



# Risk Assessment

## COVID-19

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| <b>Work Activity to be Assessed:</b> | Gymnastics Centre (during COVID-19)   | <b>Section:</b>                | Working Area         |
| <b>Name of Assessor:</b>             | Melissa Spence                        | <b>Position of Assessor:</b>   | Development Manager  |
| <b>Date of Assessment:</b>           | 11.08.2020 (last updated: 13.04.2021) | <b>Assessment Review Date:</b> | Ongoing - 11.08.2021 |

**REMEMBER: Risk Assessment is a continuous process - significant changes in the working environment requires a re-assessment of the work.**

**THIS RISK ASSESSMENT WILL REMAIN UNDER CONSTANT REVIEW & WILL FOLLOW GOVERNMENT GUIDANCE ON SOCIAL DISTANCING AND OTHER COVID-19 MEASURES**

## GENERAL PRINCIPLES OF CONTROL

There is no 'one size fits all' off-the-shelf suite of control measures to suit every circumstance. South Durham Gymnastics' control measures are based upon the hierarchy of principles of:

1. Avoiding contact with those who have symptoms;
2. Frequent hand cleaning & good respiratory hygiene practices;
3. Regular cleaning of settings;
4. Minimising contact & mixing (with a focus on group separation).

Where these principles cannot be adopted in full, even a partial adoption of them would be beneficial in reducing the risk. Although the choice of control measures implemented should be prioritised from the top of this hierarchy downwards, it should be remembered that more than one level of control measures can be adopted simultaneously.

The wearing of respiratory protection (face masks) for gymnastics is NOT expected to be a routine control measure where no specific risk has been identified; that being said, SDG staff will be required to wear face coverings to protect all Centre visitors, and to instil confidence in our members. Anyone visiting the Centre, aged 11+ will also be required to wear a face covering (outside of the Gymnastics Hall) to adhere to the Government 1m+ rule.

Appropriate respiratory protective equipment/face masks are to be considered where effective separation cannot be maintained if dealing with a suspect case; this would normally be to the standard of a Fluid Resistant Surgical Mask. Other appropriate PPE may also be required e.g., cleaning.

## 1. REOPENING THE GYMNASTICS CENTRE FOLLOWING A SHUT DOWN

| Activity / Process / Occupation                             | Persons potentially affected                                      | Health and / or Safety Hazards   | Precautions taken   | Risk Level<br><i>High, Med, Low</i> | Additional Measures Necessary<br><i>Section must be completed if is high</i> |
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| (1.1) Reopening the Gymnastics Centre following a shut down | Staff / Volunteers<br>Gymnasts<br>Parents / Guardians<br>Children | Infection / transmission of the virus  | <p>A thorough deep clean of the premises must be undertaken before reoccupation.</p> <p>The deep clean on the premises will focus on high frequency touch points including banisters, handles, toilet facilities, taps and surfaces.</p> <p>SDG will follow current government guidance on <a href="#">cleaning of non-healthcare settings outside of the home.</a></p> <p>A separate cleaning schedule will be followed for equipment, in line with equipment guidelines.</p> <p>Hand washing/sanitising stations are available for use.</p> <p>Prior to the resumption of training, all gymnasts and staff who are engaged in the training environment will be appraised of the risks and mitigating steps being taken.</p>   | Med                                 |  |
| (1.2) Assuming responsibility for COVID-19                  | Staff / Volunteers<br>Gymnasts<br>Parents / Guardians<br>Children | Falling behind on COVID associated guidance; failing to meet Government, British Gymnastics, Durham County Council standards | <p>SDG have named 5 COVID Officers – these people who is responsible for COVID-19 within the Centre. They will remain familiar with the emerging evidence related to post-COVID-19 pathology, and will:</p> <ul style="list-style-type: none"> <li>- Lead on ensuring any suspected or confirmed COVID-19 cases are managed in line Government, British Gymnastics and Durham County Council guidance</li> <li>- Update, adapt and communicate any changes to daily practice in line with ongoing updates (Gov., BG, DCC)</li> <li>- Be available for staff / members to voice their opinions / concerns in any COVID related matters</li> </ul> <p>The 5 named COVID-19 Officers are:</p> <ul style="list-style-type: none"> <li>- Melissa Spence</li> <li>- Kelly Milnes</li> <li>- Jenna Maynard</li> <li>- Helen Maxwell</li> </ul> | Med                                 |  |

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|   |   |   | - Rebecca Armstrong  |  |  |
| (1.3) Closure of the facility due to a 'local lockdown' | Staff / Volunteers<br>Gymnasts<br>Parents / Guardians<br>Children | Facility closed due to restrictions by DCC in the event of a local lockdown | SDG will comply with any measure set forth by the local council and close their facility as / if required within the stipulated timeframes.<br><br>Prior to reopening, a further deep clean of the facility will take place.<br><br>Where practically possible, sessions to be arranged for gymnasts to participate in via Zoom. |  |  |

## 2. A PERSON SHOWING (POTENTIAL) SYMPTOMS OF CORONAVIRUS

| Activity / Process / Occupation                          | Persons potentially affected                                      | Health and / or Safety Hazards   | Precautions taken   | Risk Level<br><i>High, Med, Low</i> | Additional Measures Necessary<br><i>Section must be completed if is high</i> |
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| (2.2) A person showing potential symptoms of Coronavirus | Staff / Volunteers<br>Gymnasts<br>Parents / Guardians<br>Children | Getting or spreading Coronavirus | <p><b>Note:</b> All entrants to the facility will be temperature checked before being allowed in. All members will need to adhere to the Club COVID Policy (&amp; additional rules where appropriate) before resuming sessions at the club, which outlines that members / parents / guardians / staff must not attend should they have any COVID-19 symptoms, be living with someone who is self – isolating or if they have recently returned from a <a href="#">country which requires self-isolation</a>.</p> <p>Staff trained to identify the <a href="#">symptoms of COVID- 19</a> and process for minimising the risk of transmission.</p> <p>Any person with suspected COVID-19 will be isolated in a separate room (Club Meeting Room) whilst a parent/guardian arrives to collect them (assuming the parent/guardian is not on site). They are advised to get a COVID test and self-isolate, alongside their household for the appropriate time <a href="#">as stipulated by the Government/NHS</a>. Where a person tests negative for COVID-19 they can return to gymnastics, and their fellow household members can end their self-isolation.</p> <p>Where a person tests positive for COVID-19, they should inform the Club immediately. Any confirmed cases to be reported to RIDDOR, British Gymnastics (Customer Service), Durham County Council (Leisure Services Management) and NHS Test &amp; Trace</p> <ul style="list-style-type: none"> <li>- More than one case to be reported to local PHE Office</li> </ul> <p>Appropriately cleaning, based on where the (suspected COVID) person has been and what has been touched will take place – following cleaning guidance and wearing the appropriate PPE. If necessary, sessions will be stopped, and the facility closed to allow for such cleaning to take place.</p> <p>SDG will hold records of everyone that has attended the facility for 21 days so details can be passed to NHS Test &amp; Trace if required.</p> | Med                                 |  |

