

### 03.1 Risk Assessment – Woking Leisure Centre

What are the hazards?	Who might be harmed and how?	What are we already doing?	Do we need to do anything else to control this risk?	Action who?	Action when?	Current Status
Free access for wheelchair users	A wheel chair user, their helper or other user of the centre by collision.	Monitoring access to the site through ramp and within the centre. Particular focus on congestion from children attending parties etc.in corridor to our meeting room. <ul style="list-style-type: none"> <li>Informing centre management when problems occur or are foreseen</li> </ul>	Monitor situation.	Managers, trainers, helpers, volunteers, members	As necessary and identified.	On-going
Slips and trips	A member, their helper or a volunteer by falling.	Monitoring access to and between exercise rooms and gym. Monitoring exercise room condition and set up. Monitoring gym condition and set up. <ul style="list-style-type: none"> <li>Informing centre management when problems occur or are foreseen</li> </ul>	Monitor situation.	Managers, trainers, helpers, volunteers, members	As necessary and identified.	On-going
Session leaders unaware of health issues	All attending a session at the centre.	All trainers and first aiders need to be made aware of any members whose health has deteriorated and could impact their ability to exercise at the start of each session.	At each session the leader should ask if anyone has health concerns.	Instructor, first aider or Trustee in attendance.	Each session	On-going
Improper exercise / use of equipment	A member, their helper or a volunteer when exercising or assisting with exercise.	<ol style="list-style-type: none"> <li>All members advised to train within personal limits and reminded during sessions.</li> <li>Members reminded that one to one training on gym equipment is available direct from the centre.</li> <li>Qualified Trainer(s) - Warm up members before exercise and trainer(s), carers and volunteers on hand.</li> <li>Members accompanied if unsteady on feet or in wheelchair go to/ from gym.</li> <li>Trainer(s) and experienced users guiding members in use of equipment and monitoring usage. Volunteers in attendance.</li> <li>Monitoring member use of equipment to remedy inappropriate use / inadequate support for members.</li> </ol>	Monitor situation and whenever a situation arises or any individual is identified as at special risk put steps in place to help remove , or mitigate possible problems	Managers, trainers, helpers, volunteers, members	As necessary and identified	On-going



Medical Emergency	Any member, helper or volunteer.	1.List of all active members, helper, trainers and volunteers with emergency contact numbers available from management or trainers. 2. If incident occurs Immediately report to centre reception for help and first aid support requesting contact be made with emergency services if appropriate.	Monitor members, helpers and volunteers during meetings.	Managers, trainers, helpers, volunteers, members	As necessary	On-going
Fire and building evacuation	Anyone attending a Woking Strokeability exercise session in any capacity.	Follow Woking Leisure Centre fire and evacuation procedures as directed by their responsible staff members.	Monitor situation.	Managers, trainers, helpers, volunteers, members	As necessary	On-going