# Assignment – Risk assessment, maintenance checks and handover

Consider the following scenario: You are working in a busy gym and during your supervision of the gym floor, you are on the lookout for possible hazards that might pose a risk to customers, staff, and other visitors.

# TASK 1

Identify four hazards in the image below (circle as appropriate).



# TASK 2

Choose one of the hazards identified in task 1 and complete a risk assessment:

* Identifying the five stages of a risk assessment.
* Relate them to the identified hazard.
* Explain how the risk of the hazard can be eliminated or reduced.

|  |  |
| --- | --- |
| **Risk-assessment stage (identify each one)** | **HAZARD** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| How should the risk be managed? | |

# TASK 3

Complete a maintenance checklist identifying the faulty equipment from the image below.



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Piece of equipment** | **Yes/ no** | **What is wrong?** | **Action to be taken** | **Instructor initials** |
| **Equipment:** |  |  |  |  |
| Electronic display is clear |  |  |  |  |
| All buttons are working |  |  |  |  |
| Treadmill belt is moving smoothly |  |  |  |  |
| Stop clip and button are working |  |  |  |  |
| Power cable is hidden away and free from damage |  |  |  |  |
| Plug is free from damage |  |  |  |  |
| Seat adjustments are secure |  |  |  |  |

# TASK 4

Complete a written handover to pass onto the next fitness instructor on shift. In addition to the faulty equipment, you need to make him/her aware of:

* An induction that is booked in at 11am.
* A class that has been cancelled at 10.30am.
* What has and has not been cleaned during your shift.

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# Assignment mark scheme – Risk assessment, maintenance checks and handover

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| --- | --- | --- |
| **Did the learner complete the tasks, to include:** | **Possible marks** | **Actual marks** |
| 1. Task 1 - Identifying hazards? | **4**  (Minimum 3 marks) |  |
| 2. Task 2 - Risk assessment? | **12**  (Minimum 9 mark) |  |
| 3. Task 3 - Maintenance checklist? | **2**  (Minimum 1 mark) |  |
| 4. Task 4 - Handover? | **3**  (Minimum 2 marks) |  |

**Total / 21 marks** (17 marks in total, with the minimum set marks achieved for each question required to pass)

**Pass/Refer**

**Assessor’s feedback:**