

## Risk Assessment Form – Sport & Physical Activity Indoors and Outdoors



<b>Venue</b> The OU Club Pavilion Activity Room, The Open University	<b>Activity/event</b> Low and high activity exercises classes	<b>Persons involved</b> Between 2-12
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<b>Risk prior to measures</b>	<b>Who may be harmed</b>	<b>Precautions</b>	<b>Any further actions/venue-specific risk</b>	<b>Risk rating after measures</b>
Hair, clothing or jewellery entangled in equipment.	Participants	The session will be delivered by the instructor via a zoom meeting. At the start of each session, the instructor will give a housekeeping reminder to ensure that the participant's clothing and shoes are appropriate for the activity and advise the removal of jewellery and tie back long hair. The instructor will also, in each class, nominate a person that attends the class to do a visual check before each class. The class will begin once the nominee gives the "all-clear" to the instructor.	Nominee to check the clothing is suitable.	Minor
Participants are colliding with each other; equipment.	Participants	The instructor will assess the class layout and ensure that all participants are visible on the instructor's screen. The instructor will draw attention to possible obstacles and control the pace and number of people active in the space.	The nominee may assist in the class set-up if necessary	Low
Incorrect exercise technique leading to injury	Participants	The instructor will also give good verbal cues to correct techniques to avoid injury or suggest a different exercise if the participant is not comfortable with the exercise.	Any over-enthusiastic attempts should be controlled. Participants will be advised to perform within their physical abilities.	Low
Tripping and falling onto a hard surface	Participants	The instructor will ask the nominee to carry out a visual site risk assessment check prior to the activity commencing. The instructor and the nominee will make participants aware of dangers, e.g. slipping and tripping; ensure the floor is cleaned of any debris. The instructor may also brief the group on any known areas that may present problems. The OU fitness committee, with the help of the instructor, will carefully research, obtain permission and select a suitable place for the activity.	If the surface is very uneven or unsuitable, then the activity could be moved to a more appropriate location if it's within short walking distance. The OU fitness club committee, with the help of the instructor, will risk assess any new site before allowing any activity to commence.	Low

Misuse or lack of control of equipment leading to striking other people.	Participants	The Instructor will reinforce safety messages and rules for their designated classes. Establish safe spacing between each group.	The instructor, with the help of the nominee, will guide space adjustment.	Trivial
Working out from home leading to injury	Online participants	<p>The participants must ensure that they:</p> <ul style="list-style-type: none"> <li>• have a clear space to exercise, i.e. remove obstacles such as rugs or furniture.</li> <li>• exercise in a well-lit area that is not too hot or cold.</li> <li>• wear comfortable clothing and well-fitting shoes or runners.</li> <li>• there are no pets or children be present to avoid possible collisions during the class</li> <li>• start any new exercises slowly and carefully. It is recommended to try the “easy” option before the hard option</li> <li>• have their phone in easy reach in case they need to call for assistance</li> <li>• they are aware that muscle soreness can occur, especially after new or harder exercises. Soreness should go away after a couple of days.</li> <li>• Listen to their own body! Online participants should change the exercise if it causes pain or discomfort or if they feel unsafe or unsteady.</li> <li>• After a minor illness (e.g. cold), the participants are advised to start exercising at an easier level and slowly work up to their previous level.</li> </ul>	<p>All participants take part in home exercise at their own risk.</p> <p>Following the instructor’s cues will help to reduce the risk of any adverse incident.</p> <p>If the participants are unsure about anything or feel any unusual pain during exercise, they should seek advice from the instructor.</p>	Low
<p>Type of exercises:</p> <p><b>Low-intensity training</b> - like other forms of full-body exercises, it is possible to hurt yourself during low-intensity training. And the typical complaint is lower back and/or neck pain. This is likely caused by improper form or over-exercising. Common injuries include muscle/ligament strains or spinal disc damage.</p>	Participants	<p>To avoid this type of injury, the instructor will make sure that the participants receive quality instruction and adhere to those instructions carefully.</p> <p>Participants should also be prepared to follow the instructions to the letter in order to avoid hurting themselves.</p>	Observe participants at all times and correct any over-excited and unsafe behaviour.	Low
<p>Type of exercises:</p> <p><b>High-intensity training</b> - the body is put through more stress and movement than it can sometimes handle. High-intensity workout programs tend to increase the chance of injury.</p>	Participants	Persons who have been living rather sedentary lifestyles or periods of physical inactivity may have an increased coronary disease risk to high-intensity exercise. Family history, cigarette smoking, hypertension, diabetes (or pre-diabetes), abnormal cholesterol levels and obesity will increase this risk. Medical	Participants need to submit a health check form to the instructor	Moderate

