

Risk Assessment Policy and Procedures including Incident, and Accident Reporting

Policy Statement

This Risk Assessment Policy and the Accident and Incident Reporting Procedures outline the standards and expectations that are in place to ensure safe working practices and environments for Yoga in Healthcare Alliance (YIHA) trainers, trainees, clients, students, and volunteers. Risk Assessment aims to prevent, mitigate, or control potential hazards and minimise the risk of harm or injury. All YIHA trainers, trainees, volunteers and employees are required to familiarise themselves with this document and adhere to the practices and expectations set out within it. This Risk Assessment Policy should be read in conjunction with the YIHA Health and Safety Policy and the Safeguarding Policy and guidance notes.

Duty of Care

As a YIHA, trainer or trainee, you have a duty of care to protect the health, safety and wellbeing of your students and clients and to work within the parameters set out in the YIHA and other organisational codes of conduct. It is your responsibility to teach to your level of training and to the level and physical capacity of your students; recognising that where you do not have the knowledge to safely teach you should not do so and that, where appropriate, you should seek expert advice and/or refer your student to their doctor or other health professional. Your duty of care extends to gathering information from your students concerning their level of experience, physical capacity, and health so that you can deliver sessions accordingly and taking all reasonable steps to ensure a safe practice and safe practice environment. This includes risk assessment and mitigation to prevent or minimise the risk of any student/client experiencing harm or injury. The Risk Assessment practices outlined in this policy should be applied in any aspect of your work including delivering sessions at or working from home. Risk Assessment, Incident and Accident reporting have legislative requirements that you are required to adhere to in order to operate in a safe way and meet your insurance requirements.

Records and reports are evidence of the steps YIHA trainers or trainees have taken to discharge their duty of care. Examples of records considered in this policy document that should be accurately maintained include:

- Electronic records securely stored as per the Data Protection Act 2018 / UK GDPR.
- Registers
- Records of the experience and physical capacity of students including completed health questionnaires
- Session plans for practices taught and modifications offered. If changes are made during teaching these should be noted
- Checklist for emergency procedures
- Risk Assessment Checklist and Form
- Incident/ accident reporting forms

Risk Assessment Policy and Procedures including Incident, and Accident Reporting

Introduction to Risk Assessment

Risk Assessments involve identifying potential hazards and evaluating the likelihood of these causing harm or injury. Under the provisions of The Management of Health and Safety Regulations 1999, YIHA trainees and trainers have a duty to identify and mitigate risks and are required to carry out detailed risk assessments of the place where they are working or conducting their sessions. To make this process easier, a Risk Assessment Checklist and Grid are provided in Appendix 1.

The Health and Safety Executive, a UK government agency responsible for the regulation and enforcement of workplace health, safety and welfare, and for research into occupational risks in Great Britain, sets out guidance on Managing Health and Safety at Work. Some salient points from their guidance:

“Under the Management of Health and Safety at Work Regulations 1999, the minimum you must do is:

- identify what could cause injury or illness in your business (hazards)
- decide how likely it is that someone could be harmed and how seriously (the risk)
- take action to eliminate the hazard, or if this isn't possible, control the risk.

“Assessing risk is just one part of the overall process used to control risks in your workplace”.

Basic terms that apply to assessing a risk:

A hazard: This is anything that may have the potential to cause injury or harm. It could be something as specialised as a piece of yoga equipment on the floor or as commonplace as a cup of coffee on the reception desk.

A risk: is the chance, high or low, that any hazard will actually cause somebody harm.

A hazardous event: This is when someone or something interacts with the hazard and allows it to cause harm; for example, a yoga strap on the floor (the hazard) is causing no problem until someone trips over it (the hazardous event) at which stage it becomes harmful.

A Risk Assessment: is a careful examination of anything in the workplace/ yoga space that could cause a 'person' to suffer injury or ill health. The 'person' could be undertaking the risk assessment, one of their colleagues or a client/ student/visitor to the facility. To perform a risk assessment, it is necessary to be able to define a risk, estimate it, evaluate it and more importantly, take any necessary action to prevent it. Risk assessments must be recorded and reported in the risk assessment forms.

