

EMD UK COVID-19 Risk Assessment Template for Group Exercise Instructors



For both indoor and outdoor classes, you should complete your own COVID-19 Risk Assessment and publish this to your users. This template is designed to help - you should consider which sections will apply to your individual situation and complete a risk assessment based on your activity, including (but not limited to) people management and communication, hygiene and first aid. You may still wish to record that you have assessed facility risks through enquiries made with your facility provider.

We have provided an example COVID-19 risk assessment below, which is for illustrative purposes only, and includes some examples of things to consider. Consider how this will apply to each aspect of your teaching and identify the controls you require to meet Government guidance regarding health, social distancing, and hygiene etc. Remember that you must review your other Health and Safety, and Safeguarding, risk assessments for other hazards such as fire, first aid etc.

What are the hazards?		Transmission of COVID-19	
Who might be harmed?		Facility users and the wider community	
No.	Controls Required	Mitigations	Action Taken
People Management, Instructor Best Practice and Communication			
1	Self-screening of individuals before they arrive at the class to ensure individuals displaying COVID-19 symptoms or those who should be shielding do not travel or attend		
2	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing	<p>Communicate in advance with participants to advise on social distancing requirements. Circulate the guidelines prior to arrival.</p> <p>Social Distancing - Reducing the number of persons on arrival and leaving the venue to comply with the 2-metre gap recommended by the Public Health Agency https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Review class schedules including start & finish times allowing for a minimum of 10-minute gap to clean equipment and reduce pinch points of high traffic on entry to class.</p>	
3	Communications in place so that all participants are aware of the control measures in place and how to act appropriately to minimise the risk of transmission of COVID-19	<p>Personal belongings should not be brought into class, other than a personal water bottle and keys</p> <p>Clothing, footwear & jewelry checked</p>	
4	Clear protocols to manage any person who becomes symptomatic at the venue as per government guidelines for employers and businesses as the most relevant information		
5	Outline how participants who are returning to the environment from isolation due to suspected or	No participant will return to the class for at least 10 days from the onset of symptoms and they must be at least 7 days with no symptoms. They will not be allowed back to the venue for at least 14 days	

	confirmed cases of COVID-19 or other COVID-19 related reasons should be medically assessed prior to return	from the onset of symptoms and will require clearance from the COVID Medical officer before they return	
6	Agree a clear position on how participants who are deemed vulnerable or are in a household with vulnerable individuals interact with the environment, which must be in line with government advice on clinically vulnerable individuals.	Clinically extremely vulnerable individuals or those continuing to live with anyone deemed clinically extremely vulnerable should not be engaged in the class environment in line with current government advice. Participants deemed 'clinically extremely vulnerable' should continue to follow government advice. This currently includes maintaining 'shielding' and therefore, should not return to organised exercise outside of the home.	
8	Ensuring class session plans are designed to minimise the injury and illness risk/NHS burden as a priority consideration	Limit where possible movement outside of the spacing guidance for classes.	
9	Should a known or suspected COVID-19 case occur in the exercise environment or an individual be identified as a contact of a known case the individual/s in question should be placed in isolation and follow the PHE guidelines.	Any participant who may become symptomatic whilst at the class should leave the venue immediately without touching anything and without coming into close contact with anyone. If they are clinically unstable, they will be isolated in a separate room and medical assistance called for. Venue to be notified to ensure the isolation room to be cleaned after use.	
10	Put in place an off-site booking system, either online or via phone/email. Avoid cash transactions.	Plan to solicit and maintain records of your participant attendance, - to be maintained for 21 days for track and trace purposes and then destroyed if not required.	
11	Ensure any support staff within the group exercise venue are operating to the minimum standards of practice that ensure any professional body endorsement and professional indemnity insurances they require are still valid.	Applicable insurances checked	
Buildings and Venues			
12	Assess ventilation in the building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	A target ventilation rate of 20l/s/p is advised for facilities. This can either be attained through adjustments to ventilation systems themselves, or by controlling numbers (based on 100sqft per person, net usable indoor space available to members to use, including changing rooms) and using natural ventilation. Ventilation systems should provide 100% fresh air and not recirculate air from one space to another. Increasing the existing ventilation rate by fully opening dampers and running fans on full speed. Operating the ventilation system 24 hours a day. Increase the frequency of filter changes. In the absence of known ventilation rates, a carbon dioxide sensor shall be used as a surrogate indicator to switch on additional mechanical ventilation or open windows.	

		Where no air conditioning is fitted ensure the room is well ventilated and allow more time between classes to allow fresh air to circulate	
13	Assess the maximum occupancy of your class	Limit online bookings in line with occupancy rates Communicate with participants the reason for limited numbers in advance of class Where possible / allowed, mark the floor with temporary areas defining required space	
14	Check the venue has a deep cleaning strategy to minimise COVID-19 transmission risk	Check the strategy with the venue	
15	Check the venue has a daily cleaning strategy to minimise COVID-19 transmission risk	Have in place appropriate cleaning policy for toilets in between each use and classes	
16	Check the venue has a high-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records	Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods	
17	Assess if spaces can be allocated between car park bays to minimise risk	Communicate with participants the need to park away from others wherever possible	
18	Ensure accesses, exits, passage, main room and stairways are safe, unobstructed, and accessible	Ensure there is a 2 metre social distancing allowance outside of classroom and signposted Ensure there is a 1-way system in place to avoid pinch points and areas of high traffic (1 entry point/ 1 exit point where possible) Check all furniture and equipment is neatly stored Sufficient cleaning equipment available to wipe fitness equipment (such as bikes) after each class	
19	Review emergency exits and access in the event of an emergency	Ensure exits are clearly marked that there is clear access to doors and that they are not locked Review if the premises are accessible to the emergency services	
20	Understand venue requirements in relation to changing room usage	Are there changing facilities for both male & females' attendees? Are they open? Or are there social distancing measures in place Signage for social distancing and hand cleaning	
21	Kitchen spaces are not to be used	Ensure participants bring their own water	
Hygiene and Cleaning			
22	Provision of hand washing facilities with warm water, soap, disposable towels, and bin.	See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/	
23	Provision of suitable wipes hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	Participants to be encouraged to carry their own sanitisers with them	

24	Only essential items of equipment to be used as per EMD UK guidelines. All equipment before and after use to be cleaned	<p>Check if equipment is in good repair</p> <p>Check if equipment is suitable for its intended use and, required, limit use where possible</p> <p>Ensure equipment is cleaned after contact with antibacterial wipes/cleaning product</p>	
What are the hazards?		Other venue hazards to be considered after temporary closure such as Legionnaire's Disease, fire, electrical safety etc.	
Who might be harmed?		Facility users	
No.	Controls Required	Mitigations	Action Taken
Venue Preparation			
25	Check with the venue as to the risk of Legionnaire's disease and if necessary, work has been done to make your water supply safe for users		
26	Check with the venue that routine maintenance has not been missed and certification is up to date (e.g. Gas safety, Electrical Safety and Portable Appliance Testing, Fire Safety, Lifts and Heating – Ventilation and Air Conditioning).		
27	Re-check the fire procedures for the venue	<p>Plan an escape route and meeting point that respects social distancing measures? Informed the class of any hall fire procedures including escape routes & meeting points</p> <p>Easy access to the register or list of those attending the class</p> <p>If you are using a public building e.g. a school, leisure centre etc. know where the nearest fire bell is sited so you can alert others</p> <p>Check fire extinguishers are accessible, of the correct type & maintained and if training is required Inform participants that they must not try to extinguish a fire themselves unless they are an appointed person, and that you must be informed immediately</p>	
28	Electrical & other equipment	<p>Ensure you aware of the light switches, including emergency lights</p> <p>Check plugs and sockets and own equipment is in working order</p> <p>Provide own head mic</p> <p>Participants to bring their own equipment where possible, no equipment to be shared within a class.</p>	

What are the hazards?	Vital first aid equipment is not available when needed. First aiders do not have adequate PPE to carry out first aid when required.		
Who might be harmed?	First aiders, facility users		
No.	Controls Required	Mitigations	Action Taken
First Aid			
29	Check that your first aid kits are stocked and accessible during all activity		
30	What steps have you taken to improve your understanding of first aid provision under COVID-19?	Follow guidance from St Johns Ambulance	
31	If you have an AED then check that it is in working order, service is up to date and that it is available during all activity		
32	Check you have an accessible Incident Report Book		
33	Implement a Register of all attendees for each class (this must be kept for 21 days in case of outbreaks)		
34	Ensure you access to a phone in case of emergencies		