

**Elemental Fitness Risk Assessments**

General  
Kickboxing Classes  
Young Persons  
COVID-19



**General**

What Are the Hazards	Who Might Be harmed	What Are You Already Doing	What Further Action is Necessary	Risk Factor	Action By Who	Action By When	Done
Falls from Height	Staff & clients could suffer severe or even fatal injuries if they fell whilst climbing the climbing wall.	All staff and clients are supervised when climbing the wall. Appropriate crash mats have been installed.		High			
	Staff could suffer severe or even fatal injuries if they fell whilst changing light bulbs etc in the high ceiling.	All Light Bulbs are changed by Gough & Kelly Security.		Medium			
Manual Handling - Regular movement of weights and heavy gym equipment	All staff and clients could suffer from back pain if regularly lifting/carrying heavy or awkward objects.	Advise all staff and clients to lift safely using correct methods. When possible, dismantle weights and move plates individually	Manual handling training to be given to all staff.	Medium			
Slips, Trips & Falls	All staff and clients may suffer sprains or fractures if they trip over debris or slip on spillages.	Flooring kept dry and quality maintained. All staff trained to maintain good housekeeping standards and ensure stock does not project into walkways. Bins and loose debris removed daily. Protective non-slip footwear to worn. Staff trained to clean and dry any spillages immediately.		Medium			
Falling objects - racking in the office	A member of staff or any other person in the office may suffer an injury if struck by a falling object.	Racking is designed to be suitable for the loads carried and has not been modified. Staff report any damage to racking immediately.	Sign fixed to racking stating maximum loads/configuration.	Low			
Portable electrical equipment - vacuum cleaner, heaters and kettles.	All staff could receive potentially fatal electrical shocks or burns if they use faulty electrical equipment.	Fixed electrical installations are maintained to a suitable standard and inspected every five years. Instruct staff to report faults immediately	Manager to arrange and record the six monthly inspection and testing of portable equipment.	Low			

Fire through electrical fault	If trapped in the facility, all staff and clients could suffer from smoke inhalation or burns which could potentially kill.	Exits and fire exits marked and kept clear. Fire extinguishers located throughout facility. Access to all exits and fire extinguishers kept clear at all times. Fire detection and alarm system in place. Fire evacuation procedures displayed at each fire alarm point. Maintenance contracts for extinguishers and detection/alarm system. Smoking prohibited in the facility. Cleaner ensures no debris left around facility. All staff trained in good housekeeping during induction	Fire drill and training in use of extinguishers held once a year.				
Hazardous substances Vehicle exhaust fumes	The fumes may cause staff eye irritation and respiratory irritation.	Gym facility contained with walls reducing exposure to fumes. Number of vehicles using the remainder of the warehouse is relatively low and exposure very limited; this prevents build-up of fumes. Drivers not allowed to leave vehicles' engines running in warehouse. Roller shutter doors and warehouse windows open, where practicable, to assist ventilation.		Low			
Bleach and cleaning fluids	Direct skin contact could lead to the cleaner getting skin irritation. The vapour may cause the cleaner to have eye irritation or breathing difficulties.	Cleaner made aware of safe procedures. Rubber gloves used. First-aid facilities are readily available. Bleach usage limited to bathroom facilities.	Investigate safer alternatives for cleaner	Low			
Lighting	Poor lighting is likely to result in higher levels of work error and accidents.	Good quality lighting provided throughout the facility. Staff checks that light units are operating and are replaced by electrician when necessary.		Low			

Hygiene/comfort	All staff could suffer varied discomfort, eg being too hot/ cold.	Heated facility and office. Hot and cold available for beverages. Area kept clean. Toilets a short walk away, cleaned daily. Thermal wear worn during the winter months, especially when working outside. Industrial fan unit fitted to reduce temperature within facility when required.		Low			
Violence and threatening behaviour - verbal abuse, theft	Staff may suffer assaults, threats and abuse from members of the public.	Staff trained not to resist a robbery. CCTV installed and clearly visible. Usually always two staff on duty. Staff provide good, polite service and are told not to confront customers. Staff report incidents of abuse etc and manager discusses with them on a no-blame basis. Facility access controlled reducing risk of bypassers and opportunists entering the facility.	Contact local police station to get advice on what else can be done, eg safe procedures for opening up and closing. Manager to talk to staff about coping with disputes, eg shoplifting and age-restricted sales.	Low			