Likelihood: This is a measure of the chance that the hazardous event will occur. Returning to the example above, it is more likely that someone will trip over the yoga strap on the floor when the room is busy.

Consequence: This is the outcome of the hazardous event. If, in the example used, someone tripped over the yoga strap the consequence might be an injury such as bruised knees or a sprained wrist.

Risk Assessment practices evaluate the likelihood of a hazardous event occurring and the potential consequences of the hazardous event: $\text{risk} = \text{likelihood} \times \text{consequence}$.

Risk Assessment Policy and Procedures including Incident, and Accident Reporting

The Risk Assessment Process

The Risk Assessment Process is driven by the legal requirements set out in the Health and Safety at Work Act 1974, and the Management of Health and Safety at Work Regulations 1999.

During a Risk Assessment the employee/trainer/ trainee/ volunteer will decide what the hazard is, who might be harmed, how serious the consequences could be and the likelihood of this event happening. Once the risks have been identified and their significance estimated, attention can be diverted towards eliminating, mitigating, or at least controlling the risk(s).

Risk Reports

Risk Assessment reports, such as the forms in Appendix 1, focus the mind to the individual aspects that must be considered to ensure a safe environment and working practices. Risk Assessment reporting is often a requirement of Insurance Providers, whether that be on an individual tutor/ trainee basis or the organisation/venue. YIHA has two risk assessment forms to assist with this process available in Appendix 1:

Risk Assessment Checklist: a detailed, careful inspections of the place of work that will be completed at the start of any new programme/when attending a new venue.

Risk Assessments Grid: These risk assessments are conducted on a more regular basis e.g., before a weekly session (check the requirements of your individual insurance provider as completion of these forms may be integral to any potential legal claim).

Both Risk Assessment forms require the person conducting the risk assessment to:

- Identify hazards.
- Assess the risks.
- Remove/ Mitigate or Control the risks
- Record risk assessment findings

It is important that the risk assessor regularly revisits the risk assessment to review the controls/ measures that they have put in place to remove/ mitigate any risks and check that these are still fit for purpose.

On a practical basis, risk assessors will need to think about:

- Risks from the premises, e.g., slip and trip, electrical safety.
- Risks to Students/Clients e.g., injury
- Risks to Students from each other, e.g., crowding.
- And then how those responsible can mitigate or manage these risks.

If you hire premises as a trainee or trainer, e.g., a community hall, then the landlord should be assessing risk to staff and visitors, but you must also do an independent risk assessment.

Risk Assessment Policy and Procedures including Incident, and Accident Reporting

Completing the Risk Assessment Forms

A Risk Assessment could become a legal document in the event of an accident or incident, so it is essential that it Risk Assessment forms are completed correctly and legibly. All of the sections in Risk Assessment Forms (appendix 1) should be completed. Some of the information that is captured includes:

- The name of the Venue and Risk Assessor
- The date of the Risk Assessment.
- Actions that have been taken to mitigate risk prior to the sessions including adequate tutor training and session planning, considerations of participants ability/ capacity, a register and emergency contact details.
- Assessment of the environment in which the activity is to be conducted, consideration of any hazards in the area, including amount of space available, sufficient levels of lighting and ventilation and the expected number of participants.
- The equipment to be used. All equipment being used must be suitable and serviceable (accidents occur when equipment has not been checked before use).
- Identification of who is potentially at risk from taking part in the activity, the Risk Assessor should also consider anyone not participating who may be in the area where relevant.
- Identification of the nearest fire exits and first aid kit to the location being assessed, how to contact the duty first aider, the location of the accident book and the nearest telephone.

Risk Assessment reports also contain detail as to how any identified risks have been prevented, mitigated, or controlled, see section 6. The Risk Assessment Templates provided can be adapted to suit the session being undertaken. Take care to add all relevant risk assessment items that are relevant to the work that you are undertaking.

Preventing, Mitigating or Controlling Risk

Risk control involves minimising risk through working practices and is designed to achieve the following:

- A reduction in the likelihood of a hazardous event occurring; for example, the high likelihood of someone tripping over a yoga strap on the floor (the hazardous event) can be reduced by introducing safer practices of tidying equipment and the room. For the Y4H protocol, mental health and psychosocial risks are also considered as part of a holistic risk assessment.
- A reduction in the consequence of the hazardous event; for example, the likelihood of someone being injured whilst using a harmful substance such as bleach to clean the studio floor (the consequence of a hazardous event) can be reduced through the use of personal protective equipment (PPE) such as gloves and goggles.

By applying both of the control measures above, there is a reduction in likelihood and consequence of a hazardous event. This can drastically reduce overall risk.

It is not always possible to eliminate risk and sometimes it is necessary to accept that, whilst you will make every effort to reduce the potential hazard, there is inevitably some degree of risk associated with a particular environment/activity. If this is the case then the trainer, trainee, therapist or employee must refer the situation to the health and safety officer at the venue/ organisation at which they are working for advice.

Risk Assessment Policy and Procedures including Incident, and Accident Reporting

The Risk Assessment process need not be onerous; you cannot cover every eventuality. The key point is to look for the main risks and concerns and how you are going to reduce, mitigate and control these, then document your assessment.

The following methods are some examples of how risk is prevented, mitigated, and controlled in a yoga working environment:

- The use of qualified/trained therapists and trainers who are experienced in yoga and have a thorough knowledge of which exercises will minimise the likelihood of harm coming to their students/clients.
- Health screening clients/ students, via health questionnaires, prior to commencing yoga sessions/ training, ensuring that it is safe for the person concerned to participate.
- A verbal pre-screen at the beginning of each session to highlight any possible risks from new injuries or ailments.
- Stipulating that all trainers, trainees, and therapists have their own public liability insurance in addition to ensuring that venues/ organisations also have adequate insurance.
- Awareness of accurate and effective emergency procedures to ensure that everyone has a clear understanding of the fire exits and the fire and first aid procedures. (A simple checklist provides evidence of what action you would take in an emergency).
- Ensuring students/clients are aware of emergency exits from the building and meeting points (see point about checklist above).
- Ensuring that a current register is maintained for each session so that the student/s or client/s whereabouts can always be determined in the case of an emergency/ evacuation.
- Providing trained fire wardens where appropriate
- Trainees/trainers undertake emergency first aid and safeguarding training as CPD.

COVID-19 precautions are no longer mandated under UK law; however, these measures remain good practice for infection control and may be reinstated in future public health emergencies.

- Sanitisation and cleaning
- Ventilation
- Distancing

An example of a COVID-19 Risk Assessment is available in Appendix 2.

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

RIDDOR puts duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses). RIDDOR requires deaths and injuries to be reported when:

- there has been an accident which caused the injury.
- the accident was work-related.
- the injury is of a type which is reportable.

Risk Assessment Policy and Procedures including Incident, and Accident Reporting

What is meant by 'work-related'?

RIDDOR requires you to report accidents if they happen 'out of or in connection with work'. The fact that there is an accident at work premises does not, in itself, mean that the accident is work-related – the work activity itself must contribute to the accident. An accident is 'work-related' if any of the following played a significant role:

- the way the work was carried out.
- any machinery, plant, substances, or equipment used for the work or
- the condition of the site or premises where the accident happened.

What are 'reportable' injuries?

The following injuries are reportable under RIDDOR when they result from a work-related accident:

- **The death of any person**
- Specified Injuries to workers
- Injuries to workers which result in their incapacitation for more than 7 days
- Injuries to non-workers which result in them being taken directly to hospital for treatment or specified injuries to non-workers which occur on hospital premises.

