



Venue Risk Assessment Form

Physical Activity leader Network Program

Prior to proceeding with your class please complete this form and send to Health Promotion for a copy of public liability insurance. Address any issues identified, before starting your class.

Venue _____ Leader _____ Date _____

Venue	
<input type="checkbox"/> The venue is smoke free <input type="checkbox"/> The floor/ground is a smooth surface, in good condition and with no trip hazards <input type="checkbox"/> Lighting is adequate <input type="checkbox"/> Heating/cooling is adequate <input type="checkbox"/> Drinking water is available <input type="checkbox"/> There is minimal noise in the environment <input type="checkbox"/> Clean toilets are easily accessible <input type="checkbox"/> Chairs are available, some with armrests <input type="checkbox"/> There is sufficient space for each participant to complete their exercise program <input type="checkbox"/> Furniture is in sound condition <input type="checkbox"/> Participant registration forms are stored in accordance with privacy requirements <input type="checkbox"/> Class is completed in shaded environment (if class is outside) <input type="checkbox"/> Sunscreen is available for class use (if class is outside)	
Access to venue	
<input type="checkbox"/> There is adequate parking, including disabled parking <input type="checkbox"/> Entrances/exits to venue are flat/ramp and have adequate handrails <input type="checkbox"/> Entrance/exits are easy to open (if applicable) <input type="checkbox"/> Grounds outside are flat with no hazards. E.g., holes/uneven ground	
Emergency	
<input type="checkbox"/> Emergency exits are luminated and free from obstructions <input type="checkbox"/> You have a first aid kit at all times <input type="checkbox"/> Emergency information sheet has been filled in and is on display <input type="checkbox"/> A copy of the emergency procedures are displayed <input type="checkbox"/> You are aware of the closest fire extinguisher and other fire equipment <input type="checkbox"/> You are aware of the emergency evacuation points <input type="checkbox"/> Participants are aware of these evacuation points <input type="checkbox"/> You are aware of what number to call in an emergency (E.g., if a '0' or '1' needs to be dialled first before '000' or '112' if out of reception and using a mobile phone) <input type="checkbox"/> A working phone is available <input type="checkbox"/> A chilled icepack is available	
Risks Identified	Management of risk

Signature: _____

Date: _____

Tips for a safe and fun class

- ❖ Make sure your voice is clear
- ❖ Ensure you are visible at all times
- ❖ Clearly demonstrate the moves
- ❖ Have an idea of people's abilities and keep them safe in the class
- ❖ Remind participants to wear safe footwear to exercises
- ❖ Remind participants to work at their own pace – they should be able to hold a conversation while exercising
- ❖ An appropriate warm up
- ❖ Teach movements slowly with an emphasis on balance
- ❖ Teach relaxed breathing
- ❖ An appropriate cool down
- ❖ Remind people to drink water during the class and to continue when they return home
- ❖ Reminders for people to take breaks as they need
- ❖ Encourage feedback from the group

Tips for classes outdoors

- ❖ Ensure there are seats available for participants
- ❖ Consider the ground cover at your group location and the terrain participants need to cross to get there
- ❖ Ensure there is sufficient shade and classes are run outside of peak UV time (10am-3pm)
- ❖ Encourage SunSmart principles – **Slip** on sun protective clothing, **Slop** on sunscreen, **Slap** on a hat, **Seek** shade and **Slide** on sunglasses

In addition, aqua exercise leaders to

- ❖ Be familiarised with pool safety procedure (please contact local pool)
- ❖ Ensure lifeguard is present at the pool during the class time (please contact local pool)

Tips for a well-managed class

- ❖ Register all classes with MLHD Health Promotion to cover insurance
- ❖ Ensure all participants have completed a registration form
- ❖ Ensure all participants sign in each week