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|  |  |  | Where practically possible and coaches are not unwell – zoom sessions to be arranged for gymnasts isolating as part of a group where there has been a confirmed case, so group is self-isolating. |  |  |
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**3. PUBLIC SPACES WITHIN THE CENTRE: ENTRANCE HALL, VIEWING GALLERY, TOILETS  
(Non-Gymnastics Hall)**

| Activity / Process / Occupation                             | Persons potentially affected                                      | Health and / or Safety Hazards  | Precautions taken  | Risk Level<br><i>High, Med, Low</i> | Additional Measures Necessary<br><i>Section must be completed if is high</i> |
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| (3.1) Returning from a Country that requires self-isolation | Staff / Volunteers<br>Gymnasts<br>Parents / Guardians<br>Children | Infection / transmission of the virus   | Travelers <a href="#">returning from a country that requires self-isolation</a> should self-isolate, even if asymptomatic, and use the 111 online coronavirus service to find out what to do next. Go home or to your destination and then self-isolate. They should not return to the gym until the relevant isolation period has been completed.   | Low                                 |  |
| (3.2) Access and Egress to the Gymnastics Centre            | Staff / Volunteers<br>Gymnasts<br>Parents / Guardians<br>Children | <p>Mass gatherings within the entrance/exit to the gym</p> <p>Accidents or Injury due to:</p> <ul style="list-style-type: none"> <li>- Overcrowding</li> <li>- Tripping</li> </ul> <p>Getting or spreading Coronavirus in common use high traffic areas</p> | <p>No entry by any child/adult should a any family member in the household be self-isolating.</p> <p>All people entering the Centre should adhere to Gov. rules on social distancing when travelling to / from the Centre and once within the Centre.</p> <p>Queuing system implemented at fire door for entrance to the gym.</p> <p>Upon entering the Centre, anyone over the age of 11 must wear a facemask / face covering when in a 'public space' (with the exception of those that are medically exempt).</p> <p>Training sessions staggered to avoid major cross overs and 'mass gatherings' in a relatively small space.; with group / session sizes significantly reduced.</p> <p>Signage in place to show exit / entry points and processes, plus reminders of social distancing, hand hygiene etc.</p> <p>Compulsory temperature checks &amp; hand sanitising stations on arrival before proceeding into the building; any temperature recorded above 37.8 will not be permitted entry. Where temperature too high, members wait for a second test, 5 minutes later. If remains too high, person asked to go home.</p> <p>Social distancing markers &amp; physical barriers used to direct the flow of traffic, utilising one-way systems where possible.</p> | Med                                 |  |

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|   |   |  | <p>Increased hygiene procedures including hand wash/sanitising stations throughout the Centre.</p> <p>'Assurance cleaning' taking place hourly in high traffic / high touch point areas (Ref: <u>Cleaning Procedures – COVID</u>).</p> <p>'Standard cleaning' taking place at the beginning / end of each day throughout the full facility (Ref: <u>Cleaning Procedures – COVID</u>).</p> <ul style="list-style-type: none"> <li>- All surfaces cleaned with a suitable cleaning product</li> <li>- Cleaning rotas in place and signed as appropriate</li> <li>- COSHH Risk Assessment updated with new chemicals</li> <li>- Staff trained on COSHH</li> </ul> <p>Doors will remain open where possible to avoid need to open (reduce touch surface) and to increase ventilation</p> <p>Staff trained appropriate with regards to new NOP and COVID Policies.</p> <p>All members to agree to new Club COVID Policy before resuming training.</p> |     |  |
| (3.3) Crowding within the viewing gallery and waiting areas | Staff / Volunteers<br>Gymnasts<br>Parents / Guardians<br>Children | <p>Accidents or Injury due to:</p> <ul style="list-style-type: none"> <li>- Overcrowding</li> <li>- Tripping</li> <li>- Collisions</li> </ul> <p>Getting or spreading Coronavirus in common use high traffic areas</p> | <p>In accordance with DCC guidelines, the Viewing Gallery is currently closed. This Risk Assessment will be reviewed and amended according in line with its reopening. Exceptions are made at the discretion of SDG if a child attending the Club has additional needs.</p> <p>One parent/guardian per gymnast permitted into the building to assist a child with visiting the toilet / visiting reception to reduce footfall.</p> <p>Face covering must be worn by anyone over the age of 11 (unless medically exempt).</p> <p>Appropriate floor markings to highlight one-way system, plus additional signage and markings on seats for parents/guardians to follow.</p>   | Med |  |



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|  |   |   | Increased hygiene procedures including hand wash/sanitising stations.   |     |  |
| (3.4) Cross over in toilets and changing rooms                     | Staff / Volunteers<br>Gymnasts<br>Parents / Guardians<br>Children | Getting or spreading Coronavirus in common use high traffic areas | Staff will use staff only toilets and commit to 'Confidence Cleaning' before / after use (Ref: <a href="#">Cleaning Procedures – COVID</a> ).<br><br>All changing rooms and toilets will cubicles closed – there will be access to private accessible toilets both up and downstairs only – allowing one in one out. These toilets will be cleaned every hour as part of our 'Assurance Cleaning'.<br><br>Gymnasts to arrive in training kit, reducing the need to change on site.            | Low |  |
| (3.5) Use of vending machine (downstairs)                          | Staff / Volunteers<br>Gymnasts<br>Parents / Guardians<br>Children | Getting or spreading Coronavirus in common use high traffic areas | 'Assurance cleaning' taking place hourly in high traffic / high touch point areas, including the vending machine (Ref: <a href="#">Cleaning Procedures – COVID</a> ).<br><br>The vending machine is positioned near to a hand sanitising station; signage on the machine requests everyone using the machine to sanitise first.<br><br>Congestion around the machine will be managed and mitigated by the SDG staff member overseeing the entrance / egress of people to / from the building. | Low |  |
| (3.6) Maintaining Good Hand Hygiene                                | Staff / Volunteers<br>Gymnasts<br>Parents / Guardians<br>Children | Infection / transmission of the virus                             | Compulsory hand sanitisation station at the entrance to the building; and further stations throughout the building to promote good hygiene.<br><br>Antibacterial soap in toilets, with paper towels (to avoid use of hand dryers).<br><br>NHS signage displayed in toilets and around buildings - 20 second-hand washing.<br><br>Further signage re: 'Catch It, Bin It, Kill It' around the building.   | Med |  |
| (3.7) Stagnant water left within the pipes and air-cooling systems | Staff / Volunteers<br>Gymnasts<br>Parents / Guardians<br>Children | Legionella  | Regular cleaning completed of all water systems.<br><br>Twice weekly water system flush e.g. flush every toilet, run every tap/shower.  | Low |  |

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|   |   |  | <p><i>Associated tasks have been completed by DCC staff during the Gym's closure</i></p>  |     |  |
| (3.8) Waste Management / Waste Disposal | Staff / Volunteers  | <p>Contracting of Coronavirus through waste management e.g. emptying bins</p> <p>Infection / transmission of the virus</p> | <p>External companies to empty highly contagious bins etc. e.g. sanitary/nappy bins – arranged by DCC.</p> <p>Bins will be checked and emptied regularly in line with hourly 'Assurance cleaning'.</p> <p>Staff trained on waste management. Staff should take responsibility to dispose of waste as follows:</p> <ul style="list-style-type: none"> <li>- PPE – Wear disposable gloves and seal the top of the bag with a knot</li> <li>- Only handle bagged rubbish by the neck - DO NOT put your hands underneath the bag.</li> <li>- Carry all bagged rubbish AWAY from your body at arm's length</li> <li>- Wash hands for 20+ seconds with hand wash afterwards</li> </ul> <p>If disposing of waste / PPE following cleaning an area that has been touched by someone with suspected COVID-19:</p> <ul style="list-style-type: none"> <li>- Any PPE and disposable cleaning equipment used should be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</li> <li>- Wash hands regularly with soap and water for 20 seconds after removing gloves, aprons and other protection used while cleaning</li> <li>- Change uniform if deemed necessary</li> </ul> | Low |  |
| (3.9) Administering First Aid           | Staff / Volunteers<br>Gymnasts<br>Parents / Guardians<br>Children | <p>Emergency incidents/application e.g. First Aid etc.</p> <p>Getting or spreading coronavirus</p>                         | <p>First aid risk assessment completed (Ref: <a href="#">First Aid Risk Assessment – COVID</a>).</p> <p>First Aiders aware of the symptoms of COVID-19 and most up to date practices.</p> <p>Up to date medical information obtained for all participants taking part in activity. Coach to be responsible for individual medical needs.</p> <p>First aid equipment and stock of PPE to be checked and stocked regularly;</p> <ul style="list-style-type: none"> <li>- 4 x First Aid Stations in the Gymnastics Hall</li> </ul>   | Med |  |

- 1 x First Aid kit held within the Office
- 1 x First Aid kit within the Coaches Room (acting as 'spare')
- Additional First Aid material stored in the Coaches Room

Any first aid that cannot be administered by maintaining social distancing, must be carried out using the appropriate PPE.

In an emergency, for example, an accident, fire, or break-in, people do not have to stay 2m apart if it would be unsafe.

Post incident, all involved to sanitise thoroughly and if minor COVID-19 symptoms shown in future days, that person should instantly raise alert and get tested using Government guidance.

SDG follow British Gymnastics guidance for endorsed activity, ensuring activity choices are made to minimise the injury and illness risk/NHS burden as a priority consideration.

SDG ensure local emergency medical cover/assistance can be accessed in the event of a potential life or limb threatening injury requiring immediate extrication and urgent medical care or hospitalisation.

SDG will record any First Aid treatment via the Clubs' Accident Report Form.

#### 4. GYMNASTICS HALL: DELIVERY OF STRUCTURED SESSIONS

This section is relevant to the delivery of structured (coach-led) sessions, including:

- All Squad/Competitive Sessions
- Recreational Gymnastics Classes
- Recreational Trampoline Classes
- Recreational Pre-School (PS) Classes
- Holiday Sessions – including, but not limited to: Private Lessons, Gymnastics/Trampoline Camps, Tumblemania sessions etc.

| Activity / Process / Occupation                 | Persons potentially affected                                     | Health and / or Safety Hazards  | Precautions taken   | Risk Level<br><i>High, Med, Low</i> | Additional Measures Necessary<br><i>Section must be completed if is high</i> |
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| (4.1) Session participation within the gym area | Staff / Volunteers<br>Parents ( <i>PS Sessions</i> )<br>Gymnasts | Clashes of equipment e.g.,<br>Too many gymnasts / groups on one apparatus<br><br>Getting or spreading Coronavirus from shared equipment | <p>Each participant within the gymnastics hall has a minimum of 100sqft space (3m x 3m) – in line with DCMS &amp; BG guidance.</p> <p>Staggered class start times, with significantly reduced group numbers. Each group will have their own dedicated coach.</p> <p>Equipment rota in place to avoid cross overs, with dedicated warm up and apparatus space.</p> <p>Timer within the gym to advise coaches of rotation changeovers.</p> <p>Communication between coaches, particularly at the start of sessions/rotations.</p> <p>Individual group folders with detailed / related information (class registers, medical details, session plans etc.).</p> <p>Increased cleaning of equipment (further details below).</p> <p>Floor markings to define walkways within the Gymnastics Hall and promote social distancing.</p> <p>Sanitising stations throughout the Gymnastics Hall, with requirement to sanitise at the start of each session and upon each equipment changeover.</p> | Med                                 |  |

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|  |  |  | <p>Coaches to remain 2m away from gymnasts at all times - no supporting / handling of skills, or assistance to get on / off equipment unless it is deemed necessary to avoid an injury.</p> <p>Continuous staff training, meetings and relevant updates via appropriate communication channels.</p>   |     |  |
| (4.2) High touch surface areas – Gymnastics equipment specific | Staff / Volunteers<br>Gymnasts<br>Parents ( <i>PS Sessions</i> ) | <p>Droplets or virus being live on equipment (high touch area)</p> <p>Getting or spreading Coronavirus</p> | <p>‘Standard cleaning’ taking place at the beginning / end of each day throughout the full facility (Ref: <a href="#">Cleaning Procedures – COVID</a>).</p> <p>Sanitising stations throughout the Gymnastics Hall, with requirement to sanitise at the start of each session and upon each equipment changeover / kit rotation.</p> <p>Coaching staff required to wear face coverings when coaching on the gymnastics floor; gymnasts will not.</p> <p>Parents/guardians attending Pre-School Gymnastics sessions required to wear a face covering throughout the session (unless medically exempt).</p> <p>Music will not be played (where possible) and if it is, it will be played at a reduced volume to remove the sheet for shouting.</p> <p>Where possible, individual equipment will be used (e.g., floor mats, floor beams) and will be cleaned down after each use, and before being used by the next gymnast.</p> <p>Where equipment sharing cannot be avoided (e.g., trampolines, vault), the equipment will be cleaned before and after the group use the apparatus within the rotation.</p> <p>Each coach will carry a ‘cleaning caddy’ around with them to clean their stations accordingly before / after use. 8 mops containing cleaning solution strategically placed at zones within the gym to assist with larger surface area cleans. 4 additional boxes containing cleaning materials also with the gym for use as/when required.</p> <p>Gymnasts to have own chalk and water spray; sharing chalk bowels removed from the gymnastics hall.</p> | Med |  |

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|  |                             |  | <p>Upon reopening the facility, the foam pits will not be used. Through matting can be placed on top of the foam to allow for a soft-landing area. <i>See section 4.2.1 for further details on the re-introduction of foam pits for certain gymnastics groups from April 2021.</i></p> <p>'Duckets' used for storage of outdoor footwear, will be cleaned after each use.</p> <p>All equipment cleaned with a suitable cleaning product.</p>   |  |  |
| (4.2.1) High touch point areas – Reintroduction of foam pits | Staff / Volunteers Gymnasts | <p>Droplets or virus being live on equipment (high touch area)</p> <p>Getting or spreading Coronavirus</p> | <p>In accordance with guidance from British Gymnastics, from April 2021 foam pit use will be introduced for the following competitive squads:</p> <ul style="list-style-type: none"> <li>- General Squad</li> <li>- Intermediate Squad</li> <li>- Advanced Squad</li> <li>- Elite Squad</li> </ul> <p>The reintroduction of foam pits is permitted following the below control measures:</p> <ul style="list-style-type: none"> <li>- To reduce the risk of transmission, only one person may be in the pit at any one time. Where it is necessary for more than one person to enter the foam e.g., in an emergency, the pit should not be used for 90 minutes to ensure any potential viral load has disappeared before further use</li> <li>- Ensure that a gap of 1 minute is introduced between each gymnast using the pitted area. This time gap is a key factor in lowering the COVID transmission risk</li> <li>- Make sure that the pit is vacated as quickly as possible after use. E.g., wait until the gymnast is out of the foam before providing feedback on the skill performed</li> <li>- Pit use will be limited to essential skill development activities only. Where possible, coaches should utilise other set ups</li> <li>- Skills which require both the coach and gymnast to be in the pit at the same time should not be attempted</li> <li>- For the large pit area that includes more than one piece of equipment (bar / tumble area of the Gymnastics Hall), it is reasonable to divide the pit into zones. No two gymnasts will come into contact within the same area of foam within</li> </ul> |  |  |

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|                                     |  |  | <p>1 minute. The zones will provide sufficient space for landings to vary and entry and exit pathways for all gymnasts.</p> <p>Full findings of the British Gymnastics associated STRIKE Study can be accessed <a href="#">here</a>.</p>  |     |  |
| (4.3)<br>Administering<br>First Aid | Staff / Volunteers<br>Gymnasts<br>Parents ( <i>PS Sessions</i> ) | <p>Emergency incidents/application e.g. First Aid etc.</p> <p>Getting or spreading coronavirus</p> | <p>First aid risk assessment completed (Ref: <a href="#">First Aid Risk Assessment – COVID</a>).</p> <p>First Aiders aware of the symptoms of COVID-19 and most up to date practices.</p> <p>Up to date medical information obtained for all participants taking part in activity. Coach to be responsible for individual medical needs.</p> <p>First aid equipment and stock of PPE to be checked and stocked regularly;</p> <ul style="list-style-type: none"> <li>- 4 x First Aid Stations in the Gymnastics Hall</li> <li>- 1 x First Aid kit held within the Office</li> <li>- 1 x First Aid kit within the Coaches Room (acting as ‘spare’)</li> <li>- Additional First Aid material stored in the Coaches Room</li> </ul> <p>Any first aid that cannot be administered by maintaining social distancing, must be carried out using the appropriate PPE.</p> <p>In an emergency, for example, an accident, fire, or break- in, people do not have to stay 2m apart if it would be unsafe.</p> <p>Post incident, all involved to sanitise thoroughly and if minor COVID-19 symptoms shown in future days, that person should instantly raise alert and get tested using Government guidance.</p> <p>SDG follow British Gymnastics guidance for endorsed activity, ensuring activity choices are made to minimise the injury and illness risk/NHS burden as a priority consideration.</p> <p>SDG ensure local emergency medical cover/assistance can be accessed in the event of a potential life or limb threatening</p> | Med |  |

