| **Hazard** | **Who Might be Harmed and how?** | **Initial Risk Rating (Each Centre to complete)** | **Control Measures (eliminate, substitution, isolate, engineering, administration, PPE)** | **Residual Risk Rating**  **(Each Centre to complete)** | **Critical Risk** | **Review Date** | **Assigned to** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Risks associated poorly trained/qualified staff** | Clients and employees could be injured if staff are not adequately trained in best practice exercise techniques. |  | Administration • Establish Minimum qualification and professional registration for all staff.  • Ensure proof of qualifications before staff starting work.  • Identify and implement any additional training required (e.g. hazard identification and reporting, specific risk factors, medical assessment procedures etc.)  • Provide an H&S induction for all new staff. |  | No |  |  |
| **Risks associated with Uncontrolled Contractors** | Clients and employees could be injured by uncontrolled contractor activities. Hazards relating to contracted services (eg. massages, juice bar, etc.) |  | Administration • Implement procedures/contract arrangements to ensure that adequate health and safety practices are maintained by contracted services.  • Assessment and approval of Contractor Safety System and Safety Plan  • Establish Minimum qualification and professional registration for all contractors.  • Ensure proof of qualifications before contactors starting work.  • Provide an H&S induction for all new contractors.  • Contractors must comply with Centre rules & regulations including wearing appropriate clothing & footwear.  • Contractors should sign the “visitors” book and be issued with a “visitor” sticker. |  | No |  |  |
| **Visitor / public management** | Risks to safety of visitors in the workplace - falls, equipment injury, other bodily injury, etc.  Dealing with emotional, threatening or abusive member of the public. |  | Administration • Visitors must comply with Centre rules & regulations including wearing appropriate clothing & footwear.  • Visitors & contractors should sign the “visitors” book and be issued with a “visitor” sticker.  • Staff are familiar with procedure on dealing threatening and abusive public. |  | Yes |  |  |
| **Health risks associated with fitness training** | Health risks associated with fitness training |  | Administration • Ensure an industry-endorsed pre-exercise screening questionnaire is completed by all members/clients to identify risk.  • Exercise programming services are to be tailored for the individual according to the results of the risk assessment.  • Following risk assessment certain clients may need to be referred to health practitioners prior to the commencement of an exercise program. |  | Yes |  |  |
| **Injury due to damaged or poorly maintained equipment** | Injury due to damaged or poorly maintained equipment. |  | Administration • Ensure that all equipment is in good condition including exercise and weight machines, steps, balls, bars, weights, mats. etc.)  • Ensure there is a system to track the expiry dates of equipment that has a maximum service life e.g. Swiss Balls, exercise bands  • Ensure that equipment is serviced on a regular basis by qualified personnel as recommended by the manufacturer.  • Conduct a weekly inspection of all exercise equipment to ensure that it is operating properly. Fitness businesses should have a checklist in place for what to look for on each product.  • Investigate any reports of defective equipment as soon as possible.  • Remove/disable and clearly mark any defective equipment to prevent its use.  • Ensure that there is a reporting and documentation procedure for faulty equipment. |  | Yes |  |  |
| **Lack of first aid training or equipment** | Lack of staff trained in first aid, or equipment availability. Lack of emergency planning. Unnecessary additional pain, injury after an injury causing accident. |  | Administration • Ensure an adequate first aid kit is available and maintained on a regular basis.  • Ensure that an Accident and Incident Report is available and completed.  • Ensure sufficient staff have current first aid training |  | No |  |  |
| **Exposure to hazardous substances** | Poisoning from ingestion, inhalation, absorption. Burns from flammable materials. Children are especially at risk of poisoning from unsecured hazardous substances. |  | Substitute • Where possible, substitute safer materials for hazardous substances (eg. replacing harsh cleaning chemicals with milder ones). Administration • Ensure all hazardous substances are securely locked away from unauthorised people including the public  • Ensure Material Safety Data Sheets (MSDSs) are readily accessible where employees are working with chemicals.  • Ensure employees are familiar with the safe storage, handling and use of any hazardous substances as outlined in the MSDS for the substance.  • A Hazardous Substance Register should be kept up to date by the Centre. PPE • Relevant and necessary PPE (Protective Equipment) should be provided and used in accordance with MSDSs (Material Safety Data Sheet) |  | No |  |  |
