



All changes shown in GREEN

<b>Risk Assessment Number:</b>	Gym 001	<b>Issue No:</b>	7	<b>Issue Date:</b>	22/07/19 > 01/10/21 > 04/07/22 > 05/10/22 > 11.11.22 > 18.09.23 > 11 Dec 2023	<b>Review Date:</b>	Not more than 18 months.
<b>Title of Risk Assessment:</b>	Use of the rooftop Gym in the Dorothy Garrod Building (DGB).						
<b>Description of Task:</b> (what is to be done)	Access to and use of the Gym equipment and floor mats in the DGB.						
<b>Details of Activity:</b> (what happens)	Inducted members of Newnham College using the gym equipment and floor mats. Occasionally external professionally qualified trainers or a Coach will have permission to use the gym in order to carry out “train the trainer” [there is a separate risk assessment for these external trainers] induction for the student trainers at the start of each academic year, or to carry out professional coaching for the College sportsclubs.						
<b>Frequency of task or date and time of event:</b>	Inducted members can use the gym up to two times per day for a maximum period of one hour on each occasion. The external “train the trainer” training for the student trainers normally takes place at 2.00 pm on the first Wednesday of Michaelmas Term.						
<b>Additional Information to be read:</b>	<ul style="list-style-type: none"> <li>• Newnham Gym Induction, Membership and Rules <a href="https://newn.cam.ac.uk/wp-content/uploads/2023/04/Gym-Induction-Membership-and-Rules-April-2023.pdf">https://newn.cam.ac.uk/wp-content/uploads/2023/04/Gym-Induction-Membership-and-Rules-April-2023.pdf</a></li> <li>• Dorothy Garrod Building – Roof Terrace Access Policy – SharePoint H&amp;S page</li> </ul>						
<b>Assessor Name:</b>	Wendy Evans Domestic Bursar (College Fire & Safety Officer)			<b>Assessor Signature:</b>			
<b>Line Manager Name:</b>	Christopher Lawrance Bursar			<b>Line Manager Signature:</b>			

## Levels of Risk Methodology:

### Risk Matrix Findings:

LIKELIHOOD  $\times$  SEVERITY = RISK LEVEL

LIKELIHOOD OF HARM CATEGORIES	SEVERITY O.F HARM CATEGORIES		
	SLIGHT HARM (1)	MODERATE HARM (2)	EXTREME HARM (3)
UNLIKELY (1)	Very low risk (1)	Low risk (2)	Medium risk (3)
LIKELY (2)	Low risk (2)	Medium risk (4)	High risk (6)
VERY LIKELY (3)	Medium risk (3)	High risk (6)	Very high risk (9)

### Risk Assessment Action Plan based on the Risk Level

Risk Level	TOLERABILITY: guidance on necessary action and timescale
Very low risk	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
Low	No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
Medium	Considerations should be given as to whether the risks can be lowered, where applicable, but the costs of additional risk reduction measures should be considered. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
High risk	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently it might be necessary to consider suspending or restricting the activity. Considerable resources might have to be allocated to additional control measures. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with very harmful consequences
Very high	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to a tolerable or acceptable level. The work activity should be halted until risk controls are implemented that reduces the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited.