A RIDDOR Guide is available here: <https://www.hse.gov.uk/riddor/>

Reporting online

Responsible persons should complete the appropriate online report form listed below. The form will then be submitted directly to the RIDDOR database. You will then have the option to download a copy for your records. Please seek advice from the venue/ organisation Health and Safety Officer and YIHA Health and Safety Officer before reporting any events to the HSE/ RIDDOR

REPORTING INCIDENTS AND ACCIDENTS

It's important to remember when reporting accidents and incidents at work that there's no such thing as an unimportant injury or accident

Definitions

An incident: is an unplanned event that doesn't result in injury, but does cause damage to property, or has enough significant risk to merit recording. For example, if cleaning fluid is spilled all over the floor in the yoga room it would be recorded, even if it doesn't injure anyone, as it still poses a significant risk.

Incidents can be categorised under two sub-categories:

- **Near miss:** an internal recordable incident, which should be investigated and recorded (**see incident report form appendix 3**).
- **Dangerous occurrence:** which should be considered in reference to 'Reporting Injuries, Diseases, Dangerous Occurrences Regulations (RIDDOR: as further explained on page 9) and should be reported within 10 days.

Risk Assessment Policy and Procedures including Incident, and Accident Reporting

The most important reason for reporting an incident is to prevent it from becoming an accident. Often Incidents are just accidents waiting to happen. Reporting is also the most effective way of preventing further incidents, supporting the preparation of countermeasures and responses, should the worst happen. **The YIHA Incident Report Form is available in Appendix 3.**

An accident: is a separate, identifiable, unintended incident, which causes physical injury. This specifically includes acts of non-consensual violence to people at work.

There must be an identifiable external event that causes an injury in order for it to be classed as an accident, e.g., a falling object striking someone. Cumulative exposures to hazards, which eventually cause injury (e.g., repetitive lifting), are not classed as 'accidents'.

The Accident Book: is an essential document for employers and employees, who are required by law to record and report details of specified work-related injuries and accidents. (An accident book may include the reporting of dangerous occurrences as cited under 'incidents' above). All details recorded in this book must be legible and accurate as the information may be used by the Health and Safety Executive (HSE) should they have to investigate an accident (or incident) that has taken place in the workplace under RIDDOR.

YIHA employees, volunteers, trainers, and trainees should ensure that they are aware of the location of the accident report book at their place of work and report any events that occur outside of YIHA training via the RIDDOR guidance above.

YIHA employees, volunteers, trainers, and trainees can make a record of an accident or incident that occurs via the **YIHA Accident Report template (available in Appendix 3)**. Such accidents/ incidents to be reported back to YIHA via the contact details above.

Accident Report Forms/ Accident Books enables compliance with legal requirements under social security and health and safety legislation, including Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) requirements (see below).

If you are conducting group sessions, you should maintain an accurate register of those attending your class. Registers serve several purposes, one of which is to record witnesses of the circumstances of an incident or accident.

Date of Change:	Changed By:	Comments:
03.09.2021	AJC	Developed for YIHA
12.10.2021	AJC	PF confirmed policy is approved. Uploaded to Box
02.12.2022	AJC	Reviewed for currency
07.12.2022	PF	Approved
30.11.2023	AJC	Reviewed for currency
15.05.2024	PF	Approved
26.10.2025	AJC	Reviewed and revised

Risk Assessment Policy and Procedures including Incident, and Accident Reporting

28.10.2024	PF	Approved
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Appendix 1 :Risk Assessment Checklist and Grid

Risk Assessment Checklist <i>Complete the following form, boxes will expand with text</i> The Risk Assessment Templates provided can be adapted to suit the session being undertaken. Take care to add all relevant risk assessment items that are relevant to the work that you are undertaking.	
Venue (including postcode):	
Tutor:	
Do you have the relevant qualifications and are these certifications up to date? - Yoga Qualification/ in training - Insurance - First Aid	YES/NO YES/NO YES/NO
Have you adequately planned the session allowing for the individual needs of the participants?	YES/NO
1. Are premises in a satisfactory state of repair?	YES/NO
2. Are accesses, exits, passages and stairways, safe and unobstructed?	YES/NO
3. Are you aware of emergency exits in the event of an emergency? - ensure exits are clearly marked - that there is clear access to doors and that they are not locked	YES/NO YES/NO YES/NO
4. You should have put in place the following procedures in the event of a fire: - You have informed the class of any hall fire procedures including escape routes & meeting points - You have planned an escape route from the venue - You have got a meeting point organised - You have a register or list of those attending the class - If you are using a public building e.g., a school, leisure centre etc., you know where the nearest fire bell is sited so you can alert others - Fire extinguishers are accessible, of the correct type & maintained - Are you trained to use them? - If you are not trained to use the fire extinguisher, you know who the trained fire safety officer at your place of work is - Your attendees know they must not try to extinguish a fire themselves	YES/NO YES/NO YES/NO YES/NO YES/NO YES/NO YES/NO YES/NO

