

Gym and Fitness Centre Risk Assessment

GENERAL INFORMATION:

Company / organisation:	(Insert company name).	ABN:	(Insert)
Address:	(Insert)	State:	(Insert)
Activity:	Gym and fitness centre management / operations.		
Date developed:	(Insert)	Developed by:	(Insert)
RA approved by:	(Insert)	Date of next review:	(Insert)

REQUIREMENTS:

Person(s) responsible for implementing and monitoring the risk assessment:	(Insert)
Applicable legislation and compliance references:	<p>Work Health and Safety Act 2011 (ACT, NSW, QLD) 2012 (SA, TAS), 2020 (WA) Occupational Health and Safety Act 2004 (VIC) Work Health and Safety (National Uniform Legislation) Act 2011 (NT) Work Health and Safety Regulations 2011 (ACT, QLD), 2012 (SA, TAS), 2017 (NSW), 2022 (WA) Occupational Health and Safety Regulations 2017 (VIC) Work Health and Safety (National Uniform Legislation) Regulations 2011 (NT) Code of Practice – How to manage work health and safety risks Code of Practice – Work health and safety consultation, cooperation and coordination Code of Practice – Managing the risks of plant in the workplace Code of Practice – Amusement devices (QLD) Code of Practice – National Fitness Industry</p> <p style="text-align: center;">SAMPLE - INTENTIONALLY FADED</p>
Training and induction requirements:	Staff induction and customer information and instructions.
Plant and equipment requirements:	Exercise / gym and recovery equipment fit for purpose and compliant with Australian Standards (where required).
Personal protective equipment requirements:	Personnel involved in setup and maintenance related activities are required to wear enclosed footwear / gloves as required.
Inspection requirements:	Staff or nominated personnel to inspect general areas and devices to address safety hazards and maintain housekeeping.
Chemicals and safety data sheets:	Oils and lubricants / maintenance consumables / commercial cleaning products.

RISK ASSESSMENT MATRIX:

The risk assessment matrix is used to assess the inherent and residual risk score using the likelihood and consequence risk criteria.

		Consequence				
		1	2	3	4	5
Likelihood		Insignificant No injuries, no environment impact, no reputational impact, negligible financial loss.	Minor First aid treatment, short-term environment impact, minimal reputational impact, minor financial loss.	Moderate Medical treatment or hospitalisation, medium-term environment impact, localised reputational impact, moderate financial loss.	Major Permanent injury, long-term environment impact, loss of operational capability, adverse reputational impact, major financial loss.	Catastrophic Death or irreversible environment effect, national reputation damage, catastrophic financial impact.
5	Almost certain The event is expected to occur in most circumstances	Moderate	Moderate	High	Extreme	Extreme
4	Likely The event will probably occur in most circumstances	Low	Moderate	High	Extreme	Extreme
3	Possible The event should occur at some time	Low	Moderate	Moderate	High	Extreme
2	Unlikely The event could occur sometimes	Low	Low	Moderate	Moderate	High
1	Rare The event may occur only in exceptional circumstances	Low	SAMPLE - INTENTIONALLY FADED		Moderate	Moderate

Risk actions including escalation, management and monitoring will be determined by the risk assessment.

Risk Actions	Actions
Risk	
Extreme risk	Immediate senior management actions, planning and robust controls required.
High risk	Management attention, rigorous controls and close monitoring required.
Moderate risk	Management monitoring and controls required.
Low risk	Acceptable with routine procedures and periodic review.

HIERARCHY OF CONTROL

HIGHEST

LOWEST



RISK ASSESSMENT:

Assess the likelihood (L) and consequence (C) of the inherent risk score (before treatment) and residual risk score (after treatments) using the risk assessment matrix.

Activity / Focus Areas: (break down the activities)	Risks: (what could happen or go wrong)	Inherent Risk: (what is the risk before controls)			Risk Treatments and Controls: (how are the risks managed)	Residual Risk: (what is the risk after controls)			Responsibility: (who is responsible)
		L	C	Risk		L	C	Risk	
Insurances	Insurances not in place exposing the company to potential or actual direct financial and legal liability for harm or property damage.	L3	C4	High	<ul style="list-style-type: none"> Public liability insurance placed. Workers' compensation insurance placed. Asset / property insurance placed. Other insurances placed as required. 	L1	C4	Moderate	Management
Customer terms and conditions and indemnity	<p>Terms and conditions not established or communicated with customers.</p> <p>Customers not aware of the conditions, risks, safety requirements and waivers associated with gym activities, equipment, recovery equipment and subsequently exposed, cause or sustain an injury.</p>	L3	C4	High	<ul style="list-style-type: none"> Terms and conditions established and communicated with customers. Contraindications on gym activities and recovery equipment are communicated with customers. Information and safety signage installed Supervision and management of gym activities, equipment and recovery equipment. Waiver and indemnity forms signed prior to customers using gym and or recovery equipment. 	L1	C4	Moderate	Management
Staff consultation, training and competency	<p>Staff not engaged or consulted on health and safety, operational requirements and expectations.</p> <p>Staff not trained on company policies, customer service, gym equipment, recovery equipment, compliance and emergency procedures resulting in an incident, injury and or property damage.</p>	L3	C3	Moderate	<p>SAMPLE - INTENTIONALLY FADED</p> <ul style="list-style-type: none"> Daily staff consultation / briefings. All staff are inducted / trained on policies and procedures including safety, compliance, emergency and customers / customer safety. All staff trained on correct / safe operation on all activities, including gym equipment, recovery equipment and emergency procedures. Annual refresher training is conducted. Staff must be qualified / experienced in relevant fitness field. 	L1	C3	Low	Management
Working with children	Staff are not checked or do not hold a current working with children / blue card resulting in a child safety exposure or incident.	L3	C3	Moderate	<ul style="list-style-type: none"> Management and trainer staff are required to hold a current working with children check / blue card. Renewal of blue cards when they are approaching expiry date. Staff trained on child safe behaviours, conduct and incident reporting procedures. 	L1	C3	Low	Management

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		L	C	Risk		L	C	Risk	
First aid and emergency management	Emergency management plan and provisions not established or maintained inhibiting / delaying a response to an emergency situation.	L3	C3	Moderate	<ul style="list-style-type: none"> Staff trained in first aid. First aid kit and injury register available. Fire extinguishers with current maintenance tag installed in the facility. Emergency management and evacuation diagram in place. Staff trained on enacting / implementing emergency and evacuation procedures. Emergency procedures communicated with customers in the event of an emergency Emergency diagrams / evacuative route and signage regularly checked for clear access 	L1	C3	Low	Management
Contractors and third parties	Contractor and third party compliance requirements not established or effectively implemented resulting in contractors operating without the required safe systems or works, qualifications or insurance coverage.	L3	C3	Moderate	<ul style="list-style-type: none"> Engagement of reputable providers. Contractor induction and sign in. Certificates of insurance are collected Risk assessments / documentation are collected and reviewed (for high risk activities) 	L1	C3	Low	Management
SAMPLE - INTENTIONALLY FADED									
Occupational Violence	Staff and or customers exposed to aggressive or violent behaviour resulting in physical or psychological harm.	L3	C4	High	<ul style="list-style-type: none"> Emergency procedures in place for aggressive / violent behaviour. Staff trained on dealing with aggressive behaviour / conflict management / de-escalation training in place. Staff instructed to report threats to management and security and not allow the situation to escalate. Threats, incidents of violence to report to security and police. Staff to fill out Incident report as soon as possible after the incident. Employee assistance provided if required. 	L2	C4	Moderate	Management Staff Authorities / police
Manual handling	Poor manual handling practices when participating in daily operation activities / maintenance activities and or setting up new equipment resulting in musculoskeletal injury / soft issue injury.	L3	C3	Moderate	<ul style="list-style-type: none"> Staff understand manual handling guidelines. Warm/up stretches and rotation of manual tasks between staff. Staff to use correct tools / lifting guidelines when setting up equipment and or conducting maintenance. Adequate number of staff to complete tasks. 	L2	C3	Moderate	Management Staff

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		L	C	Risk		L	C	Risk	
Security and cameras	Security system not installed or faulty exposing gym / facility and equipment to theft and or property damage. Customers / public enter restricted areas resulting in theft and or property damage.	L3			<ul style="list-style-type: none"> Security systems installed and activated during facility closure times. Locks installed on all access door which are locked / secured after hours. Management to control security access codes and keys issued to staff, codes to be changed and keys collected at end of employment. Customers only enter from main entry door. Security cameras installed providing coverage of access points, gym floor and training areas. Security camera footage data retention minimum of 30 days. Management and staff to supervise customers at all times in all areas. Security camera footage to be reviewed in the event of a security or safety incident. 	L1	C3	Low	Management
Pre-opening / closing inspections	Areas of the facility / gym not inspected / untidy / hazards not addressed prior to opening exposing staff and customers to trip hazards and resulting in injury. Gym and recovery equipment not checked prior to opening and subsequent damage not identified resulting in customer injury and or property damage.	L3	C3	Moderate	<p style="text-align: center;">SAMPLE - INTENTIONALLY FADED</p> <ul style="list-style-type: none"> Opening and closing procedures to be completed by staff. Inspection of all gym equipment including pins, clips, carabiners, cables, padding and overall condition of equipment conducted. Inspection of all recovery equipment including wiring, connections, control panels, and overall condition of device conducted. Entrances and common areas accessible and free from obstructions. Emergency equipment installed and maintenance tags current / in date. Evacuation diagrams and emergency exit point is clear and visible. Inspection of gym and recovery floor areas to ensure no trip hazards / debris or wet floor. Check indemnity / waiver forms are in place with contradictions / safety restrictions to enter facility / information signs is displayed. 	L1	C3	Low	Management Staff
Cleaning and hygiene gym floor and equipment	Mould, moisture or fluids in, contaminates, around or on gym equipment / benches / seats / recovery equipment and or amenities areas resulting in a slip hazard exposure, health hazard exposure or subsequent incident / injury. Insufficient bins installed on facility floor and in change rooms / toilets resulting in an unhygienic environment.	L3	C3	Moderate	<ul style="list-style-type: none"> Daily cleaning of gym and recovery equipment which is implemented in the daily checklist and individual gym / recovery operating procedures. Daily emptying of bins and restock of hand sanitiser, soaps, sprays and toilet paper. Immediate cleaning of any spills, fluids or solid on gym floor and or in amenities using cleaning products and gloves. Sufficient bins placed in prominent locations throughout the gym. Slippery when wet signage to be installed in any wet areas. Customers required to use a towel, wipe down equipment and pack away equipment. 	L1	C3	Low	Management Staff

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		L	C	Risk		L	C	Risk	
Maintenance	Maintenance on property and or equipment is not maintained resulting in a serious injury to a customer and or property damage.	L3	C4	High	<ul style="list-style-type: none"> • Daily inspection, safety checks and housekeeping prior to opening. • Daily inspection, safety checks and housekeeping prior to closing. • Regular inspection, lubrication and maintenance of gym and recovery equipment including, wiring, cables, locking pins, bolts, clips, carabiners and components. • Formal facility and equipment inspections by a competent person using checklist. • Routine maintenance in accordance with manufacturers manuals and maintenance schedule. • Routine and corrective maintenance where issues, damage and defects are identified. • Prevention of any unsafe or damaged gym or recovery equipment from being used. • Recording and actioning maintenance issues on the maintenance log. • Electrical inspection / test and tag of portable electrical equipment and RCD for mains. • Faulty / damaged equipment is removed from use or out of order signage is in place until issue rectified. • Arrange external contractors as required for specialised maintenance and building works. 	L1	C4	Moderate	Management
Public safety	Customers not adequately protected in designated or operational areas resulting in serious injury and or property damage.	L3	C4	High	<ul style="list-style-type: none"> • Access control established for public areas and back of house areas. • Safety signage, customer restrictions, conditions of are displayed on entry and in recovery areas. • All customers / member must complete membership and indemnity forms. • Contraindications are communicated and agreed by customer prior to commencement of activity. • Staff to regularly supervise customers and floor areas to ensure safe exercise practices, assistance is provided and housekeeping is maintained / hazards addressed. • Competent trainers to run classes. • All equipment fit for purpose and in safe working order. • First aid provisions including equipment and trained personnel in place. 	L1	C4	Moderate	Management Staff

SAMPLE - INTENTIONALLY FADED

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		L	C	Risk		L	C	Risk	
Change rooms / toilet area	<p>Change rooms / toilet not maintained resulting in unhygienic conditions for customers and staff.</p> <p>Wet floors or spills not cleaned up resulting in slip / trip hazards to customers and or staff.</p>	L3	C3	Moderate	<ul style="list-style-type: none"> Wet floor signage in place when applicable. Staff to check condition and cleanliness of showers / toilets, clean and restock. Regular checks for cleanliness and restocking needs throughout the day. Cleaning schedule in place. Reputable contractors used for any plumbing / electrical / gas issues. Out of order signage in place when appropriate. Shower heads and drained regularly scaled. Waste bins replaced daily. 	L1	C3	Low	<p>Management</p> <p>Staff</p>
Exercise equipment / weights area	<p>Pinch points not labelled, cables damaged or snap causing cuts / abrasions / injury to staff / customers and or property damage</p> <p>Incorrect weight loading clips used resulting in clips failing and causing injury to customer / staff and property damage</p> <p>Dumbbells / barbells and or portable exercise equipment not correctly put away after use resulting in trip hazards to staff / customers and or property damage</p> <p>Customers lift too heavy or use exercise weights incorrectly resulting in injury, serious injury and or property damage.</p>	L3	C3	Moderate	<p>SAMPLE - INTENTIONALLY FADED</p> <ul style="list-style-type: none"> Equipment to be fitted with correct use signage and warning stickers for hazards such as pinch points (provided by manufacturer). Staff to assist with correct use of equipment if customers have a query or unsafe practices are observed. Manufacturers or equivalent / load rated carabiners, d-shackles, locking pins and cables used for equipment in accordance with the manufacturers manual. Maintenance inspections conducted to identify and address frayed / stretched cables, damaged clips and other wear and tear that may compromise the integrity of the equipment or cause an injury. Staff to ensure customers are wearing correct gym attire at all times and have their own towel. Customers are required to return all equipment, plates, dumbbells to their storage racks / locations and use a towel. Staff to ensure customers are putting equipment away and not storing personal items / bags in walkways. Staff to assist customers with how to use equipment correctly and monitor regularly. Routine and corrective maintenance where issues, damage and defects are identified and in line with manufacturers recommendations. Indemnities require customers not put themselves in harm and not lift beyond safe / lifting capacity. Parental / guardian and staff supervision required if customer is underage. Any participants / customers misbehaving, not following instructions and or misusing equipment will be removed from facility. 	L1	C3	Low	<p>Management</p> <p>Staff / Customers</p>

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		L	C	Risk		L	C	Risk	
Compression boots	<p>Customers not aware of risks / contraindications associated with using compression boots resulting in injury to customer.</p> <p>Boots not maintained, checked for damage on a daily basis and or using incorrect cleaning agents resulting in property damage and faults in compression settings.</p>	L1	C3	Low	<ul style="list-style-type: none"> Designated area for recovery boots. Control until charged daily only by staff and secured away from public until charged. Charging is not permitted after hours / when the property is unattended to prevent fire risks associated with battery charging. Safety checks / condition of boots / control unit conducted as per opening and closing procedures / equipment inspection checklist. Customers advised of contraindications and how to use the boots in line with the operating procedure. Parental / guardian and staff supervision for persons under the age of 18. Cleaning schedule in place, cleaning products used as per manufactures recommendations. Routine and corrective maintenance where issues, damage and defects are identified and in line with manufacturers recommendations. Out of order signage / restriction of area in place if any issues / damage found and not notified. 	L1	C3	Low	<p>Management</p> <p>Staff / Customers</p>
Staff / Operators / Employees	<p>Prolonged static postures maintained for long periods of time.</p> <p>Staff fatigued due to not having adequate breaks, becomes tired and not focused on supervising customers in the gym / recovery areas.</p> <p>Staff not wearing correct PPE.</p>	L3	C3	Moderate	<ul style="list-style-type: none"> Management to ensure break rosters are in place for all staff. Rotation of tasks among staff to reduce repetitive movements and fatigues levels. Staff to report any fatigue / safety issues to management. Management to advice staff of correct / mandatory PPE when inducted. Staff to wear appropriate PPE when conducting cleaning activities and other relevant tasks requiring the use of PPE. 	L1	C3	Moderate	<p>Management</p> <p>Staff</p>
Electrical equipment and power	<p>Electrical equipment not fit for purpose, damaged and or not maintained resulting is electric shock, power failure and or property damage.</p>	L3	C4	High	<ul style="list-style-type: none"> All electrical systems and equipment to inspected and confirmed fit for purpose. Electrical installations secure / restricted access and trip hazards eliminated using cable covers and or barriers. Electrical leads and equipment inspected, tested and tagged by a competent person in the required frequencies. Mains power protected by RCD and RCD tested at the required frequencies. Electrical leads are covered with a lead that is necessary. 	L1	C4	Moderate	<p>Management</p> <p>Staff</p>

SAMPLE - INTENTIONALLY FADED

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		L	C	Risk		L	C	Risk	
Fire extinguishers	Fire extinguisher not installed, operator does not know how to operate a fire extinguisher, fire extinguisher is not compatible with emergency resulting in serious injury and or property damage.	L3	C3	Moderate	<ul style="list-style-type: none"> Fire extinguishers are installed Operators are trained and confident in operating a fire extinguisher. Fire equipment is inspected and maintained by a competent fire services provider on a 6 monthly basis. 	L1	C3	Low	Management Staff
Emergency management	<p>Injury, exposure or health related incident requiring first aid.</p> <p>Medical emergency.</p> <p>Public safety, first aid or serious incident (injury, personal health, fire) requiring a general or emergency response.</p>	L3	C4	High	<ul style="list-style-type: none"> Emergency coordinator appointed. Enact relevant response protocols. Emergency equipment (fire, first aid). Emergency / evacuation procedures Emergency / evacuation procedures All incidents to be reported to and managed by the emergency coordinator. 	L2	C4	Moderate	Management Staff
Other:					•				
Other:					•				
Other:					•				

SAMPLE - INTENTIONALLY FADED

CONSULTATION AND REVIEW:

All workers involved in the activity must confirm that consultation and review of this risk assessment has occurred.

First Name:	Last Name:	Employer:	Date:	Signature: