



Risk Assessment

COVID-19

Work Activity to be Assessed:	Gymnastics Centre (during COVID-19)	Section:	Working Area
Name of Assessor:	Melissa Spence	Position of Assessor:	Development Manager
Date of Assessment:	07.08.2021	Assessment Review Date:	Ongoing - 11.08.2022

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 requested to wear a face covering (outside of the Gymnastics Hall) and to practice social distancing where possible.

SDG will continue to follow the primary guidance as put forth by the Government - [Guidance on coronavirus \(COVID-19\) measures for grassroots sport participants, providers and facility operators](#)

1. REOPENING THE GYMNASTICS CENTRE FOLLOWING A SHUT DOWN

Activity / Process / Occupation	Persons potentially affected	Health and / or Safety Hazards	Precautions taken	Risk Level <i>High, Med, Low</i>	Additional Measures Necessary <i>Section must be completed if is high</i>
(1.1) Reopening the Gymnastics Centre following a shut down	Staff / Volunteers Gymnasts Parents / Guardians 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 cleaning of non-healthcare settings outside of the home. High touch point areas will be cleaned a minimum of 2x per day.</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>	Med	
(1.2) Assuming responsibility for COVID-19	Staff / Volunteers Gymnasts Parents / Guardians 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"> - Lead on ensuring any suspected or confirmed COVID-19 cases are managed in line Government, British Gymnastics and Durham County Council guidance - Update, adapt and communicate any changes to daily practice in line with ongoing updates (Gov., BG, DCC) - Be available for staff / members to voice their opinions / concerns in any COVID related matters <p>The 5 named COVID-19 Officers are:</p> <ul style="list-style-type: none"> - Melissa Spence - Kelly Milnes - Jenna Maynard - Helen Maxwell - Rebecca Armstrong 	Med	

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

Activity / Process / Occupation	Persons potentially affected	Health and / or Safety Hazards	Precautions taken	Risk Level <i>High, Med, Low</i>	Additional Measures Necessary <i>Section must be completed if is high</i>
(2.2) A person showing potential symptoms of Coronavirus	Staff / Volunteers Gymnasts Parents / Guardians Children	Getting or spreading Coronavirus	<p>All entrants of the facility are encouraged to read and adhere to the Club's COVID Policy. (Emailed to members & available on the club website).</p> <p>Members / visitors / parents / guardians / staff must not attend should they have tested positive for COVID with the last 10 days, are displaying any COVID-19 symptoms or if they have recently returned from a country which requires self-isolation.</p> <p>Staff trained to identify the symptoms of COVID- 19 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 follow isolation guidelines as stipulated by the Government/NHS.</p> <ul style="list-style-type: none"> - Where a person tests negative for COVID-19 they can return to gymnastics - 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 & Trace <p>More than one case to be reported to local PHE Office.</p> <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 continue to hold records of everyone that has attended the facility (to the best of their ability) for 21 days so details can</p>	Med	

			<p>be passed to NHS Test & Trace if required. NHS QR codes will be on display throughout the facility for visitors to check in.</p>		
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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.

**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 <i>High, Med, Low</i>	Additional Measures Necessary <i>Section must be completed if is high</i>
(3.1) Returning from a Country that requires self-isolation	Staff / Volunteers Gymnasts Parents / Guardians Children	Infection / transmission of the virus	Travelers returning from a country that requires self-isolation should 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 Gymnasts Parents / Guardians 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"> - Overcrowding - Tripping <p>Getting or spreading Coronavirus in common use high traffic areas</p>	<p>No entry by any child / adult should they have tested positive for COVID-19 and are required to self-isolate.</p> <p>From Monday 16 August 2021, people who are double jabbed* or aged under 18 will no longer be legally required to self-isolate if they are identified as a close contact of a positive COVID-19 case. The Government & SDG request that identified close contacts get free PCR test as soon as possible – and do not return to the Gymnastics Centre until they are in receipt of a negative test.</p> <p><i>*Double vaccinated adults: those who received their final dose of an MHRA-approved vaccine in the UK vaccination programme, at least 14 days prior to contact with a positive case.</i></p> <p>All people entering the Centre are requested to maintain social distancing to the best of their ability, sanitise their hands frequently and wear face coverings if over the age of 11 (and not participating within physical activity).</p> <p>Gymnasts requested to arrive ready to participate (in sporting attire), and as close to their session start time as possible to reduce congestion within the corridors / changing rooms.</p> <p>Training sessions staggered to avoid major cross overs and ‘mass gatherings’ in a relatively small space.; with group / session sizes reduced.</p> <p>Signage in place to show exit / entry points and processes, plus reminders of social distancing, mask wearing hand hygiene etc.</p>	Med	