Risk Assessment Policy and Procedures including Incident, and Accident Reporting

Risk Assessment Checklist	
<i>Complete the following form, boxes will expand with text</i> The Risk Assessment Templates provided can be adapted to suit the session being undertaken. Take care to add all relevant risk assessment items that are relevant to the work that you are undertaking.	
	YES/NO
5. Are the premises accessible to the emergency services?	YES/NO
6. Do you have your own, or access to: ▪ A First Aid Kit ▪ Incident Report Forms (own/venue) ▪ Accident Report Forms (own/venue) ▪ Emergency contact numbers	YES/NO YES/NO YES/NO YES/NO
7. Do you have access to a phone or mobile in case of emergencies?	YES/NO
8. Do the premises give access and facilities for disabled persons?	YES/NO
9. Do the premises have adequate toilet facilities including those for the disabled?	YES/NO
10. Are there appropriate changing facilities available?	YES/NO
11. If the use of a Kitchen is required, have you agreed access? ▪ Check kitchen hygiene ▪ Check that equipment provided is satisfactory	YES/NO YES/NO YES/NO
12. Heating ▪ Are the premises heated adequately? ▪ Are the heaters safe (caged if required)? ▪ Is the room well ventilated?	YES/NO YES/NO YES/NO
13. Is the room of a suitable size and shape? ▪ For the number of persons who attend the class ▪ To carry out exercises/movements without causing bodily injury to others ▪ Enables you to have the ability to observe each participant, and they you	YES/NO
14. Is the room clean & tidy, with no obstructions or obstacles? ▪ Check all furniture and equipment is neatly stored ▪ If participants assist in the stacking of chairs, brushing of floors etc., attention should be given to their safety and ability	YES/NO
15. Is the floor safe for a yoga class? ▪ clear of dirt, drawing pins, glass, spills, splinters, trailing cables, etc.	YES/NO

Risk Assessment Policy and Procedures including Incident, and Accident Reporting

Risk Assessment Checklist <i>Complete the following form, boxes will expand with text</i> The Risk Assessment Templates provided can be adapted to suit the session being undertaken. Take care to add all relevant risk assessment items that are relevant to the work that you are undertaking.	
16. Electrical & other equipment ▪ are you aware of the light switches, including emergency lights? ▪ are plugs and sockets in working order? ▪ Have electrical equipment been PAT Tested and declared safe? ▪ is your own music equipment and extension lead in order? ▪ are mats, balls, clubs, hoops etc. in good repair & stored safely when not in use?	YES/NO
18. Are there any other risk management items that you wish to record in relation to health and safety of participants, equipment, venue space etc? (Provide details). 	
17. Personal belongings of participants ▪ are personal belongings stored safely away from the activity area so as not to cause an obstruction or obstacle to the class when working?	YES/NO
18. Is equipment checked regularly if used in class work? ▪ is it in good repair ▪ is it suitable for its intended use? ▪ Are you aware of the hazards that different types of apparatus can cause, and able to take appropriate action	YES/NO YES/NO YES/NO YES/NO
19. Have all students completed an initial assessment/health questionnaire?	YES/NO
20. Suitability of attendees clothing, footwear & jewellery checked?	YES/NO
21. Attendees are aware of & adhere to relevant warm up & cool down exercises?	YES/NO
22. Do you have parking facilities and keep attendees well informed of parking instructions etc.?	YES/NO
23. Provide further information on any risks that have been identified and list details & measures you will put in place to reduce any risks: e.g. • Check chairs / other equipment safely stacked etc.	
24. Who will carry out the measures to prevent, mitigate or control the risks above and by what date? 	
Signed:	
Date:	
Add any dates when you have revisited this risk assessment to check that it is still fit for purpose – remember to check Risk Assessments regularly.	



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Charity Number: 1190806

Risk Assessment Policy and Procedures including Incident, and Accident Reporting

Risk Assessment Grid

Please complete a column for every class. This form can be amended and photocopied as required.

Risk Area	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
1. Premises												
2. Exits & passageways												
3. Emergency exits												
4. Fire Safety Precautions												
5. Accessibility for emergencies services												
6. Access to First Aid, Forms, Emergency Contacts												
7. Phone												
8. Disabled Access												
9. Toilets												
10. Changing Facilities												
11. Kitchen												
12. Heating												
13. Room size												
14. Cleanliness												
15. Floor												
16. Electrics												
17. Personal Belongings												



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Risk Assessment Policy and Procedures including Incident, and Accident Reporting

Risk Assessment Grid

Please complete a column for every class. This form can be amended and photocopied as required.

Risk Area	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
18.Class equipment												
19.Attendees' health screening												
20.Clothing												
21.Warmup/ cool down												
22.Parking												
23.Risks Identified												
24.Steps taken to mitigate												
Signature												

Risk Assessment Policy and Procedures including Incident, and Accident Reporting

Appendix 2

Example of a COVID-19 Risk Assessment Form

Please note that this document should be changed to suit the class/ individual that you are training/ teaching. The items included in this EXAMPLE risk assessment are not exhaustive. Risk mitigations should be added/ removed as appropriate to the session that you are delivering.

Covid Risk Assessment			
This is a suggested template. Items can be removed/ updated as appropriate and in accordance with Government guidelines			
What are the hazards?	Transmission of COVID-19		
Who might be harmed?	Facility users and the wider community		
No.	Controls Required	Mitigations	Action Taken
People Management, Instructor Best Practice and Communication			
1	Self-screening of individual (s) before they arrive at the class to ensure individuals displaying COVID-19 symptoms or those who should be shielding do not travel or attend	Request from client(s)/ student(s) prior to class e.g., email reminder that they are required to notify any symptoms the night before	
2	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing	Communicate in advance with participant(s) to advise on social distancing requirements. Circulate the guidelines prior to arrival. Social Distancing - Reducing the number of persons on arrival and leaving the venue to comply with the 2-metre gap recommended by the Public Health Agency https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#exercise-sport-and-physical-activity	

Risk Assessment Policy and Procedures including Incident, and Accident Reporting

Covid Risk Assessment			
		https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers#how-to-participate-safely https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers#participation-in-sport-and-physical-activity-key-points Review class schedules including start & finish times allowing for a minimum of 10-minute gap to clean equipment and reduce pinch points of high traffic on entry to class.	
3	Communications in place so that all participants are aware of the control measures in place and how to act appropriately to minimise the risk of transmission of COVID-19	Personal belongings should not be brought into class, other than a personal water bottle and keys. Check clothing/ footwear/ jewelry are removed and safely stored away prior to entering the studio to reduce contamination	
4	Clear protocols to manage any person who becomes symptomatic at the venue as per government guidelines for employers and businesses as the most relevant information	A 'break-out' space should be identified where the person can be isolated from other participants, should they have to wait at the venue for further assistance. See point 9	
5	Outline how participants who are returning to the environment from isolation due to suspected or confirmed cases of COVID-19 or other COVID-19 related reasons should be medically assessed prior to return	No participant will return to the class for at least 10 days from the onset of symptoms and they must be at least 7 days with no symptoms. They will not be allowed back to the venue for at least 14 days from the onset of symptoms and will require clearance from the COVID Medical officer before they return. They may present a negative PCR test for these purposes.	
6	Agree a clear position on how participants who are deemed vulnerable or are in a household with vulnerable individuals interact with the environment, which must be in line with	Clinically extremely vulnerable individuals or those continuing to live with anyone deemed clinically extremely vulnerable should not be engaged in the class environment in line with current government advice.	