Hazards: <i>If further detailed assessment of, for example, COSHH, manual handling or working at height, is required, then record hazard here but link to the appropriate risk assessments.</i>	Who may be harmed and how?	Existing Controls:	Controlled Risk Level			Further Controls Required
			L	S	Risk Level	
Mis-use of the gym equipment and/or faulty gym equipment.	Gym Members	<ul style="list-style-type: none"> <li>▪ <b>Only those people that have completed a pre-induction health questionnaire can complete a gym induction.</b></li> <li>▪ <b>Only those people that have completed a gym induction will be granted access to the gym.</b></li> <li>▪ Access to the gym is controlled via card access – only those formally inducted are allowed access.</li> <li>▪ <b>The Gym Rules clearly state the no guests or friends can access the gym with the member.</b></li> <li>▪ Those breaching this rule will have their membership cancelled and access removed.</li> <li>▪ The gym equipment is serviced <b>at least</b> annually by a professional qualified in this.</li> <li>▪ All areas to be well lit – any lights that are faulty to be reported immediately to the Porters' Lodge, or Buildings Manager (during office hours).</li> <li>▪ <b>Gym equipment must not be used for activities that are not what it was meant/designed for.</b> For example do not use the weight bench instead of a plyometrics jump box, as this was not its intended use.</li> </ul>	I	x 2	= 2	<p>No heavy free weight bar bells are in use in the gym and instead the gym has a “Smith Weight” machine which reduces the risk of an accident, especially as the gym is not supervised.</p> <p>The Safety Committee review the accident reports and would identify any issues with regard to this hazard.</p> <p><b>See additional information at the end of this document on the safe use of gym equipment.</b></p>

<p>No supervision in the gym. <b>The gym is NOT staffed &amp; there is no CCTV inside the gym.</b></p>	<p>Gym Members may be injured if they do NOT follow the Gym Rules.</p>	<ul style="list-style-type: none"> <li>▪ <b>Only those people that have completed a gym induction will be granted access to the gym.</b></li> <li>▪ There are a set of Gym Rules that ensure the gym is accessed and used in a safe manner.</li> </ul>	<p>1</p>	<p>x 2</p>	<p>= 2</p>	<p>Those breaching these rules will have their membership cancelled and access removed.</p>
<p>Underlying Health Conditions</p>	<p>Gym Members - injuries due to being not medically fit enough to use the gym.</p>	<ul style="list-style-type: none"> <li>▪ All gym members have to complete health questionnaire before receiving their Induction to the gym.</li> <li>▪ Individuals are told to consult with a medical practitioner if they have answered “yes” to any of the questions in this health questionnaire.</li> <li>▪ It is down to the individual gym members to take reasonable personal responsibility when taking part in physical activity and <b>they are told to STOP immediately if they feel unwell.</b></li> </ul>	<p>1</p>	<p>x 2</p>	<p>= 2</p>	<p>There is a telephone in the Gym to use in the case of an emergency.</p>
<p>Groups of people (crowding into the gym)</p>	<p>Gym Members by tripping / slipping over each other</p>	<ul style="list-style-type: none"> <li>▪ The Gym Rules set out that a maximum of <b>15 people</b> are allowed in the gym at one time.</li> <li>▪ <del>There is a signing in/out sheet for members to complete when they use the gym. This will be reviewed to ensure no more than ten people signing in at the same time.</del></li> <li>▪ <b>Each member may only use the gym for up to one hour per session and a maximum of two sessions per day.</b></li> <li>▪ There are times allocated to student only use to reduce overcrowding.</li> </ul>	<p>1</p>	<p>x 1</p>	<p>= 1</p>	

Incorrect footwear	Gym Members may be injured if wearing the incorrect footwear.	<ul style="list-style-type: none"> <li>The gym rules set out clearly that Member must wear appropriate footwear in order to use the gym space.</li> </ul>	I	x 2	= 2	The Safety Committee review the accident reports and would identify any issues with regard to this hazard.
Slips/Trips/Falls	Gym Members may be injured by slipping/tripping or falling off equipment (broken bones sprains / bruises).	<ul style="list-style-type: none"> <li>The space is well laid out with clear walk ways around the equipment.</li> <li>Numbers are restricted in the gym at any one time.</li> <li>Members are not allowed to bring in personal items (other than a water bottle) so as not to create trip hazards.</li> <li>During induction members are informed not to crowd around machines whilst people are using them.</li> </ul>	I	x 2	= 2	The Safety Committee review the accident reports and would identify any issues with regard to this hazard.
Manual Handling	Gym Members may be injured due to poor manual handling.	<ul style="list-style-type: none"> <li>Gym members are inducted in the use of all equipment prior to access being granted to use the machine.</li> </ul>	I	x 2	= 2	The Safety Committee review the accident reports and would identify any issues with regard to this hazard.
Poor lighting	Gym Members may be injured due to poor lighting levels	<ul style="list-style-type: none"> <li>The gym was designed to provide the correct lighting level for a gym (lux level) and so areas and equipment are well lit.</li> <li>Any lights that are faulty to be reported immediately to the Porters' Lodge, or Buildings Manager (during office hours).</li> </ul>	I	x I	= I	
Temperature / Ventilation	Gym Members may be injured due to overheating.	<ul style="list-style-type: none"> <li>The gym has an automated air-cooling system which can be turned up or down (increase the air flow fans and reduce the temperature).</li> </ul>	I	x 2	= 2	The air-cooling system installed does seem to struggle to keep the room cool enough.

		<ul style="list-style-type: none"> <li>Members are NOT to prop open the door to the gym from the corridor.</li> <li>Member to ensure they drink lots of fluids and take regular breaks.</li> </ul>				
Poor housekeeping	Gym Members may be injured due to poor housekeeping.	<ul style="list-style-type: none"> <li>Good housekeeping maintained in the gym.</li> <li>Spillages are to be dealt with promptly, warn with local signage &amp; remove.</li> <li>All staff and gym members are asked to report any hazards immediately to their Head of Department, Supervisor on duty, or at the Porters' Lodge.</li> </ul>	I	x 2	= 2	Gym members are not allowed to bring bags into the gym as these may become a trip hazard.
First Aid Provision / Accidents	Gym Members	<ul style="list-style-type: none"> <li>First aid provision will be provided by trained first aiders and the Porters at Newnham College.</li> <li><b>All accidents and near missed to be reported to the Porters Lodge (01223 335 700 or via email) so that the appropriate form can be completed, and then remedial follow up action completed if required.</b></li> <li>There is a telephone in the gym.</li> </ul>	I	x 2	= 2	For serious accidents the local Ambulance Emergency service will be called 999 – if this is the case it is important that the exact location of the event is given. The postcode of the College is <b>CB3 9DF</b> .
COVID / Respiratory Infections	Gym Members	<ul style="list-style-type: none"> <li>Gym Members are told NOT to use the gym should they have symptoms of or a positive case of COVID.</li> <li>Members are instructed to wipe down all equipment between users.</li> <li>The number of members that can access the gym at any one time is kept under review.</li> </ul>	I	x 2	= 2	If there is another COVID wave of infections, the College will consider reviewing all the current arrangements regarding, face-coverings and social distancing; & reconsider the closure periods

						throughout the day to allow for air change gaps between sessions.
Falls from the roof / Things falling from the roof terrace.	Members of Newnham College and members of the public could suffer injuries should they climb over the railing around the edge of the roof terrace(s).	<ul style="list-style-type: none"> <li>Access to the Dorothy Garrod Building roof terrace is via X staircase on the 3rd floor – which is the same level as the gym.</li> <li><b>Access requires a University ID card.</b></li> <li>All members of Newnham College (with a University ID card) will have access to the roof terrace between: <ul style="list-style-type: none"> <li><b>01 Apr – 30 Sep 07:00 to 20:00hrs</b></li> <li><b>01 Oct – 31 May 07:00 to 17:00hrs</b></li> </ul> </li> <li>There may be occasions when the roof terrace is closed, for example, due to a private event taking place, or poor weather conditions, such as heavy snowfall or during a thunderstorm and / or high winds.</li> <li>A maximum number of three guests are allowed onto the roof terrace per student and no guests are to be left alone on the roof terrace without being in the presence of the Newnham student who gave them access as her guest.</li> <li>The railings are 1800mm in height and clearly labelled with signs “No Climbing”.</li> </ul>	I	x 3	= 3	No gym equipment is to be taken out of the gym onto roof, without the express permission from the Domestic Bursar in advance.
Fire	Members of Newnham College and members of the public could	<ul style="list-style-type: none"> <li>Gym members (who are members of the College) should be fully aware of the College fire evacuation plans (including the types of fire alarms – intermittent and continuous).</li> </ul>	I	x 2	= 2	There is a protected fire refuge point on each floor level of the DGB in each stair core and there is an evacuation chair