#### Kickboxing Classes

What Are the Hazards	Who Might Be harmed	What Are You Already Doing	What Further Action is Necessary	Risk Factor	Action By Who	Action By When	Done
Standard of instruction, knowledge of safety and insurance.	All staff and clients	All coaches are to be licensed and insured with our public liability . All clients are to be licenced and insured within 4 weeks of training on our participants clover scheme. All new students should be made aware of general safety issues by the instructor and read the Elemental Fitness Ltd code of conduct, gym rules and Risk Assessment. Any visiting instructors should provide their own public liability insurance.		Low			
Exisiting injury, medical condition and feelings of unwell	All staff and clients	Any student with an injury, medical condition or is feeling unwell should alert the coach to this prior to the start of any session. All accidents/injuries are to be reported to the instructor on duty who will provide first aid and appropriate measures including completing an accident report form.		Low			
Building faults		Building faults should be reported to the administrator of the venue. If the venue is unsuitable for the class to continue it will be cancelled.		Low			

Pad work; practicing punching and kicking techniques on appropriate pads; potential injuries as outlines below:	All staff and clients	Correct use of pads and bags in the manner in which they are designed to be used. Equipment is owned by the club; good up keep of the equipment is the responsibility of the instructor.		Low			
Sparring/Tournament Fighting	All staff and clients	Mandatory use of all appropriate safety equipment; gloves, gum shield, groin box or chest protector, shin and instep pads, head guard and feet protectors. This is provided by the student and upkeep is their responsibility. Students should only be matched with other students of appropriate experience and size in comparison to themselves. This matching is supervised by the instructor. If sparring partners must be of unequal size and/or experience then light contact must be used. Students will only be permitted to spar when they have reached the appropriate level of competence in the sport, as recognised by the instructor. Sparring requires more room than pad work, and should only be undertaken when sufficient space is available in the gym.	If clients are competing outside of the club, they would be advised to purchase players insurance through our insurance provider.	Medium			
Damage Joints	All staff and clients	Warm up routines should include all body. Mats (where used) should be inspected periodically for damage and to ensure no gaps		Low			
Fingernails	All staff and clients	All nails must be kept short as outlined in club members health and safety information					
Dislocation, fractures resulting from falls	All staff and clients	Practice Breakfalls. Assist Take- downs. Students don't practice throwing partners to the floor. Sparring partners must be of a similar weight and experience. Call an ambulance is necessary.		Low			
Injury to head, neck or spine. Unconsciousness due to a heavy blow to the head.	All staff and clients	Serious injuries of this nature are very rare when training. Observation of good gym etiquette reduces the risk further. All students must wear appropriate safety gear. Injuries should be reported immediately. All students need to be aware of the accident procedure. An injured student shall cease training immediately and first aid will be applied. The student shall be given medical help or directed to seek medical advice.		Low			
Muscle fatigue, cramp, sore/stiff joints, pulled muscles, ligaments and tendons.	All staff and clients	All students should participate in the warm up and stretching at the beginning of each session. Students arriving late must warm up. The instructor should check there are no prior injuries before each session. The instructor may stop a member training if they observe any distress		Medium			

Superficial injuries; cuts, bruises and nose bleeds	All staff and clients	All protective equipment should be well maintained and correctly worn. The instructor has the right to ban any member, immediately, whom he finds to be acting in a manner likely to cause injury and not exerting sufficient control. All students should moderate their own behaviour in response to their partner's experience. All cuts should be immediately cleaned and dressed. With all but the most superficial of cuts the member should cease training for that session. This is particular the case for nose bleeds as they can re-occur readily after the bleeding has stopped. Blood spillages should be preferably cleaned up by the member who has been bleeding using the blood spillage kit provided.		Medium			
Dizziness, hyperventilation, nausea and exhaustion.	All staff and clients	Dizziness, hyperventilation and general exhaustion can occur during strenuous exercise; this is generally alleviated by improved physical condition. All new students should be encouraged to take a rest if required and not push themselves too far. The instructor must be particularly aware of this when new students join.		Low			
Dehydration	All staff and clients	Large quantities of fluid can be lost during training sessions especially in hot weather. Students should be encouraged to bring water to the session and drink it regularly during the session and to re-hydrate thoroughly after the session.		Medium			
Contraction of infectious diseases from other member's blood.	All staff and clients	All cuts must be promptly cleaned. Blood on the mats or floor should be cleaned immediately using appropriate equipment. Instructors and First aiders should wear rubber gloves when there is blood present. All equipment will need to be washed with a disinfecting solution every month.		Low			
Collision with other persons in the training room.	All staff and clients	The instructor must limit numbers by the activity and to the size of the gym. Spectators should not be near the practice area. Instructors must be aware that more floor area is required for sparring than for pad work		Medium			
Injury resulting from inappropriate clothing or jewellery.	Clients	Jewellery or inappropriate clothing to be removed before training.		Low			
Students with existing medical conditions/injuries.	Clients	All new students must fill in a Personal Information form, enrolment form and a physical activity readiness questionnaire (PARQ) (declaring existing medical conditions) before they train. Instructors must review the forms on application. Students must notify the instructor of any changes to their medical condition including injuries. If a student's condition affects any part of the training they may opt out of that exercise.		Low			

Newcomers may be ill equipped to deal with the challenges of the sport and so could cause themselves or others injury.	Clients	Careful and gradual instruction for new participants.		Low			
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**Young Persons Risk Assessment**

What Are the Hazards	Who Might Be harmed	What Are You Already Doing	What Further Action is Necessary	Risk Factor	Action By Who	Action By When	Done
Vulnerability to abuse etc	Child or Young Person	Existing safeguard policy/procedure in place for working with children/young persons. DBS checks to be conducted where necessary (via HR). Child/young person not to be alone with single adult for significant periods of time. Child/young person advised to report any issues or concerns immediately to supervisor or HR	HR To Investigate any Issue	Low			
Slips, trips & falls	Child or Young Person	Sensible footwear to be worn in office environment i.e. no flip flops, high heeled shoes etc. Child/young person advised to report any concerns immediately to the supervisor. Child/young person advised of possible slip, trip and fall hazards on induction.		Low			
Manual Handling	Child or Young Person	No child/young person is permitted to lift any item of a significant weight i.e. child maximum of 3kg and young person maximum of 20kg. Close Supervision at all times.		Low			
Display screen equipment	Child or Young Person	A DSE assessment is to be completed by any child/young person that will be required to use display screen equipment. Regular breaks to be taken during use. Child/young person advised to report any problems immediately to supervisor	Any issues highlighted during DSE assessment to be reviewed with appropriate controls implemented	Low			
Noise	Child or Young Person	No child is permitted to work in a noisy area. Should a young person be exposed to noise whilst working in an area. Young person advised to report any concerns immediately to supervisor	Risk assessment MUST be reviewed to ensure that current control measures are adequate	Low			
Vibration	Child or Young Person	No child is permitted to use powered hand tools (hand arm vibration). Young person only permitted to use low risk powered hand tool i.e. battery drill. Young person be closely supervised when using low risk powered hand tools. Young person not permitted to ride on machinery.	Young person to have read and understood risk assessment. Assessment to be completed for any young person that will be using powered hand tools.	Low			

Electricity	Child or Young Person	Child is not permitted to connect or disconnect any electrical supplies (110, 240 or 415V). Young person is permitted to disconnect 110 & 240V supplies. However this will remain at the discretion of the supervisor i.e. whether the supervisor feels that the young person is competent. In no circumstances is the young person permitted to disconnect 415V supplies. Electrical equipment PAT with additional visual check prior to use. 5 yearly fixed wiring checks conducted. Close supervision at all times. All electrical work conducted by trained electricians. Child/young person advised to report any concerns immediately to supervisor.		Low			
Chemical/substance exposure	Child or Young Person	Close supervision of young person at all times. All hazards that are present in the laboratory MUST be relayed to young person. Supervisor to ensure young person is provided with and wears appropriate PPE	Should a young person be required to be involved in any work where chemicals, substances, gases or solvents are present then a full review of the relevant CoSHH assessment(s) is to be conducted in order to ensure that existing controls are adequate. Should any additional controls be required then they MUST be implemented prior to that young person being allowed to participate in the activity.	Low			
Fire	Child or Young Person	Emergency evacuation and arrangements covered on induction. Close supervision of young person at all times. Young person to advise management in advance of any special needs (eg mobility)		Low			

**COVID-19 Risk Assessment**

What Are the Hazards	Who Might Be harmed	What Are You Already Doing	What Further Action is Necessary	Risk Factor	Action By Who	Action By When	Done
Getting or spreading coronavirus by not washing hands or not washing them adequately	Workers, Customers, Contractors & Drivers coming to the business	Follow our guidance on cleaning, hygiene and hand sanitiser. Provide water, soap and drying facilities at wash stations. Provide information on how to wash hands properly and display posters. Provide hand sanitiser for the occasions when people can't wash their hands. Follow cleaning procedures to ensure all soap and hand sanitising dispensers are refilled.	Put signs up to remind people to wash their hands. Provide information to workers about when and where they need to wash their hands. Make sure people are checking their skin for dryness and cracking and tell them report to you if there is a problem.	Low			

Getting or spreading coronavirus in common use high traffic areas such as the office, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas	Workers, Customers, Contractors coming to the business	Follow our guidance on welfare facilities, canteens etc: Identify areas where people will congregate, for example changing rooms, reception, waiting areas, smoking areas, office etc. Areas where there are pinch points meaning people can't meet the social distancing rules, eg narrow corridors, doorways, customer service points, storage areas. Areas and equipment where people will touch the same surfaces, such as in kitchens, eg kettles, shared condiments etc. Areas and surfaces that are frequently touched but are difficult to clean. Communal areas where air movement may be less than in other work areas, eg kitchens with no opening windows or mechanical ventilation. Agree the combination of controls you will put in place to reduce the risks. Limit the number of people in rooms so that social distancing rules can be met, eg stagger group classes, have maximum occupancy numbers in the facility. Reorganise facilities in communal areas such as spacing out equipment etc so social distancing rules can be met. Where possible put in place physical impervious barriers (eg Perspex in reception areas) to reduce contact. Increase the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around. Put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met. Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation. Provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, eg sanitiser/washing facilities at the entrance/exit. To put signs up to remind people to wash and sanitise hands and not touch their faces. Put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it.		Low			
Getting or spreading coronavirus through workers living together and/or travelling to work together	Workers	Identify groups of workers who live together and group them into a work cohort. Identify groups of workers who travel to work together and group them into a work cohort.	Discuss with workers who live and/or travel to work together to agree how to prevent the risks of spreading coronavirus	Low			



Getting or spreading coronavirus by not cleaning surfaces, equipment and workstation	Workers, Customers, Contractors & Drivers coming to the business	Use the guidance on cleaning and hygiene during the coronavirus outbreak. Identify surfaces that are frequently touched and by many people (often common areas), eg handrails, door handles, vehicle door handles (inside and outside), shared equipment etc and specify the frequency and level of cleaning and by whom. Train people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean. Reduce the need for people to move around your site as far as possible. This will reduce the potential spread of any contamination through touched surfaces. Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user. Identify where you can reduce the contact of people with surfaces, eg by leaving open doors that are not fire doors, providing contactless payment, using electronic documents rather than paperwork. Identify other areas that will need cleaning to prevent the spread of coronavirus, eg canteens, rest areas, welfare facilities, vehicles and specify the frequency and level of cleaning and who will do it. Identify what cleaning products are needed (eg surface wipes, detergents and water etc) and where they should be used, eg wipes in vehicles, water and detergent on work surfaces etc. Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. Provide more bins and empty them often. Put in place arrangements to clean if someone develops symptoms of coronavirus in work.					
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Workers	Follow out guidance on stress and mental health. Have regular keep in touch meetings/calls with people working at home to talk about any work issues. Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through. Involve workers in completing risk assessments so they can help identify potential problems and identify solutions. Keep workers updated on what is happening so they feel involved and reassured. Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours					

Contracting or spreading the virus by not social distancing	Workers, Customers, Contractors & Drivers coming to the business	Follow our guidance on social distancing. Identify places where, under normal circumstances, workers would not be able to maintain social distancing rules. Identify how we can keep people apart in line with social distancing rules in the first instance such as one-way systems. Holding meetings virtually rather than face-to-face. Staggering start/end times. Limiting the number of people on site at one time. Having allocated time slots for customers. Rearrange work areas and tasks to allow people to meet social distancing rules. Using empty spaces in the building for additional rest break areas where safe to do so. Implementing 'drop zones' for passing materials between people providing more parking areas or controlling parking spaces. Minimising contact at security offices for drivers. Identify where it isn't possible to meet social distancing rules and identify other physical measures to separate people. This can include: physical screens and splash barriers. Place markers on the floor to indicate where people should stand and the direction they should face. If it isn't possible to meet social distancing rules and physical measures can't be used then put in place other measures to protect people. This can include: enhanced cleaning regimes, increase in hand washing, limiting the amount of time people spend on the task, placing workers back-to-back or side-by-side rather than face-to-face when working. Cohorting work teams so they consistently work together. Improving ventilation. Display signs to remind people to socially distance (Please note – personal protective equipment is needed in a limited number of workplaces to protect from the risk of coronavirus)		Low			
Poor workplace ventilation leading to risks of coronavirus spreading	Workers, Customers & Contractors	Identify if we need additional ventilation to increase air flow in all or parts of your workplace. Fresh air is the preferred way of ventilating your workplace so opening windows and doors (that are not fire doors) can help - if you need additional ventilation provide it, eg mechanical ventilation, desk fans, air movers etc. Switch heating ventilation and air conditioning (HVAC) systems to drawing in Fresh air where they can be, rather than recirculating air.		Low			
Increased risk of infection and complications for vulnerable workers	Workers	Identify who in your work force fall into one of the following categories. Clinically extremely vulnerable. People self-isolating. People with symptoms of coronavirus. Groups who may be at higher risk of poorer outcomes (see the Public Health England report Disparities in the risk and outcomes of COVID-19). Discuss with employees what their personal risks are and identify what you need to do in each case. Identify how and where someone in one of these categories will work in line with current government guidance. If they are coming into work identify how you will protect them through social distancing and hygiene procedures.		Low			

<p>Exposure to workplace hazards because it isn't possible to get normal personal protective equipment (PPE)</p>	<p>Workers</p>	<p>Follow our guidance on PPE during the outbreak. There are a very limited number of settings where PPE is needed for protection from coronavirus, eg healthcare. This line only considers PPE for workplaces that don't need it for protection from coronavirus. Identify tasks where exposures to hazardous workplace substances may happen and put in place measures to protect people. PPE should not be the first choice, it should be the last. Substitution or engineering controls should be put in place in the first instance. Identify which tasks you need PPE for and specify the right protection factor needed for those tasks. Provide the right protection factor for each task rather than the highest protection factor respiratory protective equipment (RPE) for all tasks. Where required, ensure that those using RPE are face-fit tested. Where supplies are difficult to obtain follow the HSE guidelines and put in place controls suitable to your workplace (Please note – face coverings are not PPE and are not required to be worn in the workplace. Where people choose to wear them you should support them)</p>		<p>Low</p>			
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