

RISK ASSESSMENT FOR: SS - Gym



KENT COLLEGE
CANTERBURY

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| ✓ | REASON FOR THE RISK ASSESSMENT |
| | To ensure a safe environment for the users of the space and equipment and to mitigate the risk of injury. |
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| <p>This risk assessment is for:</p> <p>Completed by: Linden Lockhart</p> <p>Position: Director of Sport</p> <p>Signed: Linden Lockhart</p> <p>Date: 2/10/2025</p> <p>Next review due date: 01/10/2026</p> | <table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td></td> <td style="background-color: #00b050; color: white; text-align: center;">4 Allow</td> <td style="background-color: #ffc000; text-align: center;">8 Mitigate</td> <td style="background-color: #ff0000; color: white; text-align: center;">12 Avoid</td> <td style="background-color: #ff0000; color: white; text-align: center;">16 Avoid</td> </tr> <tr> <td style="writing-mode: vertical-rl; transform: rotate(180deg);">Likelihood</td> <td style="background-color: #cccccc; text-align: center;">3 Accept</td> <td style="background-color: #00b050; color: white; text-align: center;">6 Allow</td> <td style="background-color: #ffc000; text-align: center;">9 Mitigate</td> <td style="background-color: #ff0000; color: white; text-align: center;">12 Avoid</td> </tr> <tr> <td></td> <td style="background-color: #cccccc; text-align: center;">2 Accept</td> <td style="background-color: #00b050; color: white; text-align: center;">4 Allow</td> <td style="background-color: #00b050; color: white; text-align: center;">6 Allow</td> <td style="background-color: #ffc000; text-align: center;">8 Mitigate</td> </tr> <tr> <td></td> <td style="background-color: #cccccc; text-align: center;">1 Accept</td> <td style="background-color: #cccccc; text-align: center;">2 Accept</td> <td style="background-color: #cccccc; text-align: center;">3 Accept</td> <td style="background-color: #00b050; color: white; text-align: center;">4 Allow</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">Severity</td> <td></td> </tr> </table> | | 4 Allow | 8 Mitigate | 12 Avoid | 16 Avoid | Likelihood | 3 Accept | 6 Allow | 9 Mitigate | 12 Avoid | | 2 Accept | 4 Allow | 6 Allow | 8 Mitigate | | 1 Accept | 2 Accept | 3 Accept | 4 Allow | | | | Severity | | <p>Severity (S) 1-4</p> <p>Likelihood (L) 1-4</p> <p>Risk Rating (S x L)</p> |
| | 4 Allow | 8 Mitigate | 12 Avoid | 16 Avoid | | | | | | | | | | | | | | | | | | | | | | | |
| Likelihood | 3 Accept | 6 Allow | 9 Mitigate | 12 Avoid | | | | | | | | | | | | | | | | | | | | | | | |
| | 2 Accept | 4 Allow | 6 Allow | 8 Mitigate | | | | | | | | | | | | | | | | | | | | | | | |
| | 1 Accept | 2 Accept | 3 Accept | 4 Allow | | | | | | | | | | | | | | | | | | | | | | | |
| | | | Severity | | | | | | | | | | | | | | | | | | | | | | | | |

| Step 1: | | | |
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| Specify hazards or risks that may arise | Identify People Potentially at Risk | What Control Measures and Mitigation will be put in place to minimise any Risk | Risk Ratings e.g 1 x 2 = 2 LOW RISK |
| Inadequate supervision / lack of user skill, leading to personal injury. | Students, Staff & Immediate family members. | <ul style="list-style-type: none"> All PE & games sessions within the Gym are supervised by a member of the PE Department. Staff are permitted to use the gym and encouraged to train in a pair. | 3 x 2 = 6 |
| Inexperience or immaturity of users when using the equipment | Students, Staff & Immediate family members. | <ul style="list-style-type: none"> All users undertake an induction, showing exercises tailored to their physical capabilities to ensure they do not overexert themselves. All inductions are appropriate for the users age and ability, and account is taken of learning disabilities. Staff will advise students they see not using the equipment properly on its proper use. If a student repeatedly ignores this advice, they will not be allowed to use the Gym. Pupils in Years 7 to 9 are not permitted to use the Free Weights area. Pupils in Years 10 and above receive an additional induction in the use of the Free Weights area. | 2 x 2 = 4 |
| Unsuitable equipment design and layout leading to an injury or collision between users | Students, Staff & Immediate family members. | <ul style="list-style-type: none"> The fitness room has been designed and will be maintained taking into account Fitness Industry Association guidance i.e. at least a 2m run off for Treadmills. There is adequate space to move throughout the fitness suite without injury or compromising fire safety routes. | 3 x 2 = 6 |