| **Lack of transfer of information between trainers**  **with the group/individual)** | A lack of or poor transfer of information between trainers (eg. if one trainer fills  in for another and is not familiar with the group/individual) may result in injury to clients with health conditions and limitations. |  | Administration • Ensure an effective means to transfer all key information (eg. Individual health conditions and limitations, training program and status, etc.) between trainers. |  | No |  |  |
| **Electrical equipment hazards** | An electrical risk is a risk to a person of death, shock or other injury caused directly or indirectly by electricity.  The main hazards associated with these risks are:   * Contact with exposed live parts causing electric shock and burns (for example exposed leads or other electrical equipment coming into contact with metal surfaces such as metal flooring or roofs). * Faults which could cause fires.   The risk of injury from electricity is strongly linked to where and how it is used. The risks are greatest in harsh conditions (e.g. outdoors or in wet surroundings).  Some items of equipment can also involve greater risk than others. Portable electrical equipment is particularly liable to damage including to plugs and sockets, electrical connections and to the cable itself. Extension leads, particularly those connected to equipment which is frequently moved, can suffer from similar problems. |  | Administration • Implement regular testing and tagging of electrical equipment with the frequency based on the level of risk presented (refer to AS 3760:2001).  • Ensure all electrical fittings comply with relevant statutory regulations including correct use of cables, wiring extension cords and loading capacities. |  | No |  |  |
| **Trip/slip hazards** | Trip/slip hazards including obstacles on floor, loose carpets or tiles,  electrical cords, etc |  | Engineering • Provide adequate storage to eliminate storage on floor.  • Ensure carpets and floors are in a good condition.  • Where possible, install closer power outlets to minimise the need for extended power cords.  • Secure any electrical cabling so they do not extend into walkways. Administration • Regularly Monitor trip hazards through informal and scheduled inspection |  | No |  |  |
| **Poorly maintained/unhygienic change room/ toilet facilities** | Risk of infection from unhygienic conditions |  | Engineering • Ensure that an adequate number of change rooms, showers, etc. are provided, they conform to appropriate building standards and are well maintained. Administration • Check maintenance and hygiene regularly as part of hazard identification.  • Provide a checklist for employees to complete when checking/cleaning /replenishing change room/toilet facilities. Record the date, time and initials of employee on the checklist. |  | No |  |  |
| **Poor lighting resulting in injury** | Lighting that is inadequate for purpose. Trips, falls, eye fatigue and headache. |  | Engineering • All exits are lit or capable of being lit and where necessary adequate emergency lighting is provided.  • Adequate lighting over entire workplace indoors and outdoors during hours of darkness to provide safety and security. Administration • Ensure adequate lighting in all areas.  • Lighting levels checked during workstation set up.  • Check regularly as part of hazard identification  • Ensure that emergency lighting is checked on a regular basis to ensure that it is working properly. |  | No |  |  |
| **Health risk to members due to over exertion** | Health risks due to clients over exerting themselves including higher risk clients such as pregnant and post-partum women, clients recovering from injury. The risks include dehydration, cardiovascular events, muscle and tendon injury |  | Administration • See health precautions listed under “General –All Fitness Businesses” section.  • Ensure members are informed of the health risks related to over exertion during the initial induction.  • Monitor the use of equipment for all new members to ensure that they are using equipment properly and at an appropriate exertion level for their level of fitness.  • Provide a clock in the cardio area to allow members to keep track of the time they are using the machine.  • Provide drinking fountains or other source of water nearby to prevent dehydration. |  | Yes |  |  |
| **Injury due to improper use of machinery** | Crushing, bruising and lacerations to the body including the head through poor technique operating gym machinery |  | Administration • Provide guidance to all members in the use of gym equipment.  • Provide clear descriptions on the correct use of equipment on each machine.  • Equipment which is not operational should be marked “Out of Order” or removed from the floor if possible.  • Have an established maintenance plan and procedures which are implemented & checked regularly. |  | Yes |  |  |
| **Hit or obstructed by exercise machines** | Exercise machines obstructing the walkway/being struck by the movement of machines causing falls, crushing, bruising and lacerations to the body including the head |  | Engineering • Ensure that adequate space is provided between machines, including the space required to accommodate the machine’s range of movement.  • Ensure that the machines do not intrude into the walkway when in use. Signage • Ensure signage to highlight any hazards that cannot be removed (e.g. steps/windows/walkways etc.) |  | No |  |  |
| **Trip hazard from floor equipment** | Trip hazard from weights and other equipment left on floor |  | **Administration**  • Ensure staff regularly monitor the presence of trip hazards and take corrective actions as required. Signage • Use appropriate signage to remind members to replace weights onto weights rack after us. |  | No |  |  |
| **Risk of infection from unhygienic conditions** | Risk of infection from unhygienic conditions  (eg. sweat on gym equipment) |  | Administration • Provide appropriate wipe down dispensers with disinfectant solution.  • Require all members to use a towel and to place it over machinery before use.  • Require all members to wear proper clothing and closed shoes. Signage • Install signage to remind members to wipe down equipment after use. |  | No |  |  |
| **Excessive Noise** | Sound is what we hear and noise is unwanted sound that is a health hazard associated with some tasks. Noise at the workplace that exceeds the exposure standard (85 decibels) can lead to temporary or permanent hearing loss. This hearing loss is a result of the hair cells in the inner ear being permanently damaged – and once they are destroyed, they never grow back. Damage to hearing usually happens over a number of years and is known as noise induced hearing loss (NIHL). It is a permanent condition that can have a negative impact on a person’s life.  Regulation 11 of the Health and Safety in Employment Regulations 1995 requires employers to take all practicable steps to ensure that no employee is exposed to noise above an average level of 85 decibels over eight hours, or a peak level of 140 decibels - whether or not the employee is wearing a personal hearing protector |  | Administration • Ensure that noise levels (eg from loud music) are kept to a level that does not risk hearing damage (especially for staff exposed to the noise for extended periods).  Be aware of excess noise levels or specific times that may cause complaints from neighbouring businesses or residences (including from air conditioning or other equipment) PPE • Provide ear plugs for staff and clients to use |  | No |  |  |
| **Ventilation in gym area** | Health risks due to clients over heating including higher risk clients such as pregnant and post-partum women. The risks include dehydration, cardiovascular events |  | Administration • Ensure adequate ventilation, especially in areas where there is strenuous physical activity (e.g. with fans, air conditioning, windows, etc.  • Provide drinking fountains or other source of water nearby to prevent dehydration |  | No |  |  |
| **Health risks associated with group exercise classes** | Injuries due to clients over exerting themselves including higher risk clients such as pregnant and post-partum women, clients recovering from injury. This also include poor exercise technique. The risks include dehydration, cardiovascular events, muscle and tendon injury |  | Administration • See Health precautions listed under “General - All  Fitness Businesses” section.  • Provide separate classes for different levels of fitness.  • Use rostering systems that protect instructors from overuse injuries by ensuring adequate rest. |  | No |  |  |
| **Flooring in studio is not appropriate for the exercise being performed** | Slip, trips and fall injuries |  | Engineering • Slip resistant and/or impact absorbing flooring as required for the activity. |  | No |  |  |
| **Injury from contact with equipment/others** | Injury due to coming into contact with equipment and other items while exercising.  Inadequate space to perform activities |  | Engineering • Ensure any equipment is positioned so that it does not present an obstruction or trip hazard.  • Ensure mirrors are constructed of safety glass and securely mounted. Administration • Limit the number of people in a class to suit the room and type of class. Ensure that the number of people do not exceed applicable standards or any fire restrictions for your buildings.  • Ensure adequate clearance is available between members during exercise programs. |  | No |  |  |
| **Emergency – Fire, Earthquake, Bomb Threat** | Earthquake, fire, explosion. Death, injury during evacuation. Ceiling tiles and overhead plant/equipment falling on occupants. Glass shattering, falling on occupants and passers-by. Collapse of structure causing crush injuries. Furniture & other objects falling causing crush injuries. |  | Administration •Develop emergency procedures for all potential scenarios.  • Establish and train a warden team to ensure the safe evacuation from the facility.  • Install evacuation diagrams that indicate the emergency evacuation route and assembly area. (Warden teams and evacuation maps may be done in conjunction with the building management if leasing space).  • Ensure regular (twice per year) staff training/ drills to ensure procedures will be carried out in case of an emergency.  • Ensure emergency egress is clear, compliant and well-known to all staff.  • Ensure all exits and walkways are kept clear, are easily identified, and capable of being opened from within without the use of a key.  • Ensure that exits are clearly signed.  • Smoke detectors are installed and portable fire extinguishers provided.  • Scheduled checks are carried out on the fire detection and fire fighting equipment.  • Scheduled inspections are carried out in accordance with the WoF requirements.  • Ensure appropriate coverage of trained emergency personnel.  •Fitness Centre housekeeping routines are regularly carried out  • Ensure ceiling tiles and overhead materials/equipment are secure.  • Ensure furniture/equipment is secured to walls etc to prevent falling over. |  | Yes |  |  |