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|  |  |  | <p>injury requiring immediate extrication and urgent medical care or hospitalisation.</p> <p>SDG will record any First Aid treatment via the Clubs' <u>Accident Report Form</u>.</p>  |     |  |
| (4.4) Provision of professional medical support due to a sporting injury | Staff / Volunteers<br>Gymnast                                    | <p>Serious injury sustained</p> <p>Infection / transmission of the virus</p> | SDG ensure local emergency medical assistance can be accessed in the event of a potential life or limb threatening injury requiring immediate extrication and urgent medical care or hospitalisation.   | Low |  |
| (4.5) Sneezing & Coughing  | Staff / Volunteers<br>Gymnasts<br>Parents ( <i>PS Sessions</i> ) | Infection / transmission of the virus  | <p>Good hygiene practice in place.</p> <p>Tissues available; reminders to 'Catch It, Bin It, Kill It' or to cough/sneeze into the crook of their elbow.</p> <p>Hand sanitising stations available for use throughout the Gymnastics Hall.</p>   | Med |  |
| (4.6) Maintaining Good Hand Hygiene                                      | Staff / Volunteers<br>Gymnasts<br>Parents ( <i>PS Sessions</i> ) | Infection / transmission of the virus  | <p>Compulsory hand sanitisation station at the entrance to the building; and further stations throughout the building to promote good hygiene.</p> <p>Antibacterial soap in gym toilet, with paper towels (to avoid use of hand dryers).</p> <p>NHS signage displayed in toilets and around buildings - 20 second-hand washing.</p> <p>Further signage re: 'Catch It, Bin It, Kill It' around the Gymnastics Hall.</p> <p>Staff / coaches to remind participants (especially younger members) of good hygiene practice.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Bins emptied regularly as part of cleaning schedules.</p> | Med |  |
| (4.7) Maintaining Social Distancing                                      | Staff / Volunteers<br>Gymnasts                                   | Infection / transmission of the virus  | All gymnasts, staff and parents should adhere to government rules on social distancing when in the gymnastics hall.   | Med |  |



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|                          | Parents ( <i>PS Sessions</i> ) |                                       | <p>Floor markings to define walkways within the Gymnastics Hall and promote social distancing.</p> <p>With the exception of an emergency situation, SDG will ensure that there is no swapping between designated 'small clusters' or between 'larger groups' unless strictly required for realistic training. Any such swapping will ne be meticulously recorded. This is to reduce the risk of whole squad impact in the event of a gymnast (or coach) contracting COVID-19.</p> <p>No equipment will be used if participant is unable to access it themselves in a safe way (therefore eliminating the need to 'support' gymnasts onto equipment).</p> <p>All Pre-School participants accompanied by 1 adult throughout their session to assist with safely getting on / off equipment.</p> <p>No skills that require physical coach support will be performed by gymnasts at any level.</p>                           |  |  |
| (4.7.1) Contact Coaching | Staff / Volunteers<br>Gymnasts | Infection / transmission of the virus | <p>Contact / manual coaching will be introduced to Elite Gymnasts only from April 2021. For full details, see: <a href="#">Coach Contact Risk Assessment</a>.</p> <p>All coaches / gymnasts should complete a minimum of 2 weeks training prior to being involved in contact /manual coaching.</p> <p>All coaches / gymnasts must opt in to contact coaching and agree to self-screen 2 hours prior to each session (Ref: <a href="#">Self Screening Survey</a>). Coaches / gymnasts have the ability to opt out at any time.</p> <p>Coaches are permitted to coach one group of up to 15 gymnasts only; and can contact coach for a maximum of 15 minutes per day.</p> <p>Manual support may occur if:</p> <ul style="list-style-type: none"> <li>- The methodical activity or apparatus adaptation is new or carries risks and the coach / instructor wants to ensure the participant can perform it safely</li> </ul> |  |  |

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|  |  |  | <ul style="list-style-type: none"> <li>- The methodical activity or apparatus adaptation is new, and the participant is apprehensive</li> <li>- The participant is attempting or practising the full skill and there is a risk of injury during the skill or upon landing</li> <li>- There is a risk of overuse injury, or repetitive stress or strain due to forces associated with the amount of practise required to learn and master the full skill</li> <li>- All gymnasts and coaches should wash/sanitise their hands before, during and after sessions. Where possible, gymnasts should provide their own hand sanitiser</li> <li>- All coaches should avoid speaking to the gymnasts during the manual support activities unless in the event of an emergency</li> <li>- Before, during and after all manual support activities, the coach and gymnast must avoid touching their mouth, eyes and nose</li> <li>- All coaches must wear a face mask/covering in line with government guidance during manual support activities with each gymnast. This must remain on throughout the supported activity and until the gymnast is 2m in distance, adhering to social distance guidelines</li> <li>- Care should be taken to ensure masks are not left lying around the gym and are disposed of correctly/washed regularly</li> </ul> <p>Following activity:</p> <ul style="list-style-type: none"> <li>- The Club will keep a clear record for 21 days detailing which coaches had contact with which gymnasts (to be able to comply with NHS Test &amp; Trace of all gymnasts that opt-in for coach contact)</li> <li>- All coaches must wash their hands and arms with soap and water for 20 seconds following the manual support session</li> <li>- Remind gymnasts (including parents / carers) and coaches that they need to wash all items of clothing and leotards/unitards after every session they attend</li> <li>- Additional equipment, including manual supporting aids, e.g., rigs, push in mats, push in pads, foam modules are cleaned</li> <li>- Adherence to Governmental guidance relating to household members and isolation if symptoms are showing</li> </ul> |  |  |
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|-----------------------|--------------------------------|---|---|-----|--|
|                       |                                |   | <p>If a gymnast or coach who has been involved in manual support activity develops symptoms of Coronavirus they must self-isolate, get a test as soon as possible and not attend gymnastics sessions. At this point, the Club must:</p> <ul style="list-style-type: none"> <li>- Decide who is deemed a potential contact of the individual who is displaying symptoms (individuals who are in the session specific groups or other people who have been working or been within close proximity with the individual who has developed symptoms)</li> <li>- Inform all potential contacts that an individual in the sessions specific group has developed symptoms</li> <li>- Potential contacts will need to follow the government guidance and self-isolate for the recommended period</li> <li>- If they have no symptoms after this point, they will then be able to resume sessions as normal</li> <li>- If the test result is negative: <ul style="list-style-type: none"> <li>o If fit and well, the individual may return to gymnastics, and manual support activity can resume as before</li> </ul> </li> <li>- If the test result is positive: <ul style="list-style-type: none"> <li>o All contacts must be told to self-isolate for 14 days and must not attend gymnastics sessions</li> <li>o If any contacts are displaying symptoms; they should get a test as soon as possible.</li> </ul> </li> </ul> |     |  |
| (4.8)<br>Safeguarding | Staff / Volunteers<br>Gymnasts | Unsupervised gymnastics activity – risk of injury / harm to gymnast | <p>SDG will ensure there are always a minimum of 2 adults present in a supervisory capacity.</p> <p>All SDG qualified coaches hold appropriate and in date DBS &amp; SPC qualifications.</p>  | Low |  |

