



STANDARD RISK ASSESSMENT FORM

Risk assessment covering medium risk activities led by York Learning that involve exercise programme



RISK ASSESSMENT DETAILS	RISK RATING MATRIX
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Work area -

Site -

Location of activity Various

Reference CYC/RA/01909

Risk rating 17

Details of activity
 General risk assessment covering activities deemed medium risk in the York Learning Health and Safety handbook (Category 4) - specific activities and sessions which involve exercise programmes, where individual health considerations would be a risk. See Additional Information for details of these classes.

Date of assessment 04/06/2018

Review date 07/12/2021

Assessor carrying out risk assessment Will Harris

Name of employee consulted Sandra Barrett, Angie Padfield, centre staff

Authoriser Fiona Himsworth

Risk register ref

POTENTIAL HARM		LIKELIHOOD				
Catastrophic	Fatal injury	Highly Probable	The event is extremely foreseeable	More likely to occur		
Major	RIDDOR reportable Specified Injuries/Diseases/Dangerous Occurrence	Probable	The event is very foreseeable			
Moderate	Serious injury likely to result in a RIDDOR reportable 7 day injury	Possible	The event is foreseeable			
		Unlikely	The event is not very foreseeable			
Minor	Multiple minor injury	Remote	The event is un-foreseeable	Less likely to occur		
Insignificant	Individual minor injuries					

Catastrophic	17	22	23	24	25
Major	12	18	19	20	21
Moderate	6	13	14	15	16
Minor	2	8	9	10	11
Insignificant	1	3	4	5	7
	Remote	Unlikely	Possible	Probable	Highly Prob

COLOUR	SCORE	ASSESSMENT	REQUIRED ACTION
	1 - 5	Very Low	No action required
	6 - 10	Low	No action required
	11 - 15	Medium	Review/add controls
	16 - 19	High	Review/add controls
	20 - 22	Urgent	Review/add controls *
	23 - 25	CRITICAL	WORK MUST STOP *

* Seek advice from the H&S Team



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HAZARDS

Related Activities	Hazard	Risk	Persons at Risk	Existing Controls	Possible Outcome		Current Risk Rating with Existing Controls	Further Controls?
					Potential Harm	Likelihood		
Vigorous physical activity	Pre existing medical condition	Pre-existing medical condition is exacerbated by vigorous physical activity	Customers Employees	Learners are required to fill in a health questionnaire at the start of the course. If a learner declares any pre existing medical condition which may cause issues due to the physical nature of the course, the tutor can prevent them attending future sessions.	Major	Remote	12	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Vigorous physical activity	Non compliance with a control or instruction in WI	Strain or sprain (causing MSD injury)	Customers Employees	Tutors lead proper warmup activities at beginning of session to ensure learners are loose and ready to perform physical activity Tutors plan physical activity which is appropriate to the level of the class and the fitness of the learner	Minor	Possible	9	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vigorous physical activity	Stress (excessive levels) Learner suffers heart attack due to over exertion during physical activity	Collapse (person) Heart attack, possible fatality	Customers	Tutor plans and delivers proper suitable warm up activity at beginning of session so learners are suitably ready to attempt vigorous physical activity. Learners complete medical declaration form - see Additional Information. All tutors delivering health programmes should have a basic knowledge of emergency first aid procedures. If session is being delivered in an outcentre, wherever possible, at least one member of outcentre staff should have knowledge of emergency first aid procedures. All tutors should carry a mobile phone in case they need to contact the emergency services.	Catastrophic	Remote	17	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Vigorous physical activity	Slipping/tripping	Falling	Customers Employees	Tutors discuss suitable footwear with the learners during the induction part of the first session and if any learner starts the course late. Tutors monitor footwear worn during the course.	Minor	Possible	9	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



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HAZARDS

Related Activities	Hazard	Risk	Persons at Risk	Existing Controls	Possible Outcome Potential Harm	Likelihood	Current Risk Rating with Existing Controls	Further Controls?
Metafit class	Inexperienced person	Learner physically incapable of demands of metafit class	Customers	Metafit class course guide carries additional information above standard health and fitness courses offered by York Learning, including the line 'This course is recommended for people who are already doing some form of aerobic exercise' Classes are scheduled for 30 minutes rather than the standard 1 hour. Learners are told in induction that if they feel unwell or physically struggling to continue they should stop immediately. Learners all fill in metafit specific health questionnaire rather than the standard York Learning health questionnaire - see attached documents	Moderate	Unlikely	13	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Hazard risk rating key:-

- 1 - 10 Green - NO ACTION required**
- 11 - 19 Amber - ACTION required**
- 20 - 25 Red - IMMEDIATE ACTION required**

Additional Risks

Does this activity involve additional risks if performed by:-

- Young persons Yes No
- New and expectant mothers Yes No
- There are no additional risks Yes No

New and expectant mothers should seek advice from medical practitioners/health visitors before enrolling on these courses.



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ACTION PLAN

Hazard/Risk	Further Controls H&S Team Comments	Action Taken	To Be Actioned By		Action Complete Date	Under Control of the Dept?
			Person Tasked	Date		
Non compliance with a control or instruction in WI	York Learning to ensure that all tutors leading physical exercise classes are appropriately qualified to carry out these activities safely		-			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Strain or sprain (causing MSD injury)						
Slipping/tripping	Tutors report any defects in equipment, flooring or surfaces to the centre staff as soon as they are noticed to minimise risk of learners tripping on the defect. Tutors are reminded via publication of risk assessment to do this.		-			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Falling						



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Inexperienced person

Wherever possible, health questionnaires to be sent out by email/post in advance for all learners who have booked in advance with instructions to complete and return on a given date before class starts. This allows tutor who is experienced in delivering the course and the physical nature of the course the opportunity to study the questionnaires, seek further information from the learner if required and if necessary prevent the learner from taking part in the class, offering a full refund. If the learner has booked at the last minute, they should be asked to come 30 minutes before the class to complete the questionnaire and give the tutor time to look at it/discuss it with the learner. The tutor has the option to prevent the learner from taking part if they are concerned about their physical wellbeing.

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- Yes
- No

Learner physically incapable of demands of metafit class

AUTHORISATION

Authoriser comments

Authoriser Fiona Himsworth

Date authorised 07/12/2020

LINKED ASSESSMENTS

Type	Assessment Reference	Title



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LINKED DOCUMENTS

Annex 3 - Health Questionnaire - Nov 15.docx

Annex 3b - Health Questionnaire specific MetaFit - Dec 16.docx



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WORKPLACE INSTRUCTIONS

Step by step instructions

TRAINING COURSES REQUIRED FOR THE TASK

Job Title	Course Name
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Tutors delivering exercise programme courses need to be qualified to deliver the programme for which they have responsibility
Tutors need to have basic first aid knowledge, ideally a First Aid qualification

INOCULATIONS/HEALTH SURVEILLANCE REQUIREMENTS

Inoculations

Hepatitis A Hepatitis B Tetanus

Health Surveillance Requirements

Lung function Skin Noise Vibration



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OBSERVATIONAL MONITORING

Look at the activity taking place - are the controls identified in the risk assessment & workplace instruction in place and being followed appropriately? Also consider equipment, PPE, training, contractors etc

Action(s) Required	Date to Complete	Date Actioned

Name and signature of manager carrying out monitoring:

Date:

Name and signature of employee(s) being monitored:

Date: