the national governing body for group exercise

Risk Assessment Checklist (RA01)
Premises & Activity Risk Assessment Form

Teacher's name: Day and time of class:

Venue address:

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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

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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

19. Is Equipment checked regularly if used in class work? YES/NO
    - is it in good repair YES/NO
    - is it suitable for it's 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

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

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

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

Signed: Date:

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