

03.1 Risk Assessment – Fullbrook Sports Centre

Sports Centre Duty Manager – 07354667967

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What are the hazards?	Who might be harmed and how?	What will we / are we already doing?	Do we need to do anything else to control this risk?	Action who?	Action when?	Current Status
Driving on to and within the site	Children or adults attending the Sports Centre could be hit by a vehicle.	Drivers must strictly adhere to all posted speed limits and remain on identified roadways. Particular care is needed when driving on site. Always be mindful that the Fullbrook Sports Centre is based at a school and regularly used by children.	Remind all drivers that the site is used by children	Drivers.	Entering and driving	On-going
Access for wheelchair users.	A wheelchair user, their helper or other user could collide with a wheelchair.	Consider access to the site and within the Centre. Pay particular focus on children attending sessions / events. Inform Trustees, trainers and if appropriate Centre management when problems occur or are foreseen	Monitor situation.	Trustees, trainers, helpers, volunteers, members	As necessary and identified.	On-going
Room not setup as requested or safely	Any member, helper or volunteer.	On arrival checking the room is set up correctly. If not contact the Duty Manager to remedy the situation.	If required Trustee or trainer to contact Centre Manager	Trustees, Trainers	As necessary	On-going
Session leaders unaware of health issues	All attending a session at the Centre.	All members must make trainers and Trustees if their 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.	Trustees, trainers, helpers, volunteers, members	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"> 1. All members advised to train within personal limits and reminded during sessions. 2. Trainer(s) - Warm up members before exercise and trainer(s), carers and volunteers on hand. 3. Members accompanied if unsteady on feet or in a wheelchair go to / from gym. 4. Trainer(s) and experienced users guiding members in use of equipment and monitoring usage. Volunteers in attendance. 5. Monitoring member use of equipment to remedy inappropriate use / inadequate support for members. 	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	Trustees, trainers, helpers, volunteers, members	As necessary and identified	On-going
Medical Emergency	Any member, helper or volunteer.	<ol style="list-style-type: none"> 1. List of all active members, helper, trainers and volunteers with emergency contact numbers available from Trustees or trainers. 2. If incident occurs Immediately report to Duty manager for help and support requesting contact be made with emergency services if appropriate. 	Monitor members, helpers and volunteers during meetings.	Trustees, trainers, helpers, volunteers, members	As necessary	On-going
Slips and trips	A member, their helper or a volunteer by falling.	<p>Monitoring access to and between studio rooms and gym.</p> <p>Monitoring studio room condition and set up.</p> <p>Monitoring gym condition and set up.</p> <p>Informing Centre management when problems occur or are foreseen</p>	Monitor situation.	Trustees, trainers, helpers, volunteers, members	As necessary and identified.	On-going



<p>Fire and building evacuation</p>	<p>Anyone attending a Woking Strokeability exercise session in any capacity.</p>	<p>In the event that the fire alarm activates, everyone must evacuate the hired area and proceed to the fire muster point – In front of the garages near to the main entrance gate.</p> <p>It is the responsibility of the trainer / trustee to ensure that all of attending our session have been evacuated from the hired area.</p> <p>A trainer / trustee / volunteer must check that all participants are accounted for and then make their way to the area of pavement closest to the gates and wait for further instructions from a member of staff. Hirers must then confirm to the Duty Manager that they have accounted for all of their attendees.</p>	<p>Monitor situation.</p>	<p>Trustees, trainers, volunteers,</p>	<p>As necessary</p>	<p>On-going</p>
<p>Reporting any accident, injury or incident on site</p>	<p>----</p>	<p>In addition to Woking Strokeability policies and procedures:</p> <ul style="list-style-type: none"> • In the event of any accident, injury or incident on site, you should immediately report this to the Sports Centre on 01932 348484 or speak to a member of staff. • All first aid treatment, incidents and emergencies must be reported to a member of Fullbrook staff. • A written report of any accident, injury or incident within 24 hours must be emailed to the Sports Centre sportscentre@fullbrook.surrey.sch.uk. 	<p>Monitor situation.</p>	<p>Trustees, trainers,</p>	<p>As necessary</p>	<p>On-going</p>
<p>Safeguarding Note</p>	<p>----</p>	<p>In addition to Woking Strokeability policies and procedures:</p> <ul style="list-style-type: none"> • In the event of a safeguarding concern about a Fullbrook volunteer or member of staff contact the Principal: Anna Wallis, wallisa@fullbrook.surrey.sch.uk 	<p>Monitor situation.</p>	<p>Trustees, trainers, helpers, volunteers, members</p>	<p>As necessary</p>	<p>On-going</p>