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| | | <ul style="list-style-type: none"> • When using equipment, participants do not come into contact with other users i.e. there is suitable space between equipment and areas to avoid accidental contact. • Floor surfaces are suitable for the activities being undertaken and regularly cleaned. | |
| Failure of exercise equipment leading to an injury | Students, Staff & Immediate family members. | <ul style="list-style-type: none"> • All equipment is visually inspected for obvious defects daily before Students are allowed access. • All equipment is cleaned and maintained on a weekly basis and any defective equipment recorded. • If a defect poses any significant risk to user safety the piece of equipment is removed from use immediately and reported for repair. • All fitness equipment is serviced at least annually by a specialist contractor. • During induction, students are briefed on how to report faulty equipment. • Staff using the equipment inform the Director of Sport or Head of Estates of equipment failure immediately. | 2 x 3 = 6 |
| Untrained use or misuse of equipment causing an injury to user or other participant | Students, Staff & Immediate family members. | <ul style="list-style-type: none"> • An induction in the use of the gym equipment is compulsory for all gym users. • The induction will ensure that the user is conversant with the use of any equipment • Inductions are given by suitably qualified and trained staff. • Safe practice in lifting, carrying and lowering heavy equipment is practised by both staff and pupils. | 3 x 2 = 6 |

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| | | <ul style="list-style-type: none"> • Staff in the gym will advise users they see not using the equipment properly on its proper use. If a user repeatedly ignores this advice they will be asked to leave the gym. • If a user is unsure on how to use a piece of equipment, they will be advised to ask for a briefing on the equipment prior to using it. • All equipment must only be used for it's intended purpose | |
| Existing medical conditions being exacerbated by use of equipment | Students, Staff & Immediate family members. | <ul style="list-style-type: none"> • Students who have medical conditions are suitably monitored by trained staff or prevented from using the fitness suite machinery. • Suitable Medical questionnaires are completed for all staff/family members using the gym. • Individuals only take part in activities that are appropriate for them. The following is taken into account: Age, gender, weight, height, build, existence of injury, illness, disability, general strength, suppleness, stamina & skill-related fitness. • A list of emergency contact numbers to be on display in the gym. | 3 x 3 = 9 |
| Users overestimating their physical capabilities | Students, Staff & Immediate family members. | <ul style="list-style-type: none"> • By matching a user's exercise needs with their physical capability, the Staff member undertaking a user's induction will set guide limits for the user to use during their exercise • Staff in the gym will advise users they see not using the equipment properly on its proper use. If a user repeatedly ignores this advice they will be asked to leave the gym. | 3 x 2 = 6 |

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| Users stopping on moving treadmill | Students, Staff & Immediate family members. | <ul style="list-style-type: none"> The treadmills have auto-cut off devices. Users are advised during their induction to use these devices if they are going to be using the treadmill at higher speeds. | 3 x 3 = 9 |
| Users being given poor advice by a member of staff leading to an injury or negative publicity for the school | Students, Staff & Immediate family members. | <ul style="list-style-type: none"> Inductions will only be given by qualified PE teachers or those with a strength and conditioning qualification. Where a query falls outside their area of qualification or expertise, they will seek advice from a member of staff with the appropriate training or qualification before responding to the user's request. | 2 x 2 = 4 |
| Tripping over free weight equipment stored on floor | Students, Staff & Immediate family members. | <ul style="list-style-type: none"> Proper storage of the free weights is explained to users as part of their gym induction. Adequate storage racks are available for all free weights. Staff will put free weights away properly when they observe them on the floor. | 3 x 2 = 6 |
| Injury due to slips, trips & falls | Students, Staff & Immediate family members. | <ul style="list-style-type: none"> Power cables are plugged into wall sockets and are not left trailing across circulation routes. Floor mats are covered in a material in a contrasting colour to the floor covering to reduce the risk of tripping. Floor mats have ramped edges to reduce the risk of tripping | 1 x 2 = 2 |
| Appropriate clothing & footwear | Students, Staff & Immediate family members. | <ul style="list-style-type: none"> All users to wear appropriate gym clothing with no loose or baggy elements. Footwear to be worn at all times during use of the facility. | 2 x 2 = 4 |
| Injury caused by slipping on wet or poorly maintained floors | Students, Staff & Immediate family members. | <ul style="list-style-type: none"> All spillages are dealt with immediately/reported to the Housekeeping Team | 1 x 2 = 2 |

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| | | <ul style="list-style-type: none"> Floor cleaning takes place when the gym is not in use before 07:00 hrs. | |
| Security of students and staff | Students, Staff & Immediate family members. | <ul style="list-style-type: none"> Key holders are Domestic Services, Facilities & Director of Sport. CCTV to be checked intermittently to ensure no one is sharing access. Staff and Immediate family members using the facility outside of term time must sign in and out at the main school reception. Only permitted staff and immediate family members are allowed into the facility | $2 \times 2 = 4$ |
| Injury caused by fire | Students, Staff & Immediate family members. | <ul style="list-style-type: none"> All fire exit routes are kept clear and clearly marked. Fire door must not be propped open during periods of high temperatures. The ventilation fan can be used and windows opened. Fire evacuation plan shown on the wall by the fire exit. Ensure all electrical equipment is PAT tested annually. | $2 \times 3 = 6$ |
| Inappropriate student/users behaviour leading to personal injury or damaged equipment | Students, Staff & Immediate family members. | <ul style="list-style-type: none"> All users will be advised as part of the induction that they must act appropriately in the gym at all times, and they must be respectful of other users and the facility to avoid injuries and damaging the equipment. | $2 \times 2 = 4$ |
| Poor lighting leading to an injury or potential misuse | Students, Staff & Immediate family members. | <ul style="list-style-type: none"> Lighting must always be turned on when the gym is in use to ensure there is clear vision within the facility. Any defective lighting to be reported to the Head of Facilities immediately and via the School Service Desk. | $2 \times 2 = 4$ |

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| Potential injury or misuse of equipment due to unsupervised usage by all age ranges and permitted groups | Students, Staff & Immediate family members. | <ul style="list-style-type: none"> • Outside of PE lessons/class based activities which will be staffed, other sessions must have a responsible member of staff present within the sports complex who can spot check participants. • For students aged 16 – 19 who have completed an induction process, they can use the gym unsupervised but with loose supervision in the sports hall in groups of three or more. | 2 x 3 = 6 |
| Cleanliness of equipment. | Students, Staff & Immediate family members. | <ul style="list-style-type: none"> • All users to wipe down each piece of equipment at the end of each session with the wipes provided to avoid cross infection/contamination | 2 x 2 = 4 |
| Inappropriate user groups using the gym at the same time. | Students, Staff & Immediate family members. | <ul style="list-style-type: none"> • Staff and their immediate family members must NOT use the gym at the same time as students. · The gym timetable must be clearly communicated to all users to ensure there is no crossover of use between students and adults. | 2 x 3 = 6 |

| Step 2: Action Needed/Comment | Responsible Person | Date Completed |
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| CCTV to be checked after 6 months to ensure no pass sharing is taking place. | Richard Taylor | January 2025 |
| Staff training records to be updated and training renewed at required intervals | Linden Lockhart | |
| Create procedure for recording of defective equipment and record log. | Linden Lockhart | |
| Floor matting to be laid in free weights area. | Linden Lockhart | |

Agreed by:

Signed: Linden Lockhart

Title: Director of Sport

Date: 2/10/2025

