

RISK ASSESSMENT FORM



Service: Direct Services	Location: New River Sports Centre	Assessment Completed by: Lee Creightney
Activity/Task Assessed: Open Air Activities	Date of Assessment: February 2026	Review Date: February 2027
Description: This risk assessment identifies risks and control measures relating to open air activities such as outdoor classes, events etc.		

No	What is the Hazard? (i.e. potential causes of injury/damage)	Who might be harmed	How might people be harmed?	Existing Risk Control Measures	Risk Rating			Additional Controls	Residual Risk Rating			Action monitored by whom?	Action Completed by When?
					L	C	R		L	C	R		
1	Injury due to activity difficulty level to intense	Customers	Personal injury cuts, bruises, fractures, muscle strains and sprains.	All activities must have a clear description of the physical requirements and difficulty level of each class, The difficulty level must be considered when the customer is booking the class and the instructor will identify at the start of each class if there are any customers have any injuries or medical conditions that may prevent them from participating in the class. The instructor will monitor the participants for individuals showing signs of difficulty	2	3	6						
2	Transit to and from external area (including routes for running / walking clubs)	Customers, Staff, Instructors	Personal injury cuts, bruises, fractures, muscle strains and sprains.	The instructor/organisation must identify a safe route to where the activity will be held if not on Haringey council's property which will highlight the following: Location of main road and crossing points Any significant hazards i.e. road works, busy periods other local events	2	3	6						

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				Supervision requirements for under 16's.								
3	Trips slips, falls	Customers, Staff, Instructors	Slip / trip or fall resulting in personal injury e.g. back or head injury	<p>One hour prior to the start of the class the outdoor area where the activity is taking place must be check by the instructor to ensure the following.</p> <ul style="list-style-type: none"> • Area is free from dew, heavy moisture which can cause a slip hazard • Area is free from pot holes that may cause a trip hazard. • Area is free from animal faeces. 	2	3	6					
4	Sunburn (effects of the sun)	Customers, Staff, Instructors	Sunburn, dehydration, Heatstroke	Instructors are to wear Sun protection on exposed skin at all times when working outside in hot weather. Instructors / Participants must wear a minimum of T-shirts and shorts at all times, Customers are advised to wear hats and sunglasses where possible on hot sunny days to reduce heat stroke and damage to the eyes.	2	3	6					
5	Exercise equipment	Customers, Staff, Instructors	Personal injury cuts, bruises, fractures, muscle strains and sprains.	Any equipment taken from the centre must be used as per manufacturer's guidelines and must be stable on external surfaces. Exercise balls must be used on mats as stones or other sharp objects may burst the ball during exercise.	2	3	6					

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No	What is the Hazard? (i.e. potential causes of injury/damage)	Who might be harmed	How might people be harmed?	Existing Risk Control Measures	Risk Rating			Additional Controls	Residual Risk Rating			Action monitored by whom?	Action Completed by When?
					L	C	R		L	C	R		
6	Dehydration during class	Customers, Staff, Instructors	Dehydration	Instructor is to identify the location of water facilities and give regular water breaks during the class.	2	3	6						
7	Animal Attack	Customers, Staff, Instructors	Personal injury cuts, bruises,	Dogs and other animal may become disturbed by the movement created by activity; instructor must select locations where animals are at a minimum and be vigilant during the activity. If animals are approaching the class the instructor must tell all participants to stop and stand still until the animal is collected. Instructors must be prepared to contact the centre for assistance.	2	2	4						
8	Collision with equipment or participants	Customers, Staff, Instructors	Personal injury cuts, bruises,	Instructor must know the capacity of the area in which they are teaching. Spacing between participants must be a minimum of 3 feet in each direction.	2	2	4						
9	Fire Safety / Emergencies	Customers, Staff, Instructors	Burns, smoke inhalation, Death	The instructor is responsible for all participants during the class. The instructor will ensure there is a method of communicating with the Duty Manager/Reception i.e. Radio or Mobile Phone fire/emergency procedures.	2	4	8						

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1 0	First Aid	Customers, Staff, Instructors	Infection from poor first aid treatment, personal injury from non treated injuries	In the event of a first aid emergency the instructor must stop all activities and provide initial treatment. Instructors must keep a basic first aid kit at the location of activity. Instructor must identify a shaded area nearby in the event that a person is feeling the effects of the sun. All first aid incidents must be recorded and reported as per corporate procedure.	2	2	4						
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					L	C	R		L	C	R		
1 1	Increased risk of injury, existing medical conditions or pregnancy.	Customers, Staff, Instructors		The instructor will also ask all participants if they have any injuries or medical conditions prior to the start of the class. If a participant is pregnant, they must follow exercise instructions from their GP or Midwife. If injuries are declared the decision to continue will fall with the instructor.				LOW					
1 2	Adverse Weather Conditions	Customers, Staff, Instructors		The instructor will decide if the weather conditions are adequate for the type of activity				LOW					
1 3	Noise	Customers, Staff, Instructors		Instructors must be able to communicate with participants without shouting over a 2 metre distance. Noise levels must not disturb any other activity in the vicinity of the activity.				LOW					
1 4	Children Participants	Customers		All participants under the age of 16 must complete a registration form identifying any medical condition that may be affected by the activity, arrangement can be made with the parent on how to treat any diagnosed medical conditions, and this information will be passed to the instructor prior to the start of the class.				LOW					
1 5	Competence of instruction	Customers, Staff		Instructor must have relevant qualification and if freelance must have their own public				LOW					

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			liability insurance. A copy must be retained by the centre									
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Risk Assessment Method

In order to assess the risks associated with the identified hazards, two factors have been considered:-

i - the possible severity of the outcome
Realistically, what is the worst likely outcome? This method defines four categories of severity:-

Fatality or permanent disability
Major injury or long term absence
3 day injury or temporary disability
Minor injury

ii - the likelihood of the outcome to occur
How likely is it that the severe outcome will occur? Five categories are defined:-

Likely	A repetitive occurrence should be expected
Probable	Foreseeable
Possible	Could occur sometime
Remote	Unlikely, though conceivable
Improbable	Almost negligible

Having assessed these factors, the matrix below has been used to determine the level of risk. This information was then used to prioritise any control measures necessary to eliminate or reduce the risk to an acceptable level.

Matrix

	Likely	Probable	Possible	Remote	Improbable
Fatality or permanent disability	VERY HIGH	VERY HIGH	HIGH	MEDIUM	LOW
Major injury or long term absence	VERY HIGH	VERY HIGH	HIGH	MEDIUM	LOW
3 day injury or temporary disability	HIGH	HIGH	MEDIUM	MEDIUM	LOW
Minor injury	MEDIUM	MEDIUM	LOW	LOW	VERY LOW

Action Level

VERY HIGH	Unacceptable risk - immediate action required
HIGH	Risk reduction required - high priority
MEDIUM	Medium risk - action required so far as is reasonably practicable
LOW	Low priority - further risk reduction may not be feasible or cost effective
VERY LOW	Low risk - no further action required