

Risk Assessment Forms

All venue rooms and premises should be checked for risks before use on a regular basis.

Tutor:	Jacquelyn Cooper
Day and time of class:	Monday to Saturday
Venue (including postcode):	Halcyon Yoga Studio 171 Kimbolton Road Bedford MK41 8DS
Are the relevant qualifications & certifications up to date?	
BWY Membership & Insurance	Y
1st Aid	Y
The Venue	
Are premises in a satisfactory state of repair?	Y
Are accesses, exits, passages and stairways, safe and unobstructed?	Y
Are you aware of emergency exits in the event of an emergency? Doors into garden	Y
Have you ensured exits are clearly marked and that there is clear access to doors/ they are not locked?	Y
Is the space safe, clear, clean and free of obstructions? Sometimes dog toys on floor	Y
Furniture & equipment stacked safely and away from participants? Sometimes chairs sticking out	Y
Are evacuation procedures in place? Out through studio doors into garden	Y
Have you identified an assembly point in the event of an emergency or fire? The Garden	Y
Have you informed the class of any hall fire procedures including escape routes & meeting points? I am there	N/A
If you are using a public building e.g. a school, leisure centre etc., do you know where the nearest fire bell is sited so you can alert others?	N/A
Are fire extinguishers accessible, of the correct type & maintained and are you trained to use them?	N/A
Do your attendees know they must not try to extinguish a fire themselves, unless they are an appointed person, and that you must be informed immediately?	N/A
Are the premises accessible to the emergency services?	Y
Is the floor safe and appropriate for yoga?	Y
Are the premises heated adequately and is the room well ventilated?	Y
Have all the venue's electrics been PAT Tested and declared safe?	Y
Do you have a complete register of all yoga course participants?	Y
Have all students completed the Health questionnaire?	Y
In the event of an injury is the following to hand:	
First Aid Box	Y
Incident Report Forms – own, venue and BWY	Y
Emergency contact numbers	Y
Do you have access to a phone or mobile in case of emergencies?	Y
List any risks identified at your venue or as part of your lesson providing full details and the measures you will put in place to reduce any risks e.g.: Check chairs / other equipment safely stacked/ Check fire access route not blocked – fire doors shut/ Check drinks bottles etc. safely out of way during practice.	
Name (printed):	
Signed:	
Date:	

List of Potential Hazards @ 11th July 2019

Trip Hazards

Furniture, i.e. chairs sticking out

Shoes, do toys laying around on the floor

Rugs

Bathroom floor

Wooden parquet flooring, some blocks have lifted up

Other floors on way to studio

Tiled floors slippery when wet

Studio

Lots of glass, conservatory style building

Candles

Insect stings

Splinters from wood floor – unlikely as oak blocks

Allergies to yoga mats

Aromatherapy oils

Outside

Practice in the garden

Allergies to pollen, insect bites/stings, grass, plants and general nature

Dog, fox and bird poo on lawn

Trees