Gym risk assessment template

Identify hazards, rate the risk, record controls and set a review date.

Club / location	Area or activity assessed	Assessed by
Assessment date	**Staff consulted**	**Next review date**

A general starting point, not WHS or legal advice. Consult your staff while you complete it. Use manufacturer instructions and qualified advice for specialist equipment, electrical, plant and building risks.

Four steps

1. Identify hazards: anything at the club that could cause harm.
2. Assess risks: what could happen, how badly, and how likely it is.
3. Control risks: remove the hazard where you can; otherwise reduce the risk as far as reasonably practicable.
4. Review controls: check they work, and reassess after an incident or a change.

Rate the risk before and after controls

Likelihood / consequence	Minor	Moderate	Major	Severe
Almost certain	Medium	High	Extreme	Extreme
Likely	Medium	High	High	Extreme
Possible	Low	Medium	High	Extreme
Unlikely	Low	Medium	Medium	High
Rare	Low	Low	Medium	Medium

Choose controls, most effective first

1. Eliminate the hazard, for example remove damaged equipment from the floor.
2. Substitute something safer, such as a lower-hazard cleaning product.
3. Isolate people from the hazard with barriers, locked rooms or restricted hours.
4. Use engineering controls such as guards, safety stops and non-slip flooring.
5. Use administrative controls: procedures, signage, inductions and supervision.
6. Use personal protective equipment, such as gloves for cleaning chemicals.

Gym risk assessment template

Gym risk assessment - hazards, ratings and actions.

Hazard: what could happen	Who could be harmed	Current controls	Risk now (L/M/H/E)	Further action needed	Owner / due	Risk after
Treadmill falls or entanglement: belt, emergency stop and clear run-off space						
Free weights or plates dropped, or left lying on the floor						
Cable, pin or pulley failure on selectorised machines						
Racks, benches or plate-loaded machines unstable or set up incorrectly						
Slips on wet floors at the entry, in change rooms and near drink stations						
Trips on loose mats, flooring joins or stored accessories						
Medical emergency when no staff are on site (24/7 access)						
Manual handling: moving equipment, plates and deliveries						
Electrical equipment, leads and powerboards						
Overcrowding or poor spacing in classes and the free weights area						
Heat, humidity and poor ventilation in busy periods						
Security: unauthorised entry, aggression or staff working alone						

Gym risk assessment template

Gym risk assessment - hazards, ratings and actions.

Hazard: what could happen	Who could be harmed	Current controls	Risk now (L/M/H/E)	Further action needed	Owner / due	Risk after
Cleaning chemicals: storage, labelling and use						
Children or minors in training areas, where your club allows them						

Review this assessment after an incident or near miss; when equipment, layout, hours or staffing change; when a new hazard is reported; and on a regular schedule you set.

Assessment approved by / date

Shared with staff on (date)

Explore the related ClubPilot workflow