| **Security risk for staff working late at night or early in the morning** | A person is "alone" at work when they are on their own; when they cannot be seen or heard by another person. While it is not always hazardous to work alone, it can be when other circumstances are present (e.g. working with machinery). Whether a situation is a high or low risk will depend on the location, type of work, interaction with the public, or the consequences of an emergency, accident, injury, etc. |  | Administration • If possible, ensure that no staff member is working alone late at night or early in the morning.  • Develop procedures to minimise the risk to those working alone.  • If possible, install an emergency “panic button” at Reception.  • Ensure staff have ready access to emergency contact numbers.  • Ensure staff are familiar with Emergency Procedures. |  | No |  |  |
| **Security risk to staff and members using car park** | Security risk to staff and members using car park from aggressive or threatening individuals |  | Engineering • Ensure the car park area is adequately lit.  • If possible, install surveillance equipment in car park area and use appropriate signage that warns of the monitoring system in place. |  | No |  |  |
| **Harassment to staff/members by irate/aggressive members** | Harassment to staff/members by irate/aggressive members |  | Administration • Develop procedures to deal with irate or aggressive members and ensure staff are trained in the correct use of this procedure.  • Restrict gym access to members or approved guests |  | No |  |  |
| **Floors may be slippery when wet** | Slip, trips and fall injuries |  | • Anti-slip mats in showers or other areas that may become wet.  • Use warning signs if floors are wet.  • Perform regular change room checks and, where necessary, mop up excess water. |  | No |  |  |
| **Toilets**  **(eg. unclean sinks, overflowing bins, empty soap dispensers)** | Risk of infection from unhygienic conditions |  | • Ensure toilet facilities are maintained and kept clean at all times.  • Check maintenance and hygiene regularly as part of hazard identification. |  | No |  |  |
| **Health risks associated with the use of saunas** | Health risks associated with the use of saunas (eg. heat stroke, dehydration) |  | • Health precautions listed under “General - All Fitness Businesses” section.  • Post signs warning against use if medical conditions exist or if under the influence of alcohol or drugs.  • Provide a clock that is visible from the room.  • Install a duress alarm  • Ensure that appropriate temperature controls are in place and checked according to the manufactures recommendations.  • Ensure that seating is a safe distance from heating sources.  • Check maintenance and hygiene regularly as part of hazard identification |  | No |  |  |
| **Fire hazard relating to hair dryers or other electrical equipment** | Burns, smoke inhalation from fire. |  | • Ensure maintenance checks are performed regularly.  • Ensure that hair dryers and other electrical equipment in locker rooms are tested and tagged every 6 months.  • Use appropriate signage to warm members of fire hazard. |  | No |  |  |
| **Items placed over or in close proximity of sauna heaters presenting a fire hazard.** | Burns, smoke inhalation from fire. |  | • Use appropriate signage to warn members of fire hazard |  | No |  |  |
| **Injury due to faulty sauna equipment** | Burns, over heating, dehydration |  | • Ensure daily maintenance checks are performed on sauna.  • Install a duress alarm. |  | No |  |  |
| **Unhygienic practices in sauna/steam room** | Risk of infection from unhygienic conditions |  | • Ensure members wear shorts and use a towel when in the sauna/steam room.  • Prohibit shaving in the sauna/steam room.  • No food or drink (except) permitted in the sauna/steam room.  • Shower before using the sauna/steam room. |  | No |  |  |
| **Health risks due to outdoor training** | Slip, trip and falls |  | • See Health precautions listed under “General - All Fitness Businesses” section.  • Ensure clients are aware of the type and level of training involved.  • Liaise with health practitioners and follow modified training to accommodate known physical conditions.  • Ensure that exercises match the client’s fitness levels and continue to be safe once the client is fatigued.  • Monitor clients for signs of excessive exertion or distress. |  | No |  |  |