		<p>clearance from a physician may be an appropriate safety measure for anyone with these conditions before starting HIIT or any high-intensity exercise training. Prior to beginning HIIT training, a person is encouraged to establish a foundational level of fitness. This foundation is sometimes referred to as a “base fitness level”. A base fitness level is consistent aerobic training (3 to 5 times a week for 20 to 60 min per session at a somewhat hard intensity) for several weeks that produces muscular adaptations, which improve oxygen transport to the muscles. Establishing appropriate exercise form and muscle strength are important before engaging in regular HIIT to reduce the risk of musculoskeletal injury.</p> <p>Regardless of age, gender and fitness level, one of the keys to safe participation in high-intensity training is for all people to modify the intensity of the work interval to a preferred challenging level. Safety in participation should always be the primary priority, and people should focus more on finding their own optimal training intensities as opposed to keeping up with other persons.</p> <p>The instructor will require all participants to fill in a health check form before being allowed to participate in a class.</p>		
<p>Inappropriate or inadequate first aid attention is likely to result in injuries being wrongly treated and made worse</p>	<p>Participants</p>	<p>Ensure there is a working mobile telephone to contact OU-trained first aider.</p> <p>Ask participants to complete a pre-qualification screening questionnaire to ascertain any underlying health or medical conditions that may impact their ability to take part.</p> <p>Liaise with the group to identify any medical conditions and ensure that all inhalers and medicines are available.</p> <p>Ensure there is clean cold water available.</p> <p>Instructor to familiarize with emergency procedures and emergency points.</p>	<p>After screening, if anyone declares conditions that will negatively impact their health, they will not be allowed to take part.</p> <p>On-site injuries should be reported to the OU Security Team, who will be responsible for recording the incident and, where necessary, providing the required first aid treatment. Call Security in case of emergency. Ext: <b>53333 (or: 01908 653333)</b>.</p>	<p>Low</p>

Respiratory infections: Minimising risk of spread and continuing to take measures in accordance with University policy.	Participants Teaching Staff	LFT - lateral flow tests (antigen tests) are recommended to be taken as often as possible and at least twice weekly, they are currently available from the security lodge at Milton Keynes, local pharmacies or online via the NHS.  Instructor will screen all participants prior to class starting and verbally ask/check if any has experienced covid symptoms.  Instructor will remind participants that if they test positive for covid, the University requires them to stay home to isolate for 10 days and do two negative PCR tests before return to campus.		LOW
Fire and Evacuation	Participants Teaching Staff	All participants to familiarise themselves with fire evacuation, routes and assembly points.	These can be found on the noticeboard inside the Activity Room.	LOW

<b>Approval:</b>					
<b>Signed</b>	<i>Agata Stramek (via email)</i>	<b>Print name</b>	AGATA STRAMEK	<b>Date</b>	06/10/2022
<b>Declaration by University Affiliated Club Committee Representative:</b> I confirm that this is a suitable and sufficient risk assessment for the activities identified above and that all residual risks can be reduced to as low as is reasonably practicable (green).					
<b>Signed</b>		<b>Print name</b>	NATALIE GAFFEY	<b>Date</b>	17/10/22
<b>Declaration by OU Club Committee Executive:</b> I approve this assessment, confirm it is included within University insurance and accept the risks identified.					
<b>Signed</b>		<b>Print name</b>	NOEL FERNANDES	<b>Date</b>	17/10/2022
<b>Declaration by Head of Unit:</b> I confirm that I am satisfied that all reasonable steps have been taken to ensure the Health, Safety & Welfare of employees.					