	suffer serious injuries in the event of a fire breaking out on the roof terrace or in the building below.	<ul style="list-style-type: none"> <li>All gym members are aware of what to do in the event of a fire evacuation i.e. leave the gym immediately by one of the two staircases (not using the lift) and to assembly in Café Garden Area on the ground floor.</li> <li>As the Gym is on the third floor there is a refuge call point in the protected staircase should a member need assistance down to the Fire Assembly Point.</li> </ul>				located in each staircore.  The Porters and some members of staff have been trained how to use these evacuation chairs.
Electricity	Members of Newnham College and members of the public could suffer serious injury as the result of electric shock.	<ul style="list-style-type: none"> <li>Ensure College electrical equipment used has been PAT tested and has an in-date test sticker on it.</li> <li>Members to report any issues with regard to the gym or the power supply, for example, they notice a burning smell or see burnt plug sockets. immediately to the Porters' Lodge, or Buildings Manager (during office hours).</li> </ul>	1	x 2	= 2	

**Information for the External Trainers / Sports Coaches:**

- The overall safety of the training session rests with the External Trainer / Coach running the event and they should ensure all appropriate emergency procedures are in place.
- A copy of their professional qualifications / risk assessment / public liability insurance is required before the External Trainer / Coach will be authorised to hold training sessions in the gym.
- A copy of their DBS check is also required – please contact the Domestic Bursar: [domestic.bursar@newn.cam.ac.uk](mailto:domestic.bursar@newn.cam.ac.uk)

**Gym Membership & Rules:** see separate document: [Gym-Induction-Membership-and-Rules-Oct-2022.pdf \(cam.ac.uk\)](#)

**Safe Use of equipment:** see over the page... (this is now included in the **Gym-Induction-Membership Rules**).

## Safe Use of Gym Equipment: Updated November 2022

1. **Gym users should visually inspect the Gym equipment before starting to use it. For example, check the machine is flat on the floor, not wet or damaged by a previous user. Check the surroundings to ensure that no items have been moved that might endanger the person using the equipment or those close by.**
2. Gym equipment must not be used for activities that are not what it was meant/designed for.
3. Gym users should follow the guidance provided at their induction (and also available via the QR codes on many of the machines) about the correct use of each item of gym equipment.
4. **Individual personal factors need to be considered when using the equipment and at what level to use the equipment (for example, weight or speed). These include:**
  - Age
  - Body weight / body strength and general level of body conditioning
  - Experience
  - Previous injury / General Health (for example do not exercise if you have a heavy cold!)
5. **Other factors affecting the safe use of equipment include:**
  - **Warm-up** – ensure you do a full warm up before using a machine or piece of equipment – this includes stretching and dynamic exercises.
  - **Progression** – ensure you pace yourself, for example, do not set the running machine on speed 10 without first having spent time building up your strength and stamina to cope with higher speeds; or do not start using weights that are too heavy.
  - **Recovery time** – ensure you allow adequate recovery time between sessions.
  - **Frequency** – consider the frequency of your training.
6. **Gym users should not use any equipment that they do not feel confident in using – if required they should ask for refresher training.**
7. **With regard to plyometric training (using a plyometric jump box) only those with additional specific plyometric training should use this form of training, as it requires an adequate base of speed and strength to use safely. The box should only be used on a floor mat and not on the Gym floor, to ensure that should a person fall they have a softer surface to land on.**