the national governing body for group exercise

Risk Assessment Checklist
Outdoor Activity Risk Assessment Form

Teacher's name: Day and time of class:

Number of people attending class:

Venue address:

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1. Is the area in a satisfactory state of repair?
   - Ground Surfaces: check for holes, cracks, rocks, slippery or uneven ground YES/NO

2. Is the area safe and unobstructed? YES/NO
   - Hazards: Broken glass, syringes, rubbish, dog excrement, broken equipment YES/NO

3. Are you aware of meeting points in the event of an emergency? YES/NO
   - ensure attendees are aware of where these are YES/NO

4. Is their enough allocated outdoor space? YES/NO
   - for the number of persons who attend the class YES/NO
   - set up in an area away from other park users? YES/NO
   - to carry out exercises/movements without causing bodily injuries to others YES/NO
   - to abide by government guidelines for social distancing YES/NO
   - enables you to have the ability to observe each participant, and they you YES/NO
   - stop others entering your allocated space (social distancing) YES/NO

5. Weather conditions
   - Are the weather conditions safe to conduct the training session? YES/NO
   - Have you made any modifications to the session based on the weather condition? (i.e. into the shade, reduced intensity) YES/NO

6. You should have put in place the following procedures in the event of a fire:
   - have you planned an escape route from the premises? YES/NO
   - have you got a meeting point organised? YES/NO
   - do you have a register or list of those attending the class? YES/NO
   - if you are using a public field; do you know how to alert others? YES/NO

7. Are the premises accessible to the emergency services? YES/NO

8. Do you have your own:
   - a First Aid Kit YES/NO
   - Incident Report Book YES/NO

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9. Do you have access to a phone or mobile in case of emergencies? YES/NO

10. Do the premises give access and facilities for disabled persons? YES/NO

11. Do the premises have adequate toilet facilities including those for the disabled? YES/NO
    - Are there any restrictions in place and social distancing measures? YES/NO

12. Electrical and other equipment YES/NO
    - Are you able to access electrical points? YES/NO
    - are plugs and sockets in working order? YES/NO
    - is your own music equipment and extension lead in order? (if using an extension lead, ensure other park users cannot trip over the lead) mark with cones or tape off area 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. Is equipment checked regularly is used in class work? YES/NO

    During Covid measures are in place, try to reduce the amount of equipment you are using during an outdoor class, to reduce contact points. If it is being used, you will need to allow for cleaning prior to and after each class
    - provide sufficient cleaning products in line with government guidelines 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

15. Suitability of attendees clothing, footwear & jewellery checked? YES/NO

16. Attendees are aware of and adhere to relevant warm up and cool down exercises? YES/NO

18. Do you observe parking facilities and keep class informed? YES/NO

Signed: Date:

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