

Risk Assessment	The Academy of Gymnastics Ltd
Activity	Office and Administration

Assessor	Jeff Kincaid	Location of Assessment	Gymnastics Academy
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Risk Rating Matrix (RR)	Likelihood (L)		
Severity (S)	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)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

Hazards	Who is at risk?	Controls in place	L	S	RR
Slips, Trips, Falls	<ul style="list-style-type: none"> Employees/Staff Public Pupils/Students Contractors Young Persons Volunteer Workers Visitors 	<ul style="list-style-type: none"> Any spillages are reported to admin team and cleaned up, and hazard signage is placed on the floor area near the spillage. This is particularly relevant in times of inclement weather conditions. Changes in flooring levels such as steps and slopes are marked or, where this is not possible, warning signs displayed. Hand-rails in place on all stairs. These should be checked and maintained on a frequent basis no less than once a month or whenever additional attention is needed. Admin staff to ensure that the entrance and workstation areas are clear each evening before cleaning commences. The floor area is dynamically checked before and during daily activities and any obstructions moved. Weekly visual monitoring checks completed by Office Manager and records kept. Any outdoor shoes and/or umbrellas used during periods of inclement area are to be left in the entrance porchway before entering the facility. 	L	L	Low
Contact with electricity	<ul style="list-style-type: none"> Employees/Staff Public Pupils/Students Contractors Young Persons Volunteer Workers 	<ul style="list-style-type: none"> Fixed electrical installation is inspected and tested every 5 years, and records kept. All portable electrical items are subject to routine PAT testing by qualified engineers and records kept. No personal electrical equipment is to be left on charge and unattended. 	L	H	Medium
Fire	<ul style="list-style-type: none"> Employees/Staff Public Pupils/Students Contractors Young Persons Temporary Workers Visitors 	<ul style="list-style-type: none"> Fire risk assessment completed and up to date. Fire Evacuation Plan is completed and reviewed annually or if anything changes in the interim period, and records kept. Trained Fire Wardens are in place and training is kept current and up to date. Fire Alarm system in place and regularly tested. Fire Drills carried out every 6 months Call Points tested every week Adequate emergency lighting in place and regularly tested Adequate signage is displayed to aid evacuation and warn of flammable substances or risk of fire All staff to ensure that all of the Fire Exits are kept free and clear of any obstruction. Also, the spiral staircase should be checked on a regular basis and the exit route also cleared of any obstruction. 	L	H	Medium
Inadequate Welfare Facilities	<ul style="list-style-type: none"> Employees/Staff Visitors 	<ul style="list-style-type: none"> Staff provided with a suitable area for rest breaks. Toilets supplied with hot and cold water, soap and hand dryers Adequate heating and lighting provided First Aid Facilities provided Good ventilation provided – a supply of fresh, clean air drawn from outside or a ventilation system The admin area is kept at a reasonable working temperature, and radiators are maintained for use when necessary. Ceiling and desk lighting is supplied and is suitable for the work being carried out. Enough room, space and a suitable workstation and seating are provided. Appropriate waste containers are provided. 	L	L	Low
Stress	<ul style="list-style-type: none"> Employees/Staff Volunteer Workers 	<ul style="list-style-type: none"> All staff to be aware of govt guidelines for managing stress in the workplace https://webarchive.nationalarchives.gov.uk/ukgwa/20210104113357/https://archive.acas.org.uk/index.aspx?articleid=6062 121 meetings are held regularly between employees and managers. 	M	M	Medium
Display Screen Equipment	<ul style="list-style-type: none"> Employees/Staff Volunteer Workers Young Persons 	<ul style="list-style-type: none"> All staff have completed an individual DSE Risk Assessment https://www.hse.gov.uk/pubns/ck1.htm 	L	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>