

COACHES RISK ASSESSMENT AND CHECK LIST

DATE _____

Check

Before Class Starts:

Ensure both fire doors in gym are not padlocked and free from obstruction.

Check all equipment that you are using in your lesson is set up correctly and safe to use. (Please report any problems to Alison or Juli).

Ensure you have adequate landing mats and crash mats under apparatus where needed.

Beginning of Class:

Take register.

Ask all gymnasts if they have any injuries or problems that you need to be aware of.

Check all gymnasts are suitably dressed to participate in the class, hair is tied back and no jewellery is being worn.

End of Class:

Ensure all equipment is put back correctly and safely.

Ensure matting is replaced around trestles and baby trampoline ready for playtime. Also check playtime equipment is fastened securely.

Ensure all springboards are placed flat on floor (must not be standing on ends).

Ensure any accidents or incidents have been put in accident book and reported to Juli who will then report to RIDDOR/BG if necessary.

Inform parents of any problems.

If you are last out of the gym please ensure both fire doors are shut and padlocked, all lights and heating are switched off.

If you are last out of the building, please check the above and also turn all lights off and set the alarm before you lock up and leave. If the alarm beep does not turn into a continuous sound after a few seconds there is a door open somewhere in the building.