| **Collision with vehicles during outdoor training** | Crushing, bruising, fractures, head injuries, falls. |  | • Only cross at intersections and obey traffic lights.  • Wear highly visible clothing, including light coloured/reflective clothing conducting classes when dark.  • Avoid use of MP3 players which can mask traffic warning sounds.  • Ensure that there are an adequate number of trainers to maintain control of the group. (Refer to Exercise NZ for more information on acceptable group numbers) |  | Yes |  |  |
| **Trips and falls including on uneven terrain, on wet surfaces and at night during outdoor training** | Slip, trip and fall injuries |  | • Whenever possible, use areas that you are familiar with.  • Conduct a preliminary inspection of the area to identify any significant hazards before starting training (see Safety Inspection Checklist), and advise clients accordingly.  • Limit outside training when dark and/or take additional precautions as required.  •Ensure clients have suitable footwear (eg. treads that are in good condition to prevent slipping). |  | No |  |  |
| **Injury to others in the area during outdoor training**  **(eg. collision while running, hit by thrown ball, etc.)** | Bruising, falls |  | • Avoid exercise areas where others are likely to be, including:  – Pathways  – Playgrounds  – Stairways  • Ensure participants give way to the public at all times. |  | No |  |  |
| **Unsafe public equipment used in training** | Unsafe public equipment used in training during outdoor training  (eg. public exercise stations, park benches, stairs, etc.) |  | • Conduct a preliminary inspection of the area to identify any unsafe equipment before starting training (see Safety Inspection Checklist) and modify training accordingly.  • Ensure that public equipment is not used unless itis specifically designed for exercise purposes (i.e. exercise stations). |  | No |  |  |
| **Health risks from exposure to extreme weather conditions during outdoor training** | Health risks from exposure to extreme weather conditions during outdoor training  (eg. heat, cold, lightning, smog, dust). |  | • Check weather conditions beforehand.  • Cancel class or make alternate arrangements (eg. exercising indoors) if conditions present a health risk.  • If exercising outdoors, ensure that appropriate precautions are taken such as:  – Modifying the training to accommodate the conditions  – Ensuring appropriate clothing is worn  – Encouraging adequate hydration  – Taking more breaks  – Exercising in the shade where possible  • Ensure that you are aware of anyone who may be particularly susceptible to adverse conditions (eg. asthma sufferers).  • Ensure that appropriate first aid supplies are available (eg. a Ventolin inhaler for asthma attacks) |  | No |  |  |
| **Sunburn during outdoor training** | Burns, melanoma |  | • Encourage use of sunscreen and protective clothing.  • Train in the shade where possible. |  | No |  |  |
| **Attack by dog during outdoor training** | Bites and lacerations |  | • Identify and avoid areas where dog(s) are off leash |  | No |  |  |
| **Physical assault/robbery,** | Physical assault/robbery, especially if exercising in isolated areas during outdoor training |  | • Ensure that the group keeps together.  • Identify and avoid high risk areas or times.  • Identify and avoid any suspicious persons in the area.  • Carry a mobile phone to call for help if required.  • Ensure all valuables (e.g. keys, wallet etc) are locked up in a vehicle or safe place.  • Carry a portable first aid kit at all times whilst off site. |  | No |  |  |
| **Insect bites and stings during outdoor training** | Allergic reaction, anaphylactic shock etc. |  | • Beware of any client allergies to insect bites (include this item on pre exercise screening).  • Ensure specific prescribed anti-histamines to be carried by any individuals with a known history of allergic reaction.  • Keep an appropriate first aid kit accessible. |  | No |  |  |
| **Manual handling demands from carrying equipment from the vehicle to the training site during outdoor training** | Musculoskeletal injuries from lifting using poor technique |  | • Park your vehicle as close as possible to the training site.  • Limit the amount of equipment carried to the site.  • Enlist others to assist in carrying equipment.  • Ensure training is provided so that all staff use and promote suitable manual handling techniques. |  | No |  |  |

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| **Employee Sign off** | | | |
| * All staff have a part to play in ensuring that work is done in a healthy and safe way. * They have a role in ensuring their own health and safety and that of people around them. * We have a hazard identification process that involves systematically identifying, assessing, controlling and re-evaluating the risk that is associated with each hazard. | | | |
| I have been informed of the hazards that are outlined in this Risk Register and I am aware that any new hazards must be reported to the manager immediately. | | | |
| **Date** | **Name** | **Signature** | **Managers Signature** |
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