Risk Assessment Policy and Procedures including Incident, and Accident Reporting

Covid Risk Assessment			
	government advice on clinically vulnerable individuals.	Participants deemed 'clinically extremely vulnerable' should continue to follow government advice. This currently includes maintaining 'shielding' and therefore, should not return to organised exercise outside of the home.	
8	Ensuring class session plans are designed to minimise the injury and illness risk/NHS burden as a priority consideration	Limit where possible movement outside of the spacing guidance for classes.	
9	Should a known or suspected COVID-19 case occur in the physical exercise environment, or an individual be identified as a contact of a known case the individual/s in question should be placed in isolation and follow the PHE guidelines.	Any participant who may become symptomatic whilst at the class should leave the venue immediately without touching anything and without coming into close contact with anyone. If they are clinically unstable, they will be isolated in a separate room and medical assistance called for – see point 4. Venue to be notified to ensure the isolation room to be cleaned after use.	
10	Put in place an off-site booking system, either online or via phone/email. Avoid cash transactions.	Plan to solicit and maintain records of your participant attendance, - to be maintained for 21 days for track and trace purposes and then destroyed if not required.	
11	Ensure any support staff within the venue are operating to the minimum standards of practice that ensure any professional body endorsement and professional indemnity insurances they require are still valid.	Applicable insurances checked.	
Buildings and Venues			
12	Assess ventilation in the building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	A target ventilation rate of 20l/s/p is advised for facilities. This can either be attained through adjustments to ventilation systems themselves, or by controlling numbers (based on 100sqft per person, net usable indoor	

Risk Assessment Policy and Procedures including Incident, and Accident Reporting

Covid Risk Assessment			
		space available to members to use, including changing rooms) and using natural ventilation. Ventilation systems should provide 100% fresh air and not recirculate air from one space to another. Increasing the existing ventilation rate by fully opening dampers and running fans on full speed. Operating the ventilation system 24 hours a day. Increase the frequency of filter changes. In the absence of known ventilation rates, a carbon dioxide sensor shall be used as a surrogate indicator to switch on additional mechanical ventilation or open windows. Where no air conditioning is fitted ensure, the room is well ventilated and allow more time between classes to allow fresh air to circulate	
13	Assess the maximum occupancy of your class	Limit online bookings in line with occupancy rates Communicate with participants the reason for limited numbers in advance of class. Where possible / allowed, mark the floor with temporary areas defining required space	
14	Check the venue has a deep cleaning strategy to minimise COVID-19 transmission risk	Check the strategy with the venue	

Risk Assessment Policy and Procedures including Incident, and Accident Reporting

Covid Risk Assessment			
15	Check the venue has a daily cleaning strategy to minimise COVID-19 transmission risk	Check that the venue has appropriate cleaning policy in place. If this is not the case, make arrangements to ensure correct cleaning is undertaken between clients to minimize transmission risk	
16	Check the venue has a high-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records	Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods	
17	Assess if spaces can be allocated between car park bays to minimise risk	Communicate with participants the need to park away from others wherever possible	
18	Ensure accesses, exits, passage, main room and stairways are safe, unobstructed, and accessible.	Ensure there is a 2-metre social distancing allowance outside of classroom and signposted. Ensure there is a 1-way system in place to avoid pinch points and areas of high traffic (1 entry point/ 1 exit point where possible) Check all furniture and equipment is neatly stored. Sufficient cleaning equipment available to wipe equipment after each class	
19	Review emergency exits and access in the event of an emergency.	Ensure exits are clearly marked. that there is clear access to doors and that they are not locked Review if the premises are accessible to the emergency services	
20	Understand venue requirements in relation to changing room usage.	Are there changing facilities for both male & females' attendees? Are they open? Or are there social distancing measures in place.	