			<p>Increased hygiene procedures including hand wash/sanitising stations throughout the Centre.</p> <p>'Assurance cleaning' taking place multiple times throughout the day in high traffic / high touch point areas.</p> <p>A full clean of the facility and the equipment taking place at the beginning / end of each day throughout the full facility.</p> <ul style="list-style-type: none"> - All surfaces cleaned with a suitable cleaning product - Cleaning rotas in place and signed as appropriate - COSHH Risk Assessment updated with new chemicals - Staff trained on COSHH <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 protocols.</p> <p>Members / visitors advised of new COVID procedures prior to visiting.</p>		
(3.3) Crowding within the viewing gallery and waiting areas	<p>Staff / Volunteers</p> <p>Gymnasts</p> <p>Parents / Guardians</p> <p>Children</p>	<p>Accidents or Injury due to:</p> <ul style="list-style-type: none"> - Overcrowding - Tripping - Collisions <p>Getting or spreading Coronavirus in common use high traffic areas</p>	<p>Parents / guardians requested to bring their child(ren) ready to participate and as close to the class start time as possible to avoid congestion within communal areas within the Centre.</p> <p>QR codes available throughout the Centre for those visiting the Gymnastics Hall / SD Diner.</p> <p>Face covering requested to be worn by anyone over the age of 11 (unless medically exempt).</p> <p>Increased hygiene procedures including hand wash/sanitising stations.</p> <p>Cleaning stations throughout viewing gallery for parents / guardians to clean seating area before / after use.</p> <p>'Assurance cleaning' taking place multiple times throughout the day in high traffic / high touch point areas.</p>	Med	

			<p>Staff trained appropriate with regards to new NOP and COVID protocols.</p> <p>Members / visitors advised of new COVID procedures prior to visiting.</p>		
(3.4) Cross over in toilets and changing rooms	<p>Staff / Volunteers Gymnasts Parents / Guardians Children</p>	<p>Getting or spreading Coronavirus in common use high traffic areas</p>	<p>Gymnasts to arrive in training kit, reducing the need to change on site.</p> <p>'Assurance cleaning' taking place multiple times throughout the day in high traffic / high touch point areas.</p>	Low	
(3.5) Use of vending machine (downstairs)	<p>Staff / Volunteers Gymnasts Parents / Guardians Children</p>	<p>Getting or spreading Coronavirus in common use high traffic areas</p>	<p>'Assurance cleaning' taking place multiple times throughout the day in high traffic / high touch point areas.</p> <p>The vending machine is positioned near to a hand sanitising station; signage on the machine requests everyone using the machine to sanitise first.</p>	Low	
(3.6) Maintaining Good Hand Hygiene	<p>Staff / Volunteers Gymnasts Parents / Guardians Children</p>	<p>Infection / transmission of the virus</p>	<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 toilets, 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 building.</p>	Med	
(3.7) Stagnant water left within the pipes and air-cooling systems	<p>Staff / Volunteers Gymnasts Parents / Guardians Children</p>	<p>Legionella</p>	<p>Regular cleaning completed of all water systems.</p> <p>Twice weekly water system flush e.g., flush every toilet, run every tap/shower.</p> <p><i>Associated tasks have been completed by DCC staff during the Gym's closure.</i></p>	Low	
(3.8) Waste Management / Waste Disposal	<p>Staff / Volunteers</p>	<p>Contracting of Coronavirus through waste management e.g., emptying bins</p>	<p>External companies to empty highly contagious bins etc. e.g., sanitary/nappy bins – arranged by DCC.</p> <p>Bins checked and emptied daily.</p>	Low	