## 5. GYMNASTICS HALL: DELIVERY OF UN-STRUCTURED SESSIONS

This section is relevant to the delivery of un-structured sessions, including:

- Baby & Toddler Gym / Family Play Sessions
- Disability Gym (classes currently postponed)
- Adult Gym (classes currently postponed)
- 'Unstructured' External Hire e.g., Springfield Day Centre / The Sensory Group (classes currently postponed)

| Activity / Process / Occupation                  | Persons potentially affected  | Health and / or Safety Hazards  | Precautions taken   | Risk Level<br><i>High, Med, Low</i> | Additional Measures Necessary<br><i>Section must be completed if is high</i> |
|--|---|---|---|-------------------------------------|--|
| (5.1) Access and Egress to the Gymnastics Centre | Staff / Volunteers<br>Parents / Guardians<br>Children<br>Adult Participants | <p>Mass gatherings within the entrance/exit to the gym</p> <p>Accidents or Injury due to:</p> <ul style="list-style-type: none"> <li>- Overcrowding</li> <li>- Tripping</li> </ul> <p>Getting or spreading Coronavirus in common use high traffic areas</p> | <p>Entry to / from the Gymnastics Centre follows the principles outlined in section 3.2 of this Risk Assessment.</p> <p>Session attendees to follow guidelines as outlined in:</p> <ul style="list-style-type: none"> <li>- Club COVID Policy</li> <li>- Baby &amp; Toddler Gym Rules, Terms &amp; Conditions</li> <li>- <i>Additional Policies / Rules will be implemented for each user group as sessions resume</i></li> </ul> <p>Additional points to notes:</p> <ul style="list-style-type: none"> <li>- Sessions are no longer 'drop in' and must be booked online in advance</li> <li>- Maximum 1 adult per child (Bay &amp; Toddler Gym sessions) to assist with social distancing</li> <li>- Limited space for buggy / pram storage; use / storage to be avoided where possible</li> </ul> | Med                                 |  |
| (5.2) Session participation within the gym area  | Staff / Volunteers<br>Parents / Guardians<br>Children<br>Adult Participants | <p>Clashes of equipment e.g., Too many children / groups on one apparatus</p> <p>Getting or spreading Coronavirus from shared equipment</p>   | <p>Each participant within the gymnastics hall has a minimum of 100sqft space (3m x 3m) – in line with DCMS &amp; BG guidance.</p> <p>Baby &amp; Toddler Gym / Family Play sessions:</p> <ul style="list-style-type: none"> <li>- Limited to maximum of 15 children per session</li> <li>- All children supervised by 1 adult to assist with social distancing; parents / guardians are responsible for ensuring appropriate social distancing of themselves and their child(ren)</li> </ul>  | Med                                 |  |
| (5.3) High touch surface areas – Gymnastics      | Staff / Volunteers<br>Parents / Guardians<br>Children                       | Droplets or virus being live on equipment (high touch area)   | 'Standard cleaning' taking place at the beginning / end of each day throughout the full facility (Ref: <u>Cleaning Procedures – COVID</u> ).  | Med                                 |  |

|                                  |   |   |  |     |  |
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| equipment specific               | Adult Participants  | Getting or spreading Coronavirus  | <p>Sanitising stations throughout the Gymnastics Hall for parents / guardians &amp; children to use as required.</p> <p>SDG coaching staff required to wear face coverings when on the gymnastics floor.</p> <p>Parents / guardians / children aged over 11 (non-participants) also required to wear face coverings when in the gymnastics hall (unless medically exempt). Participants are not required to wear face coverings.</p> <p>Music will not be played (where possible) and if it is, it will be played at a reduced volume to remove the need for shouting.</p> <p>For Baby &amp; Toddler Gym sessions, all 'soft play' elements removed, leaving only larger and harder items suitable for cleaning. All equipment cleaned thoroughly before / after each session. Parents / guardians can request cleaning material from the SDG coach within the Gymnastics Hall, should they wish to sanitise a station before their child plays on it.</p> <p>Upon reopening the facility, the foam pits will not be used. Though matting can be placed on top of the foam to allow for a soft-landing area.</p> <p>Baby &amp; toddler gym sessions will now follow a structured style class, with separate zones and coaches directing the session</p> <p>'Duckets' used for storage of outdoor footwear, will be cleaned after each use.</p> |     |  |
| (5.4)<br>Administering First Aid | Staff / Volunteers<br>Parents / Guardians<br>Children<br>Adult Participants | Emergency incidents/application e.g. First Aid etc.<br><br>Getting or spreading coronavirus | <p>First aid risk assessment completed (Ref: <a href="#">First Aid Risk Assessment – COVID</a>).</p> <p>First Aiders aware of the symptoms of COVID-19 and most up to date practices.</p> <p>As / when required, the SDG coach(es) are responsible for administering First Aid. Where possible, parents / guardians will be requested to administer first aid on their children. Adult participants will be requested to 'self-treat' where possible.</p>  | Med |  |

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|  |   |   | <p>First aid equipment and stock of PPE to be checked and stocked regularly;</p> <ul style="list-style-type: none"> <li>- 4 x First Aid Stations in the Gymnastics Hall</li> <li>- 1 x First Aid kit held within the Office</li> <li>- 1 x First Aid kit within the Coaches Room (acting as 'spare')</li> <li>- Additional First Aid material stored in the Coaches Room</li> </ul> <p>Any first aid that cannot be administered by maintaining social distancing, must be carried out using the appropriate PPE.</p> <p>In an emergency, for example, an accident, fire, or break- in, people do not have to stay 2m apart if it would be unsafe.</p> <p>Post incident, all involved to sanitise thoroughly and if minor COVID-19 symptoms shown in future days, that person should instantly raise alert and get tested using Government guidance.</p> <p>SDG follow British Gymnastics guidance for endorsed activity, ensuring activity choices are made to minimise the injury and illness risk/NHS burden as a priority consideration.</p> <p>SDG ensure local emergency medical cover/assistance can be accessed in the event of a potential life or limb threatening injury requiring immediate extrication and urgent medical care or hospitalisation.</p> <p>SDG will record any First Aid treatment via the Clubs' <u>Accident Report Form</u>.</p> |     |  |
| (5.5) Provision of professional medical support due to a sporting injury | Staff / Volunteers<br>Parents / Guardians<br>Children<br>Adult Participants | Serious injury sustained<br><br>Infection / transmission of the virus | SDG ensure local emergency medical assistance can be accessed in the event of a potential life or limb threatening injury requiring immediate extrication and urgent medical care or hospitalisation.  | Low |  |
| (5.6) Sneezing & Coughing  | Staff / Volunteers<br>Parents / Guardians<br>Children<br>Adult Participants | Infection / transmission of the virus                                 | Good hygiene practice in place.<br><br>Tissues available; reminders to 'Catch It, Bin It, Kill It' or to cough/sneeze into the crook of their elbow.   | Med |  |

|                                     |   |                                       |   |     |  |
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|                                     |   |                                       | Hand sanitising stations available for use throughout the Gymnastics Hall.  |     |  |
| (5.7) Maintaining Good Hand Hygiene | Staff / Volunteers<br>Parents / Guardians<br>Children<br>Adult Participants | Infection / transmission of the virus | <p>Compulsory hand sanitisation station at the entrance to the building; and further stations throughout the building to promote good hygiene.</p> <p>Antibacterial soap in gym toilet, with paper towels (to avoid use of hand dryers).</p> <p>NHS signage displayed in toilets and around buildings - 20 second-hand washing.</p> <p>Further signage re: 'Catch It, Bin It, Kill It' around the Gymnastics Hall.</p> <p>Staff / coaches to remind participants (especially younger members) of good hygiene practice.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Bins emptied regularly as part of cleaning schedules.</p> | Med |  |
| (5.8) Maintaining Social Distancing | Staff / Volunteers<br>Parents / Guardians<br>Children<br>Adult Participants | Infection / transmission of the virus | <p>All staff, parents / guardians and participants should adhere to government rules on social distancing when in the gymnastics hall. Where young children are in the gymnastics hall (Baby &amp; Toddler Gym sessions) parents / guardians are responsible for social distancing.</p> <p>Floor markings to define walkways within the Gymnastics Hall and promote social distancing.</p> <p>No equipment will be used if a child / participant is unable to access it themselves in a safe way (therefore eliminating the need to 'support' gymnasts onto equipment).</p> <p>No skills that require physical coach support will be performed by gymnasts / participant at any level.</p>    | Med |  |

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| <p>(5.9)<br/>Safeguarding</p> | <p>Staff / Volunteers<br/>Gymnasts</p> | <p>Unsupervised gymnastics activity – risk of injury / harm to gymnast</p> | <p>SDG will ensure there are always a minimum of 2 adults present in a supervisory capacity.</p> <p>All SDG qualified coaches hold appropriate and in date DBS &amp; SPC qualifications.</p> | <p>Low</p> |  |
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## 6. GYMNASTICS HALL: DELIVERY OF CURRICULUM / SCHOOL ACTIVITY

This section is relevant to the delivery of:

- Curricular / extra-curricular activity within the Gymnastics Centre, led by SDG coach(es)

| Activity / Process / Occupation                                | Persons potentially affected                               | Health and / or Safety Hazards  | Precautions taken   | Risk Level<br><i>High, Med, Low</i> | Additional Measures Necessary<br><i>Section must be completed if is high</i> |
|--|--|---|---|-------------------------------------|--|
| (6.1) Access and Egress to the Gymnastics Centre               | Staff / Volunteers<br>Teachers / Support Staff<br>Children | Mass gatherings within the entrance/exit to the gym<br><br>Accidents or Injury due to:<br>- Overcrowding<br>- Tripping<br><br>Getting or spreading Coronavirus in common use high traffic areas | Entry to / from the Gymnastics Centre follows the principles outlined in section 3.2 of this Risk Assessment.<br><br>Session attendees to follow guidelines as outlined in:<br>- Club COVID Policy<br>- Additional Policies / Rules as communicated with each individual user group<br><br>Each user group to provide SDG with a copy of their Risk Assessment before attending any sessions at the Club.   | Med                                 |  |
| (6.2) Session participation within the gym area                | Staff / Volunteers<br>Teachers / Support Staff<br>Children | Clashes of equipment e.g., Too many children / groups on one apparatus<br><br>Getting or spreading Coronavirus from shared equipment  | Each participant within the gymnastics hall has a minimum of 100sqft space (3m x 3m) – in line with DCMS & BG guidance.<br><br>The majority of schools are currently operating within ‘bubbles’. SDG will respect the schools’ protocol with student bubbles, but SDG coaches will remain 2m away from gymnasts at all times - no supporting / handling of skills, or assistance to get on / off equipment unless it is deemed necessary to avoid an injury.<br><br>Sanitising stations throughout the Gymnastics Hall, with requirement to sanitise at the start of each session and upon each equipment changeover. | Med                                 |  |
| (6.3) High touch surface areas – Gymnastics equipment specific | Staff / Volunteers<br>Teachers / Support Staff<br>Children | Droplets or virus being live on equipment (high touch area)<br><br>Getting or spreading Coronavirus   | ‘Standard cleaning’ taking place at the beginning / end of each day throughout the full facility (Ref: <u>Cleaning Procedures – COVID</u> ).<br><br>Sanitising stations throughout the Gymnastics Hall, with requirement to sanitise at the start of each session and upon each equipment changeover.   | Med                                 |  |

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|                                     |  |  | <p>SDG coaching staff required to wear face coverings when on the gymnastics floor.</p> <p>Music will not be played (where possible) and if it is, it will be played at a reduced volume to remove the sheet for shouting.</p> <p>Upon reopening the facility, the foam pits will not be used. Though matting can be placed on top of the foam to allow for a soft-landing area.</p> <p>All used equipment will be cleaned after the session has concluded before the next group of participants enter the Gymnastics Hall.</p> <p>'Duckets' used for storage of outdoor footwear, will be cleaned after each use.</p>   |     |  |
| (6.4)<br>Administering<br>First Aid | Staff / Volunteers<br>Teachers / Support Staff<br>Children | <p>Emergency incidents/application e.g. First Aid etc.</p> <p>Getting or spreading coronavirus</p> | <p>First aid risk assessment completed (Ref: <a href="#">First Aid Risk Assessment – COVID</a>).</p> <p>First Aiders aware of the symptoms of COVID-19 and most up to date practices.</p> <p>The relevant school Teachers / Support Staff are responsible for administering First Aid on their students and are required to provide their own PPE / First Aid Kit.</p> <p>As / when required, SDG staff will support with administering First Aid.</p> <p>First aid equipment and stock of PPE to be checked and stocked regularly;</p> <ul style="list-style-type: none"> <li>- 4 x First Aid Stations in the Gymnastics Hall</li> <li>- 1 x First Aid kit held within the Office</li> <li>- 1 x First Aid kit within the Coaches Room (acting as 'spare')</li> <li>- Additional First Aid material stored in the Coaches Room</li> </ul> <p>Any first aid that cannot be administered by maintaining social distancing, must be carried out using the appropriate PPE.</p> <p>In an emergency, for example, an accident, fire, or break-in, people do not have to stay 2m apart if it would be unsafe.</p> | Med |  |

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|  |  |   | <p>Post incident, all involved to sanitise thoroughly and if minor COVID-19 symptoms shown in future days, that person should instantly raise alert and get tested using Government guidance.</p> <p>SDG follow British Gymnastics guidance for endorsed activity, ensuring activity choices are made to minimise the injury and illness risk/NHS burden as a priority consideration.</p> <p>SDG ensure local emergency medical cover/assistance can be accessed in the event of a potential life or limb threatening injury requiring immediate extrication and urgent medical care or hospitalisation.</p> <p>SDG will record any First Aid treatment via the Clubs' <u>Accident Report Form</u>.</p> |     |  |
| (6.5) Provision of professional medical support due to a sporting injury | Staff / Volunteers<br>Teachers / Support Staff<br>Children | Serious injury sustained<br><br>Infection / transmission of the virus | SDG ensure local emergency medical assistance can be accessed in the event of a potential life or limb threatening injury requiring immediate extrication and urgent medical care or hospitalisation.   | Low |  |
| (6.6) Sneezing & Coughing  | Staff / Volunteers<br>Teachers / Support Staff<br>Children | Infection / transmission of the virus                                 | <p>Good hygiene practice in place.</p> <p>Tissues available; reminders to 'Catch It, Bin It, Kill It' or to cough/sneeze into the crook of their elbow.</p> <p>Hand sanitising stations available for use throughout the Gymnastics Hall.</p>   | Med |  |
| (6.7) Maintaining Good Hand Hygiene                                      | Staff / Volunteers<br>Teachers / Support Staff<br>Children | Infection / transmission of the virus                                 | <p>Compulsory hand sanitisation station at the entrance to the building; and further stations throughout the building to promote good hygiene.</p> <p>Antibacterial soap in gym toilet, with paper towels (to avoid use of hand dryers).</p> <p>NHS signage displayed in toilets and around buildings - 20 second-hand washing.</p>   | Med |  |

|                                     |  |   |   |     |  |
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|                                     |  |   | <p>Further signage re: 'Catch It, Bin It, Kill It' around the Gymnastics Hall.</p> <p>Staff / coaches to remind participants (especially younger members) of good hygiene practice.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Bins emptied regularly as part of cleaning schedules.</p>   |     |  |
| (6.8) Maintaining Social Distancing | Staff / Volunteers<br>Teachers / Support Staff<br>Children | Infection / transmission of the virus                               | <p>The majority of schools are currently operating within 'bubbles'. SDG will respect the schools' protocol with student bubbles, but SDG coaches will remain 2m away from gymnasts at all times - no supporting / handling of skills, or assistance to get on / off equipment unless it is deemed necessary to avoid an injury.</p> <p>School teachers / support staff are responsible for their students' movements, and when outside of 'bubbles' should implement the Club's policy re: social distancing.</p> <p>Floor markings to define walkways within the Gymnastics Hall and promote social distancing.</p> <p>No equipment will be used if a child / participant is unable to access it themselves in a safe way (therefore eliminating the need to 'support' gymnasts onto equipment).</p> <p>No skills that require physical coach support will be performed by gymnasts / participant at any level.</p> | Med |  |
| (6.9) Safeguarding                  | Staff / Volunteers<br>Teachers / Support Staff<br>Children | Unsupervised gymnastics activity – risk of injury / harm to gymnast | <p>SDG will ensure there are always a minimum of 2 adults present in a supervisory capacity.</p> <p>All SDG qualified coaches hold appropriate and in date DBS &amp; SPC qualifications.</p>  | Low |  |

## 7. GYMNASTICS: RISKS ASSOCIATED WITH A RETURN TO THE SPORT

| Activity / Process / Occupation   | Persons potentially affected   | Health and / or Safety Hazards  | Precautions taken   | Risk Level<br><i>High, Med, Low</i> | Additional Measures Necessary<br><i>Section must be completed if is high</i> |
|---|--------------------------------|---|---|-------------------------------------|--|
| (7.1) Returning to training after a prolonged period away from activity   | Gymnasts                       | Injury as a result of: <ul style="list-style-type: none"> <li>- Reduced fitness levels</li> <li>- Mental preparation</li> </ul>                                       | <p>Squad gymnasts and parents communicated with prior to returning to training to help manage expectations and remove any pressure associated with returning to training. Communication will outline plans and explain that for a number of weeks, training will be low impact and be based on physical preparation before re-learning skills.</p> <p>New training plan(s) established to include programming that support all activity groups: considering fitness, flexibility, conditioning, and safe progressions.</p> <p>Training plans continuously reviewed by coaches to reflect and adapt safe and progressive planning to support the gymnast's ability level.</p> <p>Parents welcomed to 'meet' with coaching team to discuss any concerns they may have. To try and minimise face to face contact – this will be encouraged via phone / online communications.</p> <p>Individual meetings will be held with the parents / guardians of gymnasts with additional needs; revised evacuation plans will be put in place where necessary.</p> | Med                                 |  |
| (7.2) Returning to training after a prolonged period away from activity – Clinically or Extremely Vulnerable Gymnasts | Staff / Volunteers<br>Gymnasts | Injury as a result of: <ul style="list-style-type: none"> <li>- Reduced fitness levels</li> <li>- Mental preparation</li> </ul> Infection / transmission of the virus | <p>Gymnasts or staff deemed 'clinically extremely vulnerable' should continue to follow government advice.</p> <p>Spaces to return to the Club will be held where possible.</p>   | Low                                 |  |
| (7.3) Returning to work and activity after a prolonged period away  | Staff / Volunteers             | Injury as a result of: <ul style="list-style-type: none"> <li>- Recovery from illness</li> <li>- Mental aptitude</li> <li>- Change in health</li> </ul>               | Return to work interviews / inductions conducted with each member of staff / volunteer before returning to work.  | Med                                 |  |

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|  |  | - Getting or spreading Coronavirus | Staff training and meetings to provide updates on adherence to social distancing, good hand hygiene, cleaning, new NOPs, new policies and processes etc. – all recorded appropriately. |  |  |
|--|--|------------------------------------|--|--|--|

## 8. STAFF & STAFF AREAS

| Activity / Process / Occupation   | Persons potentially affected | Health and / or Safety Hazards   | Precautions taken   | Risk Level<br><i>High, Med, Low</i> | Additional Measures Necessary<br><i>Section must be completed if is high</i> |
|---|------------------------------|----------------------------------|---|-------------------------------------|--|
| (8.1) Social distancing in and appropriate cleaning of staff common areas | Staff / Volunteers           | Getting or spreading Coronavirus | <p>Staff will have staggered start / finish times to avoid congestion at the gym entrance, and within staff common areas.</p> <p>Upon entry, staff must wear a face covering, have their temperature checked, and sanitise their hands.</p> <p>Staff will access the gymnastics hall via the Office, where they can leave their valuables in a designated tray, sign in &amp; collect their visor. They can then proceed to their designated locker in the gymnastics hall to store their clothing, before making their way to the coach's room to place any food / drink in the fridge.</p> <p>Office staff will keep all of their personal belongings with them at their desk.</p> <p>Breaks will be staggered to avoid overcrowding in the coach's room.</p> <p>Staff are encouraged to stay on-site during working hours.</p> <p>Staff must adhere to social distancing and hand hygiene rules throughout the building.</p> <p>Office staff will have independent workstations to reduce the need to share any space. Additional chairs removed from Office space.</p> <p>Staff advised to bring in own water bottles / cups etc. to use.</p> <p>'Confidence cleaning' will be carried out by staff when on shift. This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>- Cleaning workstations and items before / after use</li> <li>- Cleaning down the staff toilet facilities before/after use – door handles, dispensers, toilet, sink, flusher</li> <li>- Cleaning kitchen surfaces, and using only personal items only (e.g., cups) throughout their shift</li> </ul> <p>(Ref: <a href="#">Cleaning Procedures – COVID</a>).</p> | Med                                 |  |

## 9. COVID RISK ASSESSMENT CONTROL MEASURES

| <b>COVID-19 SPECIFIC ASSESSMENT</b>   |  |
|---|--|
| <b>ADDITIONAL CONTROL MEASURES IN PLACE FOR THE FOLLOWING AREAS</b>   |  |
| <b>HUMAN CONTACT (Social Distancing)</b>  | <b>EQUIPMENT / FACILITY</b>  |
| <ul style="list-style-type: none"> <li>• Adhere to current social distancing guidelines</li> <li>• Indicate drop off/pick up points and times (staggered)</li> <li>• Gymnast groupings and ratios considered in planning and timetabling</li> <li>• Planning of staff working patterns – reduced overlap, staggered start times</li> <li>• Timetable adjustment to support social distancing and cleaning</li> <li>• Online/phone payments made where possible</li> <li>• Book online/over phone where possible to reduce unnecessary contact</li> <li>• Online ordering system for class registration</li> <li>• Reduced class sizes in line with government guidance to reduce contact with others</li> <li>• Where possible meetings between staff conducted virtually</li> <li>• Where meetings are required in person, social distancing to be maintained</li> <li>• Cleaning with the relevant PPE</li> <li>• Excellent hand hygiene</li> <li>• Coaching done from 2m + away - no supporting / handling of skills unless required to avoid an injury</li> <li>• Contact coaching introduced for Elite Gymnasts only, following specific protocol</li> </ul> | <ul style="list-style-type: none"> <li>• Markings on the floor for visual representation for social distancing</li> <li>• Group sizing significantly reduced accommodate current social distancing guidelines</li> <li>• Sanitising stations / wash facilities located around the venue</li> <li>• Waste bins located around the venue</li> <li>• Revised equipment layouts and routes appropriate for social distancing</li> <li>• Revised equipment access for ease of use by coaches and gymnasts</li> <li>• Personal belongings to be kept together and easy to clean/maintain – wooden duckets and lockers</li> <li>• Increased cleaning including visible cleaning rota schedules</li> <li>• Gymnasts are not to share personal apparatus e.g., handguards/ chalk etc.</li> <li>• Increased equipment cleaning before/ during/ after sessions as required</li> <li>• Good natural ventilation within the building – doors to remain open where possible to assist with this and reduce hand contact</li> <li>• Removal of equipment / furniture that is not required</li> <li>• Marked areas for coaching where practical</li> </ul> |
| <b>PROCEDURAL</b>   | <b>EDUCATIONAL</b>   |
| <ul style="list-style-type: none"> <li>• One-way systems where possible</li> <li>• Signage around the venue</li> <li>• Private toilets in use only – cubicle toilets and changing rooms closed to allow one in one out</li> <li>• Encourage good hygiene</li> <li>• Brief younger members to help promote procedures</li> <li>• Review of Normal Operating Procedures to include COVID-19 actions (where appropriate)</li> <li>• Revised pathways within the gym allowing easy access</li> <li>• Communications re: any changes in procedure prior to opening to ensure members are aware in advance of any changes</li> <li>• Suitable procedures in place in the eventuality that someone is displaying symptoms of COVID-19 or has a confirmed case of COVID-19</li> <li>• Return to work interviews/inductions for staff (highlighting any changes)</li> <li>• Staff training, particularly on awareness of the COSHH related risks / sheets</li> </ul>   | <ul style="list-style-type: none"> <li>• Informational signage within non gym areas</li> <li>• Social distancing signage</li> <li>• Review of gymnast training programmes for gymnasts, parents/guardians, and coaches (where required)</li> <li>• Discussions of return to gymnastics steps that are individual to gymnasts (like a return to work/re-induction)</li> <li>• Extended re-integration back into the sport through specific training and timetabling</li> <li>• Encouragement of good hygiene practices throughout the business/gym</li> <li>• Planning of safe progressions that can be done whilst social distancing</li> </ul>  |



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| <ul style="list-style-type: none"> <li>• Ongoing research / communications with other Clubs and how they are adapting to those that are classified as vulnerable – as well as general practice</li> <li>• Staff meetings with topics of COVID-19</li> <li>• Limit paperwork by using online tools</li> <li>• 5 staff members assigned as COVID Officers - responsible for COVID-19 practices</li> <li>• Reasonable adjustments to entry and exit points</li> </ul>  |  |
| <b>FIRST AID REQUIREMENTS</b>   | <b>SUSPECTED CASE OF COVID-19</b>  |
| <ul style="list-style-type: none"> <li>• Train/upskill First Aiders on social distancing guidance for First Aid incidents</li> <li>• Upskill non-First Aid staff on the symptoms of COVID-19 and how to report</li> <li>• First Aiders to familiarise themselves with the symptoms of COVID-19</li> <li>• First aid equipment to be checked and stocked regularly</li> <li>• First aid risk assessment completed</li> <li>• First aiders must wear PPE when administering first aid</li> <li>• In an emergency, for example, an accident, fire, or break-in, people do not have to stay 2m apart if it would be unsafe</li> <li>• Post incident, all involved to sanitise thoroughly and where minor COVID symptoms shown in future days to instantly raise alert and get tested using Government guidance</li> </ul> | <ul style="list-style-type: none"> <li>• Children will not be allowed to train if any of their family members (from the same household) are in self isolation – appropriate reminders around the building and on social media from time to time to help keep awareness up</li> <li>• Test and Trace system adhered to – building register with data held for 21 days</li> <li>• Anyone showing symptoms are sent home for isolation and follow the NHS ‘Test and Trace’ system</li> <li>• Members of staff of family members who think they may be infected to carry out the self-assessment on the NHS website before arriving at the gym and to follow guidance: <a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a></li> <li>• Welfare Officer or Lead Coach supporting in family welfare as per normal processes (situation dependent)</li> </ul>                |
| <b>PPE REQUIRED</b>   | <b>CLEANING SCHEDULE</b>   |
| <ul style="list-style-type: none"> <li>• Face masks/coverings in line with Club Policy and Government guidance</li> <li>• Appropriate PPE to support new operational requirements and appropriate training</li> <li>• All staff members who complete cleaning tasks to be upskilled in that task and the requirements of materials involved</li> <li>• All First Aiders to use the PPE that is suitable for the needs of the incident</li> </ul>  | <ul style="list-style-type: none"> <li>• Cleaning/sanitising of equipment will take place as per the club’s risk assessment and in line with Government &amp; BG guidance</li> <li>• Current cleaning programmes within gym and non-gym areas reviewed</li> <li>• Review of all cleaning chemicals and ‘fit for purpose’ e.g., COSHH sheets</li> <li>• Cleaning slots programmed between each rotation e.g., clean down of used equipment and that is going to be used by the next group of gymnasts</li> <li>• Use of external companies for waste disposal (e.g., sanitary bins)</li> <li>• Where required, use double protection methods such as double bagging</li> <li>• Wash hands for 20+ seconds with hand wash / hand sanitiser</li> <li>• Have colour system in place for cleaning equipment</li> <li>• Cleaning schedules to be visible / available upon request</li> </ul> |
| <b>OTHER</b>  |  |
| <ul style="list-style-type: none"> <li>• Review all current Risk Assessments for the club/facility, plus a creation of a specific COVID-19 Risk Assessment</li> <li>• Pathways marked out around the external parts of the building, with social distancing lines for queue management</li> <li>• Legionella Risk Assessment completed</li> <li>• Regular cleaning completed of all water systems</li> <li>• Review of event risk assessments (when events likely to resume)</li> </ul>   |  |

## RISK ASSESSMENT REVIEWS

**Suggested Review Date:** After significant changes, or annually

**Annual Review Date:** 12<sup>th</sup> August 2021

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| <b>Risk Assessment Reviewed By:</b> | Melissa Spence  |
| <b>Date:</b>                        | 13.09.2020  |
| <b>Comments:</b>                    | 1.3 – Addition re: local lockdown protocol<br>2.2 – Addition of hyperlink – Government advice re: travelling from a country that requires self-isolation<br>2.2 – Addition of hyperlink – NHS guidance re: when to self-isolate and what to do<br>3.1 – Amendment to reflect most current UK Government Guidance<br>3.3 – Amendment to reflect Viewing Gallery use exceptions<br>3.8 – Additional location of First Aid material included<br>4.0 – Renamed to reflect section more appropriately – for delivery of STRUCTURED / COACH LED sessions<br>4.1 – Addition re: reference to no supporting / handling skills (maintaining social distancing)<br>4.2 – Addition re: requirement for parents / guardians attending Pre-School sessions to wear face coverings<br>4.2 – Additional cleaning requirements / protocols added<br>4.7 – Reference to Pre-School children attending session with 1 parent / guardian, and assistance getting on / off equipment safely<br>5.0 – NEW SECTION: Delivery of UNSTRUCTURED sessions (e.g., Baby & Toddler Gym)<br>6.0 – NEW SECTION: Delivery of EXTERNAL HIRE sessions (e.g., Schools)<br>8.1 – Addition re: requirement for staff to wear face covering when entering the facility<br>9.0 – Small amendments /additions to control measures |
| <b>Next Suggested Review Date:</b>  | As required / in line with Government / NHS / DCC / BG Updates  |

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| <b>Risk Assessment Reviewed By:</b> | Melissa Spence   |
| <b>Date:</b>                        | 19.09.2020   |
| <b>Comments:</b>                    | 3.5 – Addition of section: Use of vending machine (downstairs) |
| <b>Next Suggested Review Date:</b>  | As required / in line with Government / NHS / DCC / BG Updates |

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|-------------------------------------|--|
| <b>Risk Assessment Reviewed By:</b> | Melissa Spence   |
| <b>Date:</b>                        | 08.04.2021   |
| <b>Comments:</b>                    | 4.7.1 – NEW SUB-SECTION: Contact Coaching<br>4.2.1 – NEW SUB SECTION: High touch point areas – Reintroduction of foam pits |
| <b>Next Suggested Review Date:</b>  | As required / in line with Government / NHS / DCC / BG Updates   |