

Risk Assessment Checklist (RA01) Online Class Delivery

Teacher's name:

Day and time of class:

Venue address:

- | | |
|---|----------------------------|
| 1. Are the surroundings in a satisfactory state of repair? | YES/NO |
| 2. Are accesses, exits, passages and stairways, safe and unobstructed? | YES/NO |
| 3. Are you aware of emergency exits in the event of an emergency?
▪ that there is clear access to doors and that they are not locked | YES/NO
YES/NO |
| 4. You should have put in place the following procedures in the event of a fire:
▪ have you planned an escape route from the venue?
▪ do you have a register or list of those attending the class?
▪ are fire extinguishers accessible, of the correct type and maintained and are you trained to use them? | YES/NO
YES/NO
YES/NO |
| 5. Is your home accessible to the emergency services? | YES/NO |
| 6. Do you have your own, or access to:
▪ a First Aid Kit
▪ Incident Report Book | YES/NO
YES/NO |
| 7. Do you have access to a phone or mobile in case of emergencies? | YES/NO |
| 8. Heating
▪ are the premises heated adequately?
▪ are the heaters safe?
▪ is the room well ventilated? | YES/NO
YES/NO
YES/NO |
| 9. Is the room of a suitable size and shape?
▪ For you to teach a class in your home
▪ For each person who attend the class within their own home to carry out exercises/movements without causing bodily injury to others
▪ Enables you to have the ability to observe each participant where possible, with streaming available and they you | YES/NO |
| 10. Is the room clean and tidy, with no obstructions or obstacles?
▪ Check all furniture and equipment is neatly stored
▪ Are there any overhanging obstructions i.e. lighting?
▪ Are pets contained within a safe space to not interfere with class
▪ Are small children excluded from the room? | YES/NO |

11. Is the floor safe to work on? YES/NO
- Clear of dirt, drawing pins, glass, spills, splinters, trailing cables, etc.
12. Electrical & other equipment
- Are you aware of the light switches? YES/NO
 - Are plugs and sockets in working order? YES/NO
 - Are your own head mic, music equipment and extension lead in order? YES/NO
 - Are mats, balls, clubs, hoops etc. in good repair & stored safely when not in use? YES/NO
13. Personal belongings of participants
- Are personal belongings stored safely away from the activity area so as not to cause an obstruction or obstacle to the class when working? YES/NO
14. Does your insurance cover your delivery of class? le face to face / one way/two way/video streaming YES/NO
15. Is equipment checked regularly if used in class work? YES/NO
- Is it in good repair YES/NO
 - Is it suitable for its intended use? YES/NO
 - Are you aware of the hazards that different types of apparatus can cause, and able to take appropriate action YES/NO
16. Ensure all attendees have completed a PAR-Q prior to attending? YES/NO
17. Suitability of attendees' clothing, footwear and jewellery checked visually at the beginning of the class if using two way video? YES/NO
21. Attendees are aware of & adhere to relevant warm up and cool down exercises? YES/NO

Signed:

Date: