycle shoes touched/used by others	Participants advised to bring and wear their own	1	1	1			
Equipment	Equipment is unsafe /not fit for use	Maintenance board in place and aqua bikes checklist, which contains 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	1	1	1			

		handling etc. regulations						
Swimming pool environment	Storage of equipment	Equipment stored at the edge of pool in correct location	1	1	1			
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	Jo Dexter	Before re-opening
Inexperienced participants	Attending wrong class	Various level of classes Level and content of the class communicated prior to booking	2	1	2			
Taking part in class	Trips, Sprains, Injuries	Advised on suitable footwear, consistently screened and class content communicated prior to booking	2	1	2	Active Nottingham Restart member pack	Nicola Smyth	Before re-opening

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:	02.07.20
MANAGER (please print):	Geoff Ritson	SIGNED:	<i>G. Ritson</i>	DATE:	02.07.20
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).

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