

Asesiad Risg – Risk Assessment



Dosbarth / Class: Ffitrwydd Gyda FFrindiau 75+	
Ble / Where: National Sports Centre, Gerddi Sophia, Caerdydd	
Tiwtor/Tutor: Anna Reich	
Pryd / When: Bob yn ail fore Gwener, 11.00am drwy'r flwyddyn	
Yswiriant Atebolrwydd Cyhoeddus? Public Liability Insurance? Oes Yes –Menter Caerdydd + Anna Reich (tiwtor) Nag oes No	
Mynedfa / Allanfa yn addas ar gyfer pobl anabl? Disabled Access?	Oes Yes/ Nag oes No

Beth yw'r peryglon? What are the hazards?	Pwy allai gael ei niweidio? Who might be harmed?	Lefel y risg cyn yr asesiad Level of risk before risk assessment	Beth ydyn ni'n ei wneud i leihau'r risg? What are we doing to control the risks?	Pwy sy'n gyfrifol am checio ar y diwrnod? Who needs to carry out the action?	Lefel y risg ar ôl yr asesiad New level of risk	Pwy sydd wedi ymweld â'r lleoliad a sicrhau bod popeth yn iawn? Who has visited the location and checked everything is in place?	Date?	Review date?
Anafiadau o bob math/Injuries – fractures, muscle strains, heart/breathing difficulties etc	Pawb/All attending group	Canolig/Medium	Cyfranogwyr i lenwi holiadur iechyd cyn dechrau'r cwrs. Gofyn i gyfranogwyr os oes unrhyw newidiadau i gyflwr eu hiechyd cyn dechrau pob sesiwn. Rhestr o risgiau i'w checo cyn pob sesiwn. Anafiadau i gael eu cofrestru yn y llyfr damweiniau. Cofnod o wybodaeth gyswllt brys fel bod modd cysylltu â'r teulu mewn argyfrwng.	Re-engage i ddechrau ac Anna ar y diwrnod	Isel/Low	Re-engage i ddechrau ac Anna ar y diwrnod		Asesiad risg yn gyfredol oni bai bod yr ystafell / niferoedd yn newid. Checio bob wythnos; adolygu ar ddechrau'r tymor ac ail-wneud ar ddechrau bob blwyddyn academaidd. RA to be renewed if numbers or room changes. Checks made each week; review at start of each new term and re-do at start

			<i>Participants to fill out an up-to-date health questionnaire prior to exercise.</i> <i>Participants will be asked if there are any changes to their health before starting each session. Risk Assessment checklist will be conducted before each activity.</i> <i>Any injuries will be reported in an accident book.</i> <i>Emergency contact information is stored on the day and family will be contacted in an emergency.</i>					of each academic year.
Baglu dros bethau/Trip Hazards	Pawb/All attending the group	Canolig/Medium	Checio'r stafell cyn bod pobl yn cyrraedd.	Re-engage i ddechrau ac Anna ar y diwrnod	Isel/Low	Re-engage i ddechrau ac Anna ar y diwrnod		Ar ddechrau pob tymor – Start of each term

			Dim byd ar y llawr all achosi i rywun faglu. Cotiau a bagiau yng nghornel y stafell. <i>Before participants enter, the room will be set up and checked for any trip hazards.</i> <i>There will be no trip hazards and coats/bags will be placed in the corner of the room.</i>					
Yfed digon/rhannu cwpanau Hydration – access to water and sharing cups	Pawb/All attending the group	Canolig/Medium	Pawb i ddod â photel neu gwpan. <i>Participants will be asked to bring their own vessels to each of the groups.</i>	Re-engage i ddechrau ac Anna ar y diwrnod	Isel/Low	Re-engage i ddechrau ac Anna ar y diwrnod		Ar ddechrau pob tymor – Start of each term
Hylif ar y llawr/Spillages	Pawb/All attending the group	Canolig/Medium	Tiwtor i sicrhau bod y llawr yn sych. <i>Tutor will ensure the floor is wiped if drinks are spilled.</i>	Re-engage i ddechrau ac Anna ar y diwrnod	Isel/Low	Re-engage i ddechrau ac Anna ar y diwrnod		Ar ddechrau pob tymor – Start of each term
Awyru/Ventilation	Pawb/All attending the group	Canolig/Medium	Bydd digon o awyr yn yr ystafell. Checio cyn pob	Re-engage i ddechrau ac	Isel/Low	Re-engage i ddechrau ac		Ar ddechrau pob tymor – Start of each term

			sesiwn yn dibynnu ar y tywydd ayb. <i>Space will be well ventilated with doors open where needed. This will be checked via our checklist prior to the group starting.</i>	Anna ar y diwrnod		Anna ar y diwrnod		
Dal feirws/Contraction of virus	Pawb/All attending the group	Canolig/Medium	Neb i fynychu os ydyn nhw â symptomau annwyd trwm, ffliw, Covid neu feirws arall. Agor ffenestri pan fo angen. <i>Nobody will be attending the group if they have any symptoms of Covid 19, flu or heavy colds or other illnesses.</i> <i>Provide ventilation when needed.</i>	Re-engage i ddechrau ac Anna ar y diwrnod	Isel/Low	Re-engage i ddechrau ac Anna ar y diwrnod		Ar ddechrau pob tymor – Start of each term

Enw Llawn/Full name/role: Rachel Matthews (Swyddog Cymunedol/Dysgwyr)

Arwyddwyd/Signed:

Dyddiad /Date:

A handwritten signature in blue ink, appearing to read 'R Matthews', is written over a horizontal line.

23/07/2026

Cyswllt/Contact: Email: rachel@mentercaerdydd.cymru