		<p>Infection / transmission of the virus</p>	<p>Staff trained on waste management. Staff should take responsibility to dispose of waste as follows:</p> <ul style="list-style-type: none"> - PPE – Wear disposable gloves and seal the top of the bag with a knot - Only handle bagged rubbish by the neck - DO NOT put your hands underneath the bag - Carry all bagged rubbish AWAY from your body at arm's length - Wash hands for 20+ seconds with hand wash afterwards <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"> - 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 - Wash hands regularly with soap and water for 20 seconds after removing gloves, aprons and other protection used while cleaning - Change uniform if deemed necessary 		
<p>(3.9) Administering First Aid</p>	<p>Staff / Volunteers Gymnasts Parents / Guardians Children</p>	<p>Emergency incidents/application e.g. First Aid etc.</p> <p>Getting or spreading coronavirus</p>	<p>First Aid Risk Assessment completed.</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"> - 4 x First Aid Stations in the Gymnastics Hall - 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 <p>Any first aid that cannot be administered by maintaining social distancing, must be carried out using the appropriate PPE.</p>	<p>Med</p>	

In an emergency, for example, an accident, fire, or break- in, people do not have to maintain social distancing 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 <i>High, Med, Low</i>	Additional Measures Necessary <i>Section must be completed if is high</i>
(4.1) Session participation within the gym area	Staff / Volunteers Parents (<i>PS Sessions</i>) Gymnasts	Clashes of equipment e.g., Too many gymnasts / groups on one apparatus Getting or spreading Coronavirus from shared equipment	Staggered class start times where possible, with significantly reduced group numbers. Each group will have their own dedicated coach. Equipment rota in place to avoid major cross overs. Timer within the gym to advise coaches of rotation changeovers. Communication between coaches, particularly at the start of sessions / rotations. Individual group folders with detailed / related information (class registers, medical details, session plans etc.). Sanitising stations throughout the Gymnastics Hall, with requirement to sanitise at the start of each session and upon each equipment changeover. Coaches to encourage social distancing where possible. Supporting / handling will be carried out when required to develop skills / prevent injury – coaches will wear face coverings when handling. Continuous staff training, meetings and relevant updates via appropriate communication channels.	Med	

<p>(4.2) High touch surface areas – Gymnastics equipment specific</p>	<p>Staff / Volunteers Gymnasts Parents (<i>PS Sessions</i>)</p>	<p>Droplets or virus being live on equipment (high touch area)</p> <p>Getting or spreading Coronavirus</p>	<p>A full clean of the facility and the equipment* taking place at the beginning / end of each day throughout the full facility. <i>*The foam pits cannot be cleaned daily</i></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 requested to wear a face covering throughout the session (unless medically exempt).</p> <p>Where possible, individual equipment will be used (e.g., floor mats, floor beams).</p> <p>Gymnasts to have own chalk and water spray.</p> <p>‘Duckets’ used for storage of outdoor footwear, will be cleaned daily.</p> <p>All equipment cleaned with a suitable cleaning product.</p> <p>Full findings of the British Gymnastics associated STRIKE Study (in relation to the use of foam pits) can be accessed here.</p>	<p>Med</p>	
<p>(4.3) Administering First Aid</p>	<p>Staff / Volunteers Gymnasts Parents (<i>PS Sessions</i>)</p>	<p>Emergency incidents/application e.g. First Aid etc.</p> <p>Getting or spreading coronavirus</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"> - 4 x First Aid Stations in the Gymnastics Hall - 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 	<p>Med</p>	

			<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 maintain social distancing 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>		
(4.4) Provision of professional medical support due to a sporting injury	Staff / Volunteers Gymnast	Serious injury sustained 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	
(4.5) Sneezing & Coughing	Staff / Volunteers Gymnasts 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 Gymnasts Parents (<i>PS Sessions</i>)	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.	Med	

			<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 daily as part of cleaning schedules.</p>		
(4.7) Maintaining Social Distancing	Staff / Volunteers Gymnasts Parents (<i>PS Sessions</i>)	Infection / transmission of the virus	<p>All gymnasts, staff and parents / guardians are encouraged to maintain social distancing when in the gymnastics hall.</p> <p>Structured sessions have preidentified groups with a dedicated coach. Minimal / restricted 'swaps' in place – aside to cover for annual leave, sickness, emergencies.</p> <p>Coaches supporting / handling provided by coaches done so whilst wearing face coverings.</p>	Med	
(4.7.1) Contact Coaching	Staff / Volunteers Gymnasts	Infection / transmission of the virus	<p>Coaches supporting / handling provided by coaches done so whilst wearing face coverings.</p> <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.</p> <p>If the test result is negative:</p> <ul style="list-style-type: none"> - If fit and well, the individual may return to gymnastics, and manual support activity can resume as before <p>If the test result is positive:</p> <ul style="list-style-type: none"> - The person(s) testing positive should isolate as per the Government guidance - All close contacts must be informed 		

			- If any contacts are displaying symptoms; they should get a test as soon as possible.		
(4.8) Safeguarding	Staff / Volunteers Gymnasts	Unsupervised gymnastics activity – risk of injury / harm to gymnast	SDG will ensure there are always a minimum of 2 adults present in a supervisory capacity. All SDG qualified coaches hold appropriate and in date DBS & SPC qualifications.	Low	

5. GYMNASTICS HALL: DELIVERY OF UN-STRUCTURED SESSIONS

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

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

Activity / Process / Occupation	Persons potentially affected	Health and / or Safety Hazards	Precautions taken	Risk Level <i>High, Med, Low</i>	Additional Measures Necessary <i>Section must be completed if is high</i>
(5.1) Access and Egress to the Gymnastics Centre	Staff / Volunteers Parents / Guardians Children 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"> - Overcrowding - Tripping <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"> - Club COVID Policy - Free Play Rules, Terms & Conditions - Adult Gym Rules, Terms & Conditions <p>Additional points to notes:</p> <ul style="list-style-type: none"> - Session numbers are restricted to max. of 50 - Sessions are no longer 'drop in' and must be booked online in advance (barring availability being opened up to drop in's – first come, first served) - Parent child sessions restricted to 2 adults per child - Limited space for buggy / pram storage; use / storage to be avoided where possible 	Med	
(5.2) Session participation within the gym area	Staff / Volunteers Parents / Guardians Children 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>Baby & Toddler Gym / Family Play sessions:</p> <ul style="list-style-type: none"> - Limited to maximum of 50 children per session - All children supervised by maximum of 2 adults to assist with social distancing where possible; parents / guardians are responsible for ensuring safety of themselves and their child(ren) <p>Parties</p> <ul style="list-style-type: none"> - Limited to maximum of 30 children 	Med	

<p>(5.3) High touch surface areas – Gymnastics equipment specific</p>	<p>Staff / Volunteers Parents / Guardians Children Adult Participants</p>	<p>Droplets or virus being live on equipment (high touch area) Getting or spreading Coronavirus</p>	<p>A full clean of the facility and the equipment taking place at the beginning / end of each day throughout the full facility.</p> <p>Sanitising stations throughout the Gymnastics Hall for parents / guardians & 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) requested to wear face coverings when in the gymnastics hall (unless medically exempt). Participants are not required to wear face coverings.</p> <p>Parents / guardians can request cleaning material from the SDG coach within the Gymnastics Hall, should they wish to sanitise a station / toy before their child plays on / with it.</p> <p>‘Duckets’ used for storage of outdoor footwear, will be cleaned daily.</p>	<p>Med</p>	
<p>(5.4) Administering First Aid</p>	<p>Staff / Volunteers Parents / Guardians Children Adult Participants</p>	<p>Emergency incidents/application e.g. First Aid etc. Getting or spreading coronavirus</p>	<p>First Aid Risk Assessment completed.</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> <p>First aid equipment and stock of PPE to be checked and stocked regularly;</p> <ul style="list-style-type: none"> - 4 x First Aid Stations in the Gymnastics Hall - 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 <p>Any first aid that cannot be administered by maintaining social distancing, must be carried out using the appropriate PPE.</p>	<p>Med</p>	

			<p>In an emergency, for example, an accident, fire, or break- in, people do not have to stay socially distanced 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 Parents / Guardians Children Adult Participants	Serious injury sustained 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 Parents / Guardians Children Adult Participants	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	
(5.7) Maintaining Good Hand Hygiene	Staff / Volunteers Parents / Guardians Children 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>	Med	

			<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>		
(5.8) Maintaining Social Distancing	<p>Staff / Volunteers</p> <p>Parents / Guardians</p> <p>Children</p> <p>Adult Participants</p>	Infection / transmission of the virus	<p>All gymnasts, staff and parents / guardians are encouraged to maintain social distancing when in the gymnastics hall.</p> <p>Coaches supporting / handling provided by coaches done so whilst wearing face coverings.</p>	Med	
(5.9) Safeguarding	<p>Staff / Volunteers</p> <p>Gymnasts</p>	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 & SPC qualifications.</p>	Low	

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 <i>High, Med, Low</i>	Additional Measures Necessary <i>Section must be completed if is high</i>
(6.1) Access and Egress to the Gymnastics Centre	Staff / Volunteers Teachers / Support Staff 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"> - Overcrowding - Tripping <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"> - Club COVID Policy - Additional Policies / Rules as communicated with each individual user group <p>Each user group to provide SDG with a copy of their Risk Assessment before attending any sessions at the Club.</p>	Med	
(6.2) Session participation within the gym area	Staff / Volunteers Teachers / Support Staff Children	<p>Clashes of equipment e.g., Too many children / groups on one apparatus</p> <p>Getting or spreading Coronavirus from shared equipment</p>	<p>Sanitising stations throughout the Gymnastics Hall, with requirement to sanitise at the start of each session and upon each equipment changeover.</p> <p>Coaches supporting / handling provided by coaches done so whilst wearing face coverings.</p>	Med	
(6.3) High touch surface areas – Gymnastics equipment specific	Staff / Volunteers Teachers / Support Staff Children	<p>Droplets or virus being live on equipment (high touch area)</p> <p>Getting or spreading Coronavirus</p>	<p>A full clean of the facility and the equipment taking place at the beginning / end of each day throughout the full facility.</p> <p>High touch point areas will be cleaned a minimum of 2x per day.</p> <p>Sanitising stations throughout the Gymnastics Hall, with requirement to sanitise at the start of each session and upon each equipment changeover.</p> <p>SDG coaching staff required to wear face coverings when on the gymnastics floor.</p> <p>'Duckets' used for storage of outdoor footwear, will be cleaned daily.</p>	Med	

<p>(6.4) Administering First Aid</p>	<p>Staff / Volunteers Teachers / Support Staff Children</p>	<p>Emergency incidents/application e.g. First Aid etc. Getting or spreading coronavirus</p>	<p>First Aid Risk Assessment completed.</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"> - 4 x First Aid Stations in the Gymnastics Hall - 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 <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 socially distanced 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>Med</p>	
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			SDG will record any First Aid treatment via the Clubs' <u>Accident Report Form</u> .		
(6.5) Provision of professional medical support due to a sporting injury	Staff / Volunteers Teachers / Support Staff Children	Serious injury sustained 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 Teachers / Support Staff Children	Infection / transmission of the virus	Good hygiene practice in place. Tissues available; reminders to 'Catch It, Bin It, Kill It' or to cough/sneeze into the crook of their elbow. Hand sanitising stations available for use throughout the Gymnastics Hall.	Med	
(6.7) Maintaining Good Hand Hygiene	Staff / Volunteers Teachers / Support Staff 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. Antibacterial soap in gym toilet, with paper towels (to avoid use of hand dryers). NHS signage displayed in toilets and around buildings - 20 second-hand washing. Further signage re: 'Catch It, Bin It, Kill It' around the Gymnastics Hall. Staff / coaches to remind participants (especially younger members) of good hygiene practice. All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean. Bins emptied regularly as part of cleaning schedules.	Med	
(6.8) Maintaining Social Distancing	Staff / Volunteers Teachers / Support Staff Children	Infection / transmission of the virus	School teachers / support staff are responsible for their students' movements, and encouraging social distancing when at South Durham Gymnastics.	Med	

(6.9) Safeguarding	Staff / Volunteers Teachers / Support Staff Children	Unsupervised gymnastics activity – risk of injury / harm to gymnast	SDG will ensure there are always a minimum of 2 adults present in a supervisory capacity. All SDG qualified coaches hold appropriate and in date DBS & SPC qualifications.	Low	
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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 <i>High, Med, Low</i>	Additional Measures Necessary <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"> - Reduced fitness levels - Mental preparation 	<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.</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 Gymnasts	Injury as a result of: <ul style="list-style-type: none"> - Reduced fitness levels - Mental preparation 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"> - Recovery from illness - Mental aptitude - Change in health 	Return to work interviews / inductions conducted with each member of staff / volunteer before returning to work.	Med	

		- 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.		
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8. STAFF & STAFF AREAS

Activity / Process / Occupation	Persons potentially affected	Health and / or Safety Hazards	Precautions taken	Risk Level <i>High, Med, Low</i>	Additional Measures Necessary <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 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>Breaks are staggered to avoid overcrowding in the coach's room.</p> <p>Staff are encouraged to stay on-site during working hours.</p> <p>Staff encouraged to socially distance and follow hand hygiene rules throughout the building.</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"> - Cleaning workstations and items before / after use - Cleaning down the staff toilet facilities before/after use – door handles, dispensers, toilet, sink, flusher - Cleaning kitchen surfaces, and using only personal items only (e.g., cups) throughout their shift 	Med	

9. COVID RISK ASSESSMENT CONTROL MEASURES

COVID-19 SPECIFIC ASSESSMENT	
ADDITIONAL CONTROL MEASURES IN PLACE FOR THE FOLLOWING AREAS	
HUMAN CONTACT (Social Distancing)	EQUIPMENT / FACILITY
<ul style="list-style-type: none"> • Adhere to current social distancing guidelines • Indicate drop off / pick up points and times (staggered) • Gymnast groupings and ratios considered in planning and timetabling • Planning of staff working patterns – reduced overlap, staggered start times • Timetable adjustment to support social distancing and cleaning • Online / phone payments made where possible • Book online/over phone where possible to reduce unnecessary contact • Online ordering system for class registration • Reduced class sizes to reduce contact with others • Where possible meetings between staff conducted virtually • Where meetings are required in person, social distancing to followed as much as possible • Cleaning with the relevant PPE • Excellent hand hygiene • Coaches handling / supporting wearing face mask 	<ul style="list-style-type: none"> • Group sizing reduced accommodate current social distancing guidelines • Sanitising stations / wash facilities located around the venue • Waste bins located around the venue • Personal belongings to be kept together and easy to clean/maintain – wooden duckets and lockers • Increased cleaning including visible cleaning rota schedules • Individual apparatus to be used where possible • Increased equipment cleaning before / during / after sessions as required • Good natural ventilation within the building – doors to remain open where possible to assist with this and reduce hand contact • Removal of equipment / furniture that is not required • Marked areas for coaching where practical
PROCEDURAL	EDUCATIONAL
<ul style="list-style-type: none"> • One-way systems where possible • Signage around the venue • Encourage good hygiene • Brief younger members to help promote procedures • Review of Normal Operating Procedures to include COVID-19 actions (where appropriate) • Communications re: any changes in procedure (at any point) to ensure members are aware in advance of any changes • Suitable procedures in place in the eventuality that someone is displaying symptoms of COVID-19 or has a confirmed case of COVID-19 • Return to work interviews / inductions for staff (highlighting any changes) • Staff training, particularly on awareness of the COSHH related risks / sheets • Ongoing research / communications with other Clubs and how they are adapting to those that are classified as vulnerable – as well as general practice • Staff meetings with topics of COVID-19 • Limit paperwork by using online tools • 5 staff members assigned as COVID Officers - responsible for COVID-19 practices • Reasonable adjustments to entry and exit points 	<ul style="list-style-type: none"> • Informational signage within non gym areas • Social distancing signage • Review of gymnast training programmes for gymnasts, parents / guardians, and coaches (where required) • Discussions of return to gymnastics steps that are individual to gymnasts (like a return to work/re-induction) • Extended re-integration back into the sport through specific training and timetabling • Encouragement of good hygiene practices throughout the business/gym • Planning of safe progressions that can be done whilst social distancing

FIRST AID REQUIREMENTS	SUSPECTED CASE OF COVID-19
<ul style="list-style-type: none"> • Train / upskill First Aiders on social distancing guidance for First Aid incidents • Upskill non-First Aid staff on the symptoms of COVID-19 and how to report • First Aiders to familiarise themselves with the symptoms of COVID-19 • First aid equipment to be checked and stocked regularly • First aid risk assessment completed • First aiders must wear PPE when administering first aid • In an emergency, for example, an accident, fire, or break-in, people do not have to stay socially distanced if it would be unsafe • 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 	<ul style="list-style-type: none"> • Children / Adults will not be allowed to access the Centre / train if they have tested positive for COVID and are required to self-isolate – appropriate reminders around the building and on social media from time to time to help keep awareness up • Test and Trace system for those entering the gymnastics hall in place –with data held for 21 days • Anyone showing symptoms are sent home for isolation and follow the NHS ‘Test and Trace’ system • Members of staff or 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: https://111.nhs.uk/covid-19 • Welfare Officer or Lead Coach supporting in family welfare as per normal processes (situation dependent)
PPE REQUIRED	CLEANING SCHEDULE
<ul style="list-style-type: none"> • Face masks / coverings worn by coaches / staff when handling / supporting • All staff members who complete cleaning tasks upskilled in that task and the requirements of materials involved • All First Aiders to use the PPE that is suitable for the needs of the incident 	<ul style="list-style-type: none"> • Cleaning / sanitising of equipment will take place as per the Club’s Risk Assessment and in line with Government & BG guidance • Current cleaning programmes within gym and non-gym areas reviewed • Review of all cleaning chemicals and ‘fit for purpose’ e.g., COSHH sheets • 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 • Use of external companies for waste disposal (e.g., sanitary bins) • Where required, use double protection methods such as double bagging • Wash hands for 20+ seconds with hand wash / hand sanitiser • Cleaning schedules to be visible / available upon request
OTHER	
<ul style="list-style-type: none"> • Review all current Risk Assessments for the club / facility, plus a creation of a specific COVID-19 Risk Assessment • Legionella Risk Assessment completed • Regular cleaning completed of all water systems • Review of event risk assessments (when events likely to resume) 	

RISK ASSESSMENT REVIEWS

Suggested Review Date: After significant changes, or annually

Annual Review Date: 12th August 2021

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

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

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

Risk Assessment Reviewed By:	Helen Maxwell
Date:	17.06.2021
Comments:	3.3 – Amendment to include use of viewing gallery once reopened 4.7.1 – Amendment to Contact Coaching to reflect roll out to gymnasts
Next Suggested Review Date:	As required / in line with Government / NHS / DCC / BG Updates

Risk Assessment Reviewed By:	Melissa Spence
Date:	07.08.2021
Comments:	Various amendments throughout the document to reflect updated Government and British Gymnastics guidance post August 16th 2021. Specifically: <ul style="list-style-type: none"> - Close contacts do not having to isolate if aged under 18 / adults who have been double vaccinated - Reopening of the viewing gallery with unrestricted numbers - Introduction of 'contact coaching' throughout all sessions (coaches to wear face coverings) - Reintroduction of use of foam pits - Social distancing recommended where possible but not strictly adhered to at all times - Face coverings recommended for all Centre entrants aged 11+
Next Suggested Review Date:	As required / in line with Government / NHS / DCC / BG Updates