

<b>Risk Assessment</b>	The Academy of Gymnastics Ltd
<b>Activity</b>	Moving Gym Equipment

<b>Assessor</b>	Jeff Kincaid	<b>Location of Assessment</b>	Fitness Suite , Main Gym
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<b>Manual Handling Details</b>	
<b>Weight</b>	<25 kg
<b>Distance</b>	<4m
<b>Frequency</b>	1 time per shift

<b>Risk Rating Matrix (RR)</b>	<b>Likelihood (L)</b>		
<b>Severity (S)</b>	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	<b>HIGH (H)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>
Injury or illness causing short term disability (Medium)	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>
Other injury or illness (Low)	<b>MEDIUM (M)</b>	<b>LOW (L)</b>	<b>LOW (L)</b>

Hazards	Who is at risk?	Controls in place	L	S	RR
<b>Environment: Confined spaces/narrow doorways?</b>	<ul style="list-style-type: none"> <li>Employees/Staff</li> <li>Customers</li> <li>Young Persons</li> <li>Contractors</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all safety and trip hazards are cleared away from thoroughfares.</li> <li>When moving on the staircase, ensure that priority is given to gym users ascending the staircase.</li> <li>All Young Leaders moving between different areas of the gym with younger gymnasts should be supervised by a qualified coach or other adult.</li> </ul>	M	L	Low

Hazards	Who is at risk?	Controls in place	L	S	RR
<b>Environment: Ramps/slopes/uneven surfaces.</b>	<ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Customers</li> <li>• Young Persons</li> <li>• Volunteer Workers</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Be aware of additional slip and trip hazards on any ramp, slope or uneven surface, particularly if carrying any object. If an alternative route can be selected, this should be considered.</li> <li>• Ensure the route through or over any ramp, slope or uneven surface is checked and clear of any obstruction.</li> <li>• Where possible, and if an alternative route is not possible, seek assistance when carrying any object either to carry or to supervise the task.</li> <li>• If an alternative route is not possible and there is no support from any other staff member, dynamically assess whether it is actually necessary to move the item.</li> </ul>	M	L	Low
<b>Environment: Variations in level when moving equipment.</b>	<ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Young Persons</li> <li>• Volunteer Workers</li> <li>• Customers</li> <li>• Contractors</li> <li>• Public</li> </ul>	<ul style="list-style-type: none"> <li>• Plan the route before commencing the move and check for any obstruction which should be moved before commencing the task.</li> <li>• Ensure staff involved in moving any object are trained in manual handling.</li> <li>• Ensure untrained staff only used to move equipment if absolutely necessary and then only if they are given some dynamic instructions in manual handling and are supervised during the task.</li> <li>• Ensure any load is evenly distributed</li> </ul>	L	L	Low
<b>Load: Difficult to grasp</b>	<ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Young Persons</li> <li>• Volunteer Workers</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all staff are adequately trained in manual handling before moving any object.</li> <li>• Ensure untrained staff are only used to move any object if absolutely necessary and then only if given dynamic instruction and are supervised.</li> <li>• If there are no staff are available to assist with the handling, consider whether the item actually needs moving, or if it can be left in situ until support is available.</li> <li>• Consider if item could be pushed instead of being lifted.</li> <li>• Ensure staff have dry hands, free from moisture/chalk/grease before commencing lift.</li> <li>• Ensure staff are wearing appropriate footwear .</li> </ul>	M	L	Low

Hazards	Who is at risk?	Controls in place	L	S	RR
Load: Heavy	<ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Young Persons</li> <li>• Volunteer Workers</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure staff are adequately trained in manual handling.</li> <li>• Ensure untrained staff are used only if absolutely necessary and then only if given some dynamic instructions and are supervised.</li> <li>• Ensure the load is evenly distributed</li> <li>• Consider if item could be pushed instead of lifted</li> <li>• Assess the load before commencing the task and ensure support from other staff to lift the item.</li> <li>• If no support can be obtained to move the item, assess whether the item needs moving at all or if it can be stored where it is</li> </ul>	M	L	Low
Task: Stooping	<ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Young Persons</li> <li>• Volunteer Workers</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure staff are adequately trained in manual handling techniques and avoid bending at the waist before commencing any lift.</li> <li>• Ensure untrained staff are only used if absolutely necessary and then only after some dynamic instruction is given and they are supervised.</li> </ul>	L	L	Low
Task: Twisting/manoeuvring of the load into position around obstacles?	<ul style="list-style-type: none"> <li>• Employees/Staff</li> <li>• Young Persons</li> <li>• Volunteer Workers</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that staff are adequately trained in manual handling techniques before commencing any lift.</li> <li>• Ensure untrained staff are only used if absolutely necessary and then only if dynamic instruction is given and they are supervised.</li> <li>• Ensure the route to be taken is assessed before commencing any move of equipment, and any obstructions on the route are cleared.</li> <li>• Consider alternative routes to avoid twisting around any obstacles.</li> <li>• Consider if item can be kept out/stored in another area to avoid twisting or moving around obstacles.</li> <li>• Consider the room layout when putting equipment away and whether there is a more appropriate place for the equipment to avoid twisting around objects.</li> </ul>	M	L	Low

Hazard	Additional Control	Assigned to	Due Date	L	S	RR
(none)						

Date of Assessment	15/02/2023	Status	Complete
Re-assessment Date	15/02/2024	Signature	<i>Okud</i>