



Class Name: _____ Venue Address: _____ Provider Name: _____
Date: _____

Hazards and Risk Identification and Management

There are common hazards, risks and risk controls identified in the template below. Please add in any additional hazards, risks and risk controls that apply to your class.

| Hazards <i>(anything that may cause injury or illness)</i> | Risks <i>(potential harm that could occur)</i> | Risk rating <i>(Low, Medium, High)</i> | Risk control through elimination and minimisation <i>(What we are doing to prevent it from happening, and who is doing it).</i> |
|---|---|---|---|
| Participants | Limited exercise experience | Participant gets an injury in class | <input type="checkbox"/> Participants encouraged to exercise at their own pace and to a level that suits their fitness. <input type="checkbox"/> Correct technique will be reinforced during each class <input type="checkbox"/> Beginners will be well supported/monitored. |
| | Poor balance | Fall in class | <input type="checkbox"/> Instructor will monitor participants and modify exercises to suit their ability <input type="checkbox"/> Participants encouraged to exercise at their own pace and to a level that suits their fitness <input type="checkbox"/> Participants encouraged to wear suitable footwear <input type="checkbox"/> Chairs / wall available to support during balance exercises |
| | Medical conditions | Medical situation requiring intervention | <input type="checkbox"/> Instructor will control the intensity of their class, to reduce the risk of an injury and medical event <input type="checkbox"/> Participants encouraged to discuss existing health conditions or medicated that affects their balance with class leader <input type="checkbox"/> If class leader is unsure whether class is suitable for new participant, they will ask participant to get medical clearance from their GP prior to class participation <input type="checkbox"/> Instructor reminds participant at beginning of all classes to stop if they feel dizzy, short of breath or have pain <input type="checkbox"/> Instructors encourage participants to breaks when they feel the need <input type="checkbox"/> Instructors ensure participants provide or have easy access to emergency contact information <input type="checkbox"/> Participants will sit out of an exercise if they do not feel comfortable taking part <input type="checkbox"/> Instructor and participants have access to a first aid kit <input type="checkbox"/> Instructor and participants are aware of the location of the nearest defibrillator <input type="checkbox"/> Mobile phone or landline available <input type="checkbox"/> Class leader has an appropriate level of first aid training and know how to respond appropriately if an incident occurs |

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|-------------|--|--|--|---|
| | Too many people turn up for a class | Overcrowding causing trip hazards and bumping into each other during exercise, evacuation hazards (if over venue capacity numbers) | | <input type="checkbox"/> Identified maximum participant numbers for classes, (based on venue suitability, class leader, style of exercise) <input type="checkbox"/> If class is full, will inform Lead Agency so can be noted on LSFL website <input type="checkbox"/> Instructor takes a register of number of participants, before each session begins, to be aware of participant numbers in attendance. |
| | Communicable diseases | Contracting a communicable disease | | <input type="checkbox"/> Hygiene practices in place including sanitising equipment and asking participants who are not well to stay at home <input type="checkbox"/> Follow Government guidelines |
| Environment | Particularly hot or cold day | Medical situation, including dehydration | | <input type="checkbox"/> Venue inspected before start of each class <input type="checkbox"/> Open doors and windows in hot weather <input type="checkbox"/> Heating available for cool weather <input type="checkbox"/> Longer warm-up completed in cooler months <input type="checkbox"/> Participants are encouraged to bring a full drink bottle of water or another hydrating fluid. Participants are made aware of nearby sources to access water. |
| | Venue not found in expected state | Fall if trip / slip hazards present | | <input type="checkbox"/> Aware of venue H&S and who to provide feedback to as required <input type="checkbox"/> Instructor will make participants aware of trip hazards that cannot be removed or avoided, before the session begins. <input type="checkbox"/> Ensure items bought in by participants are at edge of room not in walkways |
| | Access to venue | Crossing busy roads, slip and trip hazards | | <input type="checkbox"/> Safe and appropriate car parking <input type="checkbox"/> Building entry has stairs or any other access hazards |
| | Natural disaster | Participants may be trapped in the building | | <input type="checkbox"/> Instructor knows venue emergency evacuation process including location of fire exits, extinguishers and fire hoses (if present) and evacuation assembly point. <input type="checkbox"/> Instructor communicates the above information to the group. |
| Equipment | Equipment is carried into the exercise space | Manual handling injury | | <input type="checkbox"/> Chairs used in class are stacked no more than four high <input type="checkbox"/> Resources for class (books, CD player, weights) are brought into space safely |
| | Inappropriate use of equipment | Participant injury during class | | <input type="checkbox"/> Equipment is checked before the exercise session begins, broken equipment is not used until it is fixed. <input type="checkbox"/> Instructor teaches correct use of equipment, and monitors this throughout the session. <input type="checkbox"/> Instructor helps the participant pick the appropriate equipment for their need/ level and helps participant set this up for their individual need (if adjustable). |

