

Risk Assessment Checklist (RA01)

Premises & Activity Risk Assessment Form (Social Distancing)

Teacher's name:

Day and time of class:

Venue address:

- | | |
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| 1. Are the surroundings in a satisfactory state of repair? | YES/NO |
| 2. Are accesses, exits, passages and stairways, safe and unobstructed?
<ul style="list-style-type: none"> ▪ Ensure there is a 2 metre social distancing allowance outside of classroom | YES/NO |
| 3. Are you aware of emergency exits in the event of an emergency?
<ul style="list-style-type: none"> ▪ Ensure exits are clearly marked ▪ That there is clear access to doors and that they are not locked | YES/NO
YES/NO
YES/NO |
| 4. You should have put in place the following procedures in the event of a fire:
<ul style="list-style-type: none"> ▪ Have you planned an escape route from the venue? ▪ Have you got a meeting point organised? ▪ Have you informed the class of any hall fire procedures including escape routes and meeting points? ▪ Do you have a register or list of those attending the class? ▪ If you are using a public building e.g. a school, leisure centre etc., do you know where the nearest fire bell is sited so you can alert others? ▪ Are fire extinguishers accessible, of the correct type and maintained and are you trained to use them? ▪ Do your attendees know they must not try to extinguish a fire themselves unless they are an appointed person, and that you must be informed immediately? | YES/NO
YES/NO
YES/NO
YES/NO
YES/NO
YES/NO
YES/NO |
| 5. Are the premises accessible to the emergency services? | YES/NO |
| 6. Do you have your own, or access to:
<ul style="list-style-type: none"> ▪ 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. Do the premises give access and facilities for disabled persons? | YES/NO |
| 9. Do the premises have adequate toilet facilities including those for the disabled? | YES/NO |
| 10. Are there changing facilities for both male and females attendees? | YES/NO |

11. If the use of a kitchen is required, have you agreed access?	YES/NO
▪ Check kitchen hygiene	YES/NO
▪ Check that equipment provided is satisfactory	YES/NO
12. Heating	
▪ Are the premises heated adequately?	YES/NO
▪ Are the heaters safe (caged if required)?	YES/NO
▪ Is the room well ventilated?	YES/NO
13. Is the room of a suitable size and shape?	YES/NO
▪ For the number of persons who attend the class (abiding by social distancing guideline)	YES/NO
▪ To carry out exercises/movements without causing bodily injury to others	YES/NO
▪ Enables you to have the ability to observe each participant, and they you	YES/NO
14. Is the room clean & tidy, with no obstructions or obstacles?	
▪ Provision of antibacterial hand wash on entrance of class and for use during the class?	YES/NO
▪ Check all furniture and equipment is neatly stored	YES/NO
▪ Sufficient cleaning equipment (in accordance with ukactive guidelines) available to wipe fitness equipment after each class	YES/NO
▪ Limit participants assisting in the stacking of chairs, brushing of floors etc., attention should be given to their safety and ability due to COVID-19 distancing	YES/NO
15. Is the floor safe to work on?	YES/NO
▪ Clear of dirt, drawing pins, glass, spills, splinters, trailing cables, etc.	
16. Electrical & other equipment	
▪ Are you aware of the light switches, including emergency lights?	YES/NO
▪ Are plugs and sockets in working order?	YES/NO
▪ Is your own 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
17. 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
18. 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
▪ Is it cleaned after contact with antibacterial wipes/cleaning product?	YES/NO
▪ Are you aware of the hazards that different types of apparatus can cause and able to take appropriate action?	YES/NO
20. Suitability of attendees' clothing, footwear and jewellery checked?	YES/NO
21. Attendees are aware of & adhere to relevant warm up and cool down exercises?	YES/NO

22. Have you observed parking facilities and kept class informed?

- does it abide by social distancing? Limited parking spaces

YES/NO

Signed:

Date: