



Risk Management Plan

Gym / Fitness Centre Operations

Document owner:

(Insert)

Application:

Gym / Fitness Centre Operations

Stakeholders:

Management, staff, contractors and customers

Contact(s) and address:

(Insert)

Document identification:

(Insert)-(insert)-001

Document version control:

Version 1, (insert date)

Developed by:

(Insert)

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Section 1: General Information

1.1 About

(Insert brief of the gym / fitness facility).

(insert organisation name) gym is a locally owned and operated training facility that provides an inclusive environment for its customers and members to reach their health, fitness and performance goals.

The gym has been setup to cater for all levels of fitness and management are commitment to ensuring that all customers and members are provided a safe training environment, safe and compliant equipment and competent staff to assist with training needs.

The gym includes the following facilities and services:

- Weight training equipment
- Cardio equipment
- Stretching and recovery equipment
- Change room and amenities SAMPLE - INTENTIONALLY FADED
- Personal training
- Fitness classes
- Change room and amenities
- (remove or add additional facilities and services to this list)

1.2 Scope

The scope of this risk management plan applies to staff, contractors and customers.

(insert organisation name) has developed this risk management plan to establish and maintain effective risk management provisions for the identification, assessment and mitigation of risks associated with the operation of a gym / fitness centre.

1.3 Insurance

(Insert organisation name) ensures that the required insurance coverage arrangements are in place to address liability risk exposures including personal liability.

These insurances include but are not limited to:

- Public liability
- Workers' compensation / workplace personal injury
- Management liability
- Plant and equipment

1.4 Supporting information and documentation

This plan is supported by the following information, documentation and resources:

- Membership forms and waivers
- Manufacturers manual and procedures for gym equipment
- Manufacturers manual and procedures for recovery equipment
- Australian Standards relevant to gym equipment
- Experience and competency of management
- Emergency management plan

1.5 Gym / fitness centre overview

Company and trading name:	(Insert).
ABN:	(Insert).
Years in operation:	(Insert).
Operating days and hours:	(Insert).
Number of staff:	(Insert).
Number of first aid staff:	(Insert).
Number of personal trainers:	(Insert).
Number of first aid kits and defibrillators installed:	(Insert).
List of gym equipment:	<ul style="list-style-type: none"> • (Insert). • (Insert). <p style="text-align: center;">SAMPLE - INTENTIONALLY FADED</p> <ul style="list-style-type: none"> • (Insert).
List of recovery equipment:	<ul style="list-style-type: none"> • (Insert). • (Insert). • (Insert). • (Insert).
List of audio visual equipment:	<ul style="list-style-type: none"> • (Insert). • (Insert). • (Insert). • (Insert).
Gym access controls:	(Insert).
Types of duress systems / alarms installed:	(Insert).
Security cameras and coverage:	(List number of cameras, areas covered and data retention).
Other:	(Insert).

1.6 Approval

The following person(s) have approved and are responsible for this risk management plan.

Name	Position	Signature	Date
(Insert)			

1.7 Key contacts

The following table provides key contacts for this risk management plan.

Role	Key Contact	Number	Email
Reception	(Insert)	(Insert)	(Insert)
Manager	(Insert)	(Insert)	(Insert)
First aid	(Insert)		-
Police / fire / ambulance	Emergency services	000	-
Poisons information centre	Emergency services	13 11 26	-
Local hospital	(Insert)	SAMPLE - INTENTIONALLY FADED	
Electrician	(Insert)	(Insert)	(Insert)
Other	(Insert)	(Insert)	(Insert)

1.8 Regulatory contacts

State and Territory Regulator	Number	Email
SafeWork NSW	13 10 50	contact@safework.nsw.gov.au
Workplace Health and Safety Queensland	1300 362 128	Online enquiry form
WorkSafe Victoria	1800 136 089	info@worksafe.vic.gov.au
WorkSafe ACT	(02) 6207 3000	worksafe@act.gov.au
SafeWork SA	1300 365 255	help.safework@sa.gov.au
NT WorkSafe	1800 019 115	safetyadvice@nt.gov.au
WorkSafe WA	1300 307 877	safety@dmirs.wa.gov.au
WorkSafe Tasmania	(03) 6166 4600	wstinfo@justice.tas.gov.au

1.9 Responsibilities overview

Roles	Responsibilities
<p>Management and staff</p>	<p>Management are responsible for ensuring that:</p> <ul style="list-style-type: none"> • The property and facilities are compliant fit for purpose and safe • Equipment is supplied by reputable supplier • Appropriate insurance coverage is in place • Equipment, operational risks and related risks in the facility are identified and managed appropriately • Staff are qualified and trained / competent • Information and instruction provided to staff, contractors and customers • Indemnity provisions are in place • Equipment is inspected and maintained in accordance with manufacturers requirements • Contractors and third parties are insured and qualified • Regulatory compliance requirements including health and safety are met
<p>Contractors and third parties</p>	<p>Contractors and third parties are responsible for ensuring that:</p> <ul style="list-style-type: none"> • Appropriate insurance coverage is in place • SAMPLE - INTENTIONALLY FADED • Risk assessments and or safe systems of work are established • Contractors follow reasonable instruction • Staff are qualified and trained / competent • Hazards and incidents are reported to management • Regulatory compliance requirements including health and safety are met
<p>Customers and members</p>	<p>Customers are responsible for ensuring that:</p> <ul style="list-style-type: none"> • Indemnities and waivers are completed / acknowledged • Risks are known, understood and acknowledged • Terms, conditions and operational safety requirements are followed • Supervision of children is provided at all times • Reasonable care is taken for their own safety and the safety of others • Reasonable instructions to manage risks and prevent harm are followed • Hazards and incidents are reported to management • Regulatory compliance requirements including health and safety are met

Section 2: Policies

2.1 Risk management

(Insert organisation name) recognises it must accept a certain level of risk in order to achieve its organisational objectives. This policy does not seek to eliminate all risks but to drive processes for analysing and evaluating uncertainties that may have a positive and negative effect on objectives.

(Insert organisation name) is committed to establishing a structured and considered approach to risk management that:

- Communicates a commitment to risk management in order to achieve strategic and operational goals;
- Establishes a consistent structure that is aligned to risk management standards (AS/NZS 31000) for the identification, assessment, treatment / control and monitoring of risks;
- Integrates risk management with strategy, creates value and supports decision making;
- Ensures regular review of organisational and operations risks and treatment / control effectiveness;
- Facilitates continuous improvement, efficiencies and the systematic management of risk;
- Identifies and establishes mechanisms to comply with relevant legislation and policies;
- Is supported through the allocation or development of supporting resources appropriate to the risk profile of the organisation;
- Builds the capacity of staff and other stakeholders to identify and mitigate risk and develop a risk aware culture;
- Establish a systematic approach for the identification, escalation, mitigation and monitoring of critical risks; and
- Adopts mechanisms to review and monitor the effectiveness of the risk management structure and risk treatments / controls through audit and assurance activities.

This policy is endorsed by:

(Insert organisation name) Management Team

2.2 Health and safety policy

(Insert organisation name) is committed to establishing and maintaining a safe and healthy workplace which is free from physical and psychological harm. This will be achieved by taking all reasonably practicable measures to eliminate or minimise risks to the health, safety and welfare of staff, contractors, customers, and anyone else who may be affected by our operations.

We deliver on our commitment through prevention, consultation, leadership and systematic management of risk, this includes but is not limited to:

- Promoting a culture of leadership, collaboration, respect and accountability;
- Establishing safe systems of work mitigate risk exposures and align to the needs of the business;
- Identifying, assessing and eliminating hazards and reducing unacceptable risk exposures so far as is reasonably practicable;
- Providing safe and healthy working conditions for the prevention of physical and psychological harm by adopting proactive and preventative risk management practices;
- Collaborating with employees and stakeholders to develop policies and procedures to enable consistent, safe and compliant practices;
- Ensuring employees, contractors and other relevant stakeholders understanding their responsibilities and actively contribute to initiatives that improve health and safety;
- Facilitating open and transparent communication and consultation with employees, contractors and other relevant stakeholders on health and safety matters;
- Empowering employees to proactively report and discuss health and safety matters to address risks, prevent incidents from occurring and to improve processes and practices;
- Providing the necessary resources, support, information, instruction and training to build the capacity of employees and the business;
- Identifying, fulfilling and monitoring legal and other compliance requirements; and
- Embedding a culture of **SAMPLE - INTENTIONALLY FADED** consultation, recognising achievements and regular review of health and safety systems and practices.

Responsibilities

All staff are responsible for:

- Working safely and cooperating with management team to ensure their own health and safety, and the health and safety of others in the workplace;
- Actively participating in consultation and for following reasonable directions of management;
- Understanding and complying with health and safety policies and procedures;
- Taking reasonable care for the health and safety of people who are at their place of work and who may be affected by their acts or omissions at work;
- Cooperating so far as is necessary to enable the business to comply with any requirement under this policy, or under applicable legislation, or imposed on the business or any other person in the interests of health and safety;
- Assist management with:
 - Identifying and reporting hazards in the workplace;
 - Assessing the risks of health, safety and wellbeing;
 - Suggest and help implement control measures to minimise or eliminate risks; and
 - Help review control measures.
- Communicating with management regarding any risks to health or safety in the workplace;
- Participating in all training and risk assessments in the workplace; and
- Raising issues immediately with management.

Management responsible for:

- Informing staff and others about health and safety matters;
- Ensuring that employees have adequate resources and training to perform their job effectively;
- Conducting and enabling regular consultation;
- Maintaining records required by legislation relating to hazards, incidents, consultation, equipment and maintenance;
- Communicating with staff, contractors, visitors and others about hazards in the workplace;
- Arranging, and participating in programs to improve risk management;
- Engaging appropriate resources to enable all relevant legislation to be complied with and to minimise risk exposure;
- Review of all incidents or near misses and to support remedial actions; and
- Responding in a timely manner to any risk to health or safety brought to their attention.

This policy is endorsed by:

(Insert organisation name) Management Team

Section 3: Risk Management

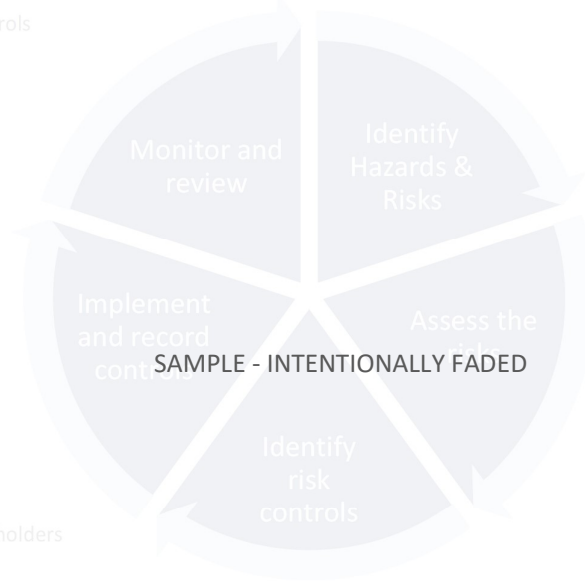
3.1 Risk framework

This plan has been developed to establish an overarching risk management framework and system to identify, mitigate and monitor operational risks in order to reduce risk exposures and demonstrate due diligence.

3.2 Risk management process

This plan provides a structure for the systematic management of risk through consultation and engagement with relevant stakeholders in order to assess and prioritise risks, implement control measures and continuously assess and improve risk mitigation strategies.

- Review effectiveness of controls
- Discuss with workers
- Identify opportunities for continuous improvement



- Identify activities and operational risk profile
- Review incidents / checklists
- Facilitate consultation

- Complete risk assessments
- Develop safe systems of work
- Implement risk controls
- Communicate and train stakeholders

- Use risk assessment tools
- Identify what could go wrong / how
- Assess likelihood and consequence
- Prioritise based on risk

- Identify risk mitigation controls
- Identify solutions with workers, managers, stakeholders and assign responsibility
- Refer to Regulations, Codes of Practice and Standards

5.2 Terms and conditions

General terms and conditions including indemnity waivers will be formally established for the use of the gym / fitness centre in consultation with a competent legal practitioner.

Terms and conditions may include but are not limited to:

- Age restrictions
- Supervision requirements
- Safe behaviour requirements
- Prohibited items
- Risk warning and personal injury waivers
- Disclosure of contraindications and medical approval
- CCTV / security camera in use
- Other safety requirements

Terms, conditions and indemnities will be made available / published / communicated / agreed / reiterated through a number of channels including but not limited to:

- Member / guest agreements
- Website
- Signage installed at access points, internal areas and on equipment
- Verbal communications from staff and trainers

5.3 Customer information and instruction

Information and signage relating to the safe use and requirements for the gym / fitness centre will include a combination of verbal, signage and demonstrations such as for personal training.

These provisions include but are not limited to:

- Customer information is displayed / available at reception
- Possible effects and risks of using the gym and or recovery equipment
- Requirements for correct gym attire
- Requirements for hygiene provisions including use of towel and wiping surfaces after use
- Requirements for putting away equipment and general housekeeping
- Customers are shown how to use equipment in recovery centre and signage is in place in these areas
- Customers are visually and verbally instructed on correct techniques in classes
- Supervision is provided on the gym floor for guiding customers how to use equipment correctly
- Email / website / social media platforms are used to communicate facility updates to customers
- Customer personal information kept secure digitally and in hard copies

Consideration should be given to incorporating universal symbols and pictograms into signage where possible to reduce the amount of text and cater to customer demographics. General safety signage can typically be supplied by safety equipment retailers and custom signage can be supplied by sign writing providers.

5.4 Security and cameras

Security provisions will be implemented to assist with safety and security monitoring, these provisions may include but are not limited to:

- Signage identifying restricted areas / authorised access only
- Buildings and facilities fitted with locks and secured
- Safe installed in reception with controlled access
- Keys secured in reception with controlled access
- Security cameras installed and provide coverage of key locations

Section 6: Operational Procedures

6.1 Daily opening / closing activities and inspections

Pre-opening and post-closing inspections for the gym / fitness centre is conducted on a daily basis and in line with the maintenance and operating procedures.

Daily opening procedures include but are not limited to:

- Disarm security alarm and check security cameras are in working order
- Turn on lights in all rooms, air conditioning and audio visual equipment (TV's and music)
- Complete facility and equipment inspections and complete maintenance log (as required)
- Check amenities are clean and appropriately stocked (soap, hand towels and toilet paper)
- Clean all floor areas, equipment, amenities and common touch points
- Top up hand sanitiser and wipe down sprays and hand towels
- Setup class equipment and other exercise equipment ready for use
- Turn on reception computer / printer / Eftpos machine and ensure all working correctly
- Turn on any recovery equipment **SAMPLE - INTENTIONALLY FADED** set prior to opening to public

Daily closing procedures include but are not limited to:

- Tidy / wipe down recovery equipment and area
- Turn off recovery equipment and ensure no charging occurs after hours
- Complete general tidy up of gym floor and pack away exercise equipment / plates
- Complete a sweep of the gym and amenities to ensure no one is on the premises
- Turn off all appliances and ensure gym / fitness centre is left tidy
- Turn off computer / printer / Eftpos machine
- Turn off lights in all rooms, air conditioning and audio visual equipment (TV's and music)
- Activate security system / alarm
- Lock / secure doors

6.2 Facility and equipment inspection and briefing

Pre-opening facility and equipment inspections and briefings are conducted prior to opening to the public.

Inspection and briefing activities include but are not limited to:

- Check terms, conditions, safety information and signage is in place and legible
- Check all doors and access points are clear and free from obstructions
- Check walkways, staff and customer areas for slips and fall hazards
- Check wet areas / surfaces are dried, isolated or slippery when wet signage installed
- Check that gym floor mats are secure and free from any slip / fall hazards
- Check all gym areas are free from hazards and equipment / plates are appropriately stored
- Check that there are no damaged electrical outlets, leads or cables running across floor areas
- Check electrical leads on equipment and in public areas are free from damage and test tag in date
- Check that gym / exercise / **SAMPLE - INTENTIONALLY FADED** equipment is free from damage / in working order
- Check cables, fixtures / bolts, locking pins, carabiners and d-shackles are free from damage
- Remove from service / isolate / tag out and damaged equipment to prevent use (until repaired)
- Check emergency equipment is in place, accessible and maintenance tags in date
- Complete daily briefing with staff and trainers
- Complete formal documented inspections at the required intervals using the inspection checklist
- Record any maintenance requirements on the maintenance log

Refer to the inspection checklist and maintenance log in the forms section of this document.

Section 8: Incident and Emergency Management

8.1 Safety and emergency preparedness

Customer safety and emergency management provisions are established to ensure that appropriate safety and emergency response provisions are in place for gym / fitness centre.

Emergency preparedness provisions include but are not limited to:

- Trained and competent staff in operations, first aid and emergency procedures
- Regular inspection and maintenance of the gym / fitness centre and equipment
- Installation of access controls, security cameras and lock up procedures
- No electrical leads, cords or wires exposed or leads / trip hazards in public areas
- First aid equipment available and a nominated personnel are first aid trained
- Fire equipment installed and maintained on a 6 monthly basis
- Emergency evacuation diagrams installed in common areas
- Emergency exit routes are maintained and free from obstructions
- First aid personnel and equipment in place during operational hours
- Incident reporting and management protocols in place
- Footage to be reviewed and saved in the event of an incident / reported incident
- Disruptive behaviour to be reported to management and escalated to the police if required
- Emergency assembly areas identified, marked on evacuation diagrams and locations signed
- Emergency management plan in place for detailed emergency preparation and response protocols

SAMPLE - INTENTIONALLY FADED

8.2 Emergency equipment

Emergency equipment will be installed / available and nominated staff will be trained to administer first aid and implement emergency procedures.

Standard emergency equipment will include but is not limited to:

- A first aid kit
- Automated external defibrillator (AED)
- Fire equipment
- Emergency diagrams
- Annual fire training and drills for staff
- Emergency management plan

All equipment must be regularly inspected and maintained at the required frequencies to ensure emergency equipment is fit for purpose and in working order.

Section 10: Gym / Fitness Centre Risk Assessment

GENERAL INFORMATION:

Company / organisation:	(Insert company name).	ABN:	(Insert)
Address:	(Insert)	State:	(Insert)
Activity:	Gym / 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 – National Fitness Industry</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 sometime	Low	Low	Moderate	Moderate	High
1	Rare The event may occur only in exceptional circumstances	Low	Low	Low	Moderate	Moderate

SAMPLE - INTENTIONALLY FADED

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

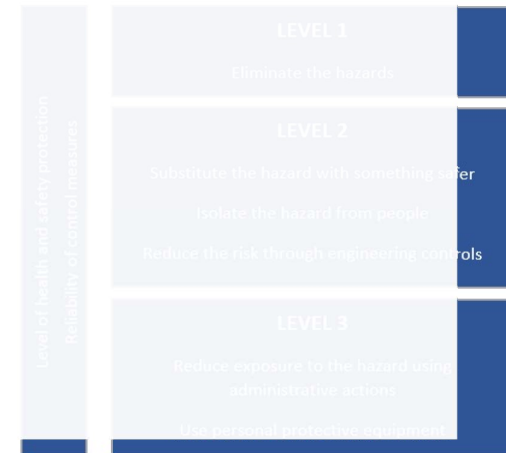
Risk Actions	Actions
Extreme risk	Immediate senior management actions, planning and robust controls required.
High risk	Management attention, rigorous controls and close monitoring required.
Moderate risk	Management monitoring and controls required.
Low risk	Acceptable with routine procedures and periodic 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	Terms and conditions not established or communicated with customers. 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.	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	Staff not engaged or consulted on health and safety, operational requirements and expectations. 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.	L3	C3	Moderate	<p style="text-align: center;">SAMPLE - INTENTIONALLY FADED</p> <ul style="list-style-type: none"> 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

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	
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	C3	Moderate	<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. 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

Gym / fitness centre open and close checklist (daily)

This checklist has been developed to assist management with identifying and addressing gym / fitness centre open and close requirements, this checklist is a generic guide and does not cover all possible hazards, risks and compliance requirements.

Week commencing: _____ / _____ / _____

Instructions: Initial the checklist items as you complete them, NA items not relevant, note down any actions issues (report all safety / maintenance issues).

Inspection and task checklist:	Mon		Tue		Wed		Thu		Fri		Sat		Sun		Comments / issues / actions:
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	
Unlock gym, turn on lights, air conditioning and relevant exercise equipment.															
Turn on audio visual equipment.															
Check all safety signage is visible.															
Check general areas are clean and tidy and remove any rubbish.															
Clean exercise equipment general surfaces.															
Wipe mirrors.															
Check floors are free from trip, slip and fall hazards.			SAMPLE - INTENTIONALLY FADED												
Place all dumbbell / plates and barbells in correct position in gym area / racking.															
Check all exercise machines are in good working order.															
Check all exercise equipment for faults, loose cables, wiring or frayed edges.															
Check all locking pins, carabiners, d-shackles, bolts and nuts on exercise and equipment.															
Isolate any hazards that may cause harm, this may include removing equipment from service.															
End of day complete general inspection, clean area as required, ensure equipment is off and lock gym.															