

RISK ASSESSMENT CHECKLIST (RA01)

Premises & Activity Risk Assessment Form

Your duty of care to those who attend your classes includes providing them with a safe and suitable venue and procedures. All Teachers are required to complete this form (RA01) every term and the Risk Assessment Checklist (RA02) every class. All forms must be kept on file by the Teacher and can be requested by EMD UK at any time. Forms do not need to be sent to EMD UK unless requested.

Teacher's name:

Venue address:

Day and time of class:

- | | |
|---|--------|
| 1. Are premises 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? | YES/NO |
| • ensure exits are clearly marked | YES/NO |
| • that there is clear access to doors and that they are not locked | 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? | YES/NO |
| • have you got a meeting point organised? | YES/NO |
| • have you informed the class of any hall fire procedures including escape routes & meeting points? | YES/NO |
| • do you have a register or list of those attending the class? | YES/NO |
| • 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? | YES/NO |
| • are fire extinguishers accessible, of the correct type & maintained and are you trained to use them? | YES/NO |
| • 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 |
| 5. Are the premises accessible to the emergency services? | YES/NO |
| 6. Do you have your own, or access to: | |
| • a First Aid Kit | YES/NO |
| • Incident Report Book | 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 & 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
 - to carry out exercises/movements without causing bodily injury to others
 - enables you to have the ability to observe each participant, and they you
14. Is the room clean & tidy, with no obstructions or obstacles? YES/NO
- check all furniture and equipment is neatly stored
 - if participants assist in the stacking of chairs, brushing of floors etc, attention should be given to their safety and ability
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
 - Are you aware of the hazards that different types of apparatus can cause, and able to take appropriate action 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
 - Are you aware of the hazards that different types of apparatus can cause, and able to take appropriate action YES/NO
19. Suitability of attendees clothing, footwear & jewellery checked? YES/NO
20. Attendees are aware of & adhere to relevant warm up & cool down exercises? YES/NO
21. Do you observe parking facilities and keep class informed? YES/NO

Signed:

Date:

If the answer to any of the above is NO please record written details separately, together with all remedial action taken. Use Risk Assessment Form 3 (RA03).

NOTE: Displaying a sign advising you are not responsible for accidents / injuries has no legal effect whatsoever. Further information on Risk Assessment is available from www.hse.gov.uk

To be retained in a file by the class Teacher. Please do not send to EMD UK unless specifically requested.