Risk Assessment Policy and Procedures including Incident, and Accident Reporting

Covid Risk Assessment			
		Signage for social distancing and hand cleaning	
21	If kitchen spaces are not in use	Ensure participants bring their own water	
Hygiene and Cleaning			
22	Provision of hand washing facilities with warm water, soap, disposable towels, and bin.	See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/	
23	Provision of suitable wipes hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	Participants to be encouraged to carry their own sanitisers with them	
24	Only essential items of equipment to be used. All equipment before and after use to be cleaned	Check if equipment is in good repair. Check if equipment is suitable for its intended use and, required, limit use where possible. Ensure equipment is cleaned after contact with antibacterial wipes/cleaning product	
What are the hazards?		Other venue hazards to be considered after temporary closure such as Legionnaire's Disease, fire, electrical safety etc.	
Who might be harmed?		Facility users	
No.	Controls Required	Mitigations	Action Taken
Venue Preparation			
25	Check with the venue as to the risk of Legionnaire's disease and if necessary, work has been done to make your water supply safe for users		

Risk Assessment Policy and Procedures including Incident, and Accident Reporting

Covid Risk Assessment			
26	Check with the venue that routine maintenance has not been missed and certification is up to date (e.g., Gas safety, Electrical Safety and Portable Appliance Testing, Fire Safety, Lifts and Heating – Ventilation and Air Conditioning).		
27	Re-check the fire procedures for the venue	Plan an escape route and meeting point that respects social distancing measures? Informed the class of any hall fire procedures including escape routes & meeting points. Easy access to the register or list of those attending the class. If you are using a public building e.g., a school, leisure centre etc. know where the nearest fire bell is sited so you can alert others. Check fire extinguishers are accessible, of the correct type & maintained and if training is required. Inform participants that they must not try to extinguish a fire themselves unless they are an appointed person, and that you must be informed immediately.	
28	Electrical & other equipment	Ensure you aware of the light switches, including emergency lights. Check plugs and sockets and own equipment is in working order! Provide own head mic. Participants to bring their own equipment where possible, no equipment to be shared within a class.	

Risk Assessment Policy and Procedures including Incident, and Accident Reporting

Appendix 3

Incident and Accident Reporting Forms

Incident Report Form Complete the following form, boxes will expand with text. Send a copy to: Contactyoga4health@gmail.com	
1. DETAILS OF PERSON COMPLETING THE FORM	
Name:	
Organisation Name:	
Position:	
Address:	
Postcode:	
Contact number:	
Name/details of person who raised concern (if different from above):	
2. DETAILS OF PERSON CONCERN IS ABOUT	
Name:	
Organisation Name:	
Position:	
Address:	
Postcode:	
Contact number:	
3. DETAILS OF INCIDENT	
Date of incident:	
Time of incident:	
Where incident occurred:	
What occurred? How did the incident happen?	
Does the incident require reporting to RIDDOR (dangerous occurrences – see policy guidance)?	
Who else have you reported this incident to? (e.g., YIHA)	
Any other additional information:	
What happened following the incident; – E.g., carried on with session, went home, went to hospital	
Does person involved in the incident consent to disclosing their detail if required?	
Signed by person completing form:	
Name:	Date:

Risk Assessment Policy and Procedures including Incident, and Accident Reporting

Accident Report Form

Complete the following form, boxes will expand with text. Send a copy to

Contactyoga4health@gmail.com

1. DETAILS OF PERSON COMPLETING THE FORM
Name:
Organisation Name:
Position:
Address including postcode:
Contact number:
2. DETAILS OF PERSON CONCERN IS ABOUT
Name:
Organisation Name:
Position:
Address including postcode:
Contact number:
3. DETAILS OF ACCIDENT
Date of accident:
Time of accident:
Where accident occurred:
What occurred? How did the accident happen?
If an injury occurred what was the injury:
What happened following the accident; was first aid administered (if so, provide details)
Who administered first aid?
Does the incident require RIDDOR reporting to the HSE (see policy guidance)?
Who have you reported this incident to? (e.g., YIHA)
Were any of the following contacted; – Family/Parents/Carers, Police or Ambulance
Any other additional information:
What happened following the incident; – E.g., carried on with session, went home, went to hospital
Does person involved in the accident / incident consent to disclosing their detail if required?
Signed (person completing form):
Name: Date: