



Working together  
for a safe return  
to gymnastics

British  
Gymnastics



## COVID Risk Assessment

Step 1 - Prepare

Step 2 - Resume

Step 3 - Rebuild

<b>Risk Assessment Number:</b> 3	<b>Date of Assessment:</b> 04/11/2020	 WWW.FLAIRGYMNASTICSCLUB.CO.UK NURTURING PASSION FOR EXCELLENCE TOGETHER
<b>Task / Work Activity / Work Area Assessed:</b>  Artistic and Recreational Gymnastics in designated Gymnastics Hall within The Pitches facility	<b>Assessment carried out by:</b>  Margo Pratt & William Smith	

Worst Case Outcome					Likelihood					Risk Rating (Outcome x Likelihood)		
5	4	3	2	1	5	4	3	2	1	High	Medium	Low
Fatality	Severe Injury	Lost time Injury	Minor Injury	No Injury	Certain	Very likely	Likely	Unlikely	Remote	13-25	5-12	1-4

Persons affected by the Activity	Identified Hazards	Control Measures Already in Place	Outcome	Likelihood	Risk Rating	Further action required?
Coaches, Committee	Setting up in a new venue (risk of exposure / transmission)	<ul style="list-style-type: none"> <li>Masks &amp; physical distancing maintained while cleaning, organizing or working to set up the venue.</li> <li>Hand sanitizer provided at all times &amp; regularly used.</li> <li>Facility inspected for hazards &amp; required actions.</li> <li>COSHH carried out on all cleaning products and sanitisers that will be used.</li> <li>Safety data sheet of all chemicals required.</li> <li>Cleaning Protocol to be developed and staff training provided.</li> <li>Supplies of Hand Sanitiser and appropriate PPE to be purchased and installed where necessary.</li> </ul>	4 Severe	3 Likely	12 Medium	COSHH to be updated when additional equipment cleaning products arrive – MP + WS to complete

		<ul style="list-style-type: none"> <li>• Products meet required guidelines - wipes (must have the kills 99.9% of bacterial and viruses on packaging and should conform to EN14476 standard or any detergent is followed by chlorine releasing agent) and sanitiser (at least 60% alcohol content).</li> <li>• Check with coaches regarding any allergies to cleaning products or PPE and allocate day-to-day tasks appropriately.</li> <li>• Deep clean and tidy of the full facility prior to re-opening.</li> <li>• Set up and markings for physical distancing where required.</li> <li>• Set up sanitiser stations at entry point &amp; for equipment zones.</li> <li>• Put up appropriate signage for public information &amp; safety.</li> </ul>				
Coaches, Volunteers, Gymnasts & Parents / Family	Members arriving on site  (Possible cross-contamination)	<ul style="list-style-type: none"> <li>• Gymnasts will not be allowed to train if any of their family members have been advised to isolate.</li> <li>• Session timetable to take consideration of bottlenecks at entry/exit and coaches &amp; volunteers to manage the safe movement in and out of the venue.</li> <li>• Training sessions to be reduced to a minimum number &amp; length.</li> <li>• Parents to use a drop off and collect system. Parents are not to wait inside the building whilst training is taking place. Coaches or club officials will bring gymnasts out after sessions to be collected.</li> <li>• 5 minutes at both ends of sessions devoted to cleaning &amp; entry/exit of the building.</li> <li>• As with normal class procedure, registers are taken &amp; stored to help with Test and Protect systems.</li> <li>• Gymnasts will be required to use sanitiser stations on the way into and out of sessions.</li> <li>• Sanitising of equipment will take place between group rotations.</li> <li>• No mixing of different groups within the gym, gymnasts will remain within their class 'bubble' throughout.</li> <li>• Gymnasts should come ready to train, as no changing facilities will be open.</li> <li>• All members must wear face coverings when not actively participating and maintain physical distancing outside of sessions in line with Scottish Government guidelines for sports</li> </ul>	5 Fatality	4 Very Likely	<b>20 High</b>	Ongoing communication with parents via e-mail & social media to keep everyone apprised of all required measures – any breaches addressed in timely fashion.

		<p>activity.</p> <ul style="list-style-type: none"> <li>All required kit &amp; belongings should be kept in one bag – only bring what’s necessary.</li> <li>Gymnasts must bring their own water bottles, no sharing.</li> <li>Must not bring food into the building unless for medical reasons. (coaches to be advised).</li> <li>No cash payments to be taken.</li> <li>Parents and coaches are reminded that anyone at home who is deemed vulnerable (new and expectant mother, elderly) are advised to consider individual risk and discuss any concerns with the club.</li> </ul>				
Coaches	Working on site  (Possible cross contamination)	<ul style="list-style-type: none"> <li>Arrive via the main entrance observing appropriate physical distancing as per government guidelines.</li> <li>Face masks must be worn for the duration of coaching shifts – these can be briefly removed for drinks, etc. but must be in place when talking to anyone or instructing classes.</li> <li>Sanitise hands upon entering / exiting the building, before and after consuming food, after each toilet break, and between classes.</li> <li>Minimise travel to work on public transport where possible, and take maximum precautions to minimise risk of exposure.</li> </ul>	4 Severe	3 Likely	<b>12 Medium</b>	Regular communication to address any issues and keep all coaches up-to-date with procedures
Coaches, Volunteers & Gymnasts	Droplets or virus being live on equipment (high touch areas)	<ul style="list-style-type: none"> <li>All equipment will be cleaned with Bio-tab antibacterial spray prior to sessions.</li> <li>PVC &amp; vinyl equipment will also be cleaned at each rotation between groups.</li> <li>Equipment will be cleaned at the end of every session, including the carpeted floor matting &amp; suede beams.</li> <li>All high touch areas (doors, seating, gymnast belongings zone) will be cleaned after each use.</li> <li>Records kept of cleaning schedule via club Google Drive.</li> </ul>	5 Fatality	3 Likely	<b>15 High</b>	N/A
Coaches, Volunteers & Gymnasts	Physical distancing during sessions	<ul style="list-style-type: none"> <li>Parents to stay outside and at least 2m from other households – minimal setting foot inside, only in an emergency &amp; with a mask required e.g. if first aid is required.</li> <li>During training, group bubbles will be maintained but physical distancing for under 18s is not required while involved.</li> </ul>	3 Lost Time	3 Likely	<b>9 Medium</b>	Ongoing review of signage & layout organisation to enable



		<ul style="list-style-type: none"> <li>• Clear plan of the layout &amp; movement path around the venue communicated at each session.</li> <li>• No physical supporting of participants will be allowed.</li> <li>• First Aiders must wear gloves and face covering if dealing with a first aid incident.</li> </ul>				maximum precautions are in place
Coaches, Volunteers, Gymnasts & Parents / Family	Leaving the Gym	<ul style="list-style-type: none"> <li>• 5 minutes at the end of each session will be set aside for packing up, cleaning &amp; exiting the building.</li> <li>• Gymnasts must sanitise their hands for 20secs prior to exiting.</li> <li>• Gymnasts gathered for collection and guided to main entrance for collection under the supervision of a club official.</li> <li>• Gymnasts who are not collected at arranged time will be moved to an isolated area to avoid cross-contaminating newcomers.</li> <li>• All members must wear face masks when exiting and at all times they are not in the Gymnastics Hall.</li> </ul>	3 Lost Time	3 Likely	9 Medium	N/A
Coaches, Volunteers, Gymnasts & Parents / Family	Transition between classes	<ul style="list-style-type: none"> <li>• One coach will be responsible for the group leaving and one coach will be responsible for the group arriving.</li> <li>• The remaining coaches will be responsible for cleaning the equipment between each class, including and not limited to – all touch points and hard surfaces.</li> </ul>	3 Lost Time	3 Likely	9 Medium	Y
Coaches, Volunteers, Gymnasts & Parents / Family	Sneezing, Coughing	<ul style="list-style-type: none"> <li>• Good hygiene practice in place &amp; enforced.</li> <li>• Tissues &amp; hand sanitiser readily available.</li> <li>• Sanitiser to be used regularly and on event of child sneezing into hand.</li> <li>• Bins are cleaned after each training session.</li> <li>• Cough and sneeze into the crook of their elbow and use a separate bathroom if possible.</li> </ul>	5 Fatality	3 Likely	15 High	N/A
Coaches, Volunteers, Gymnasts & Parents / Family	Identification of potential infection: <ul style="list-style-type: none"> <li>• a high temperature</li> <li>• a new, continuous cough</li> <li>• a loss or change to your sense of smell or taste</li> </ul>	<ul style="list-style-type: none"> <li>• Staff training to spot symptoms.</li> <li>• Make sure the Gymnastics Hall is well ventilated during all classes (within temperature guidelines).</li> <li>• Isolation area available to accommodate person/s.</li> <li>• Session will be cancelled, and the risk assessment reviewed.</li> <li>• No participation by any child should any family member in the household be self-isolating.</li> </ul>	5 Fatality	3 Likely	15 High	Contact details for all classes kept securely available for any cancellations



Coaches & Volunteers	Cleaning Protocol	<ul style="list-style-type: none"> <li>• Disposable apron, nitrile gloves and a mask for PPE available for cleaning tasks.</li> <li>• Bio-tab antibacterial spray used on all PVC or metal surfaces.</li> <li>• Hoover with HEPA filter.</li> <li>• Carpeted floor mats disinfected with Bio-tab antibacterial spray at the end of each day in use.</li> <li>• Make sure surfaces are dry before use (slip hazard).</li> <li>• All cleaning waste to be separately bagged, labelled and dated. Not put out for disposal for 72 hours.</li> </ul>	3 Lost Time	3 Likely	<b>9 Medium</b>	Cleaning records to be completed each day & accessible via Google Drive
Coaches, Volunteers, Gymnasts & Parents / Family	Local travel restrictions within Scotland	<ul style="list-style-type: none"> <li>• All parents &amp; staff members must stay up-to-date with the latest travel guidance &amp; restrictions from the Scottish Government and follow these accordingly.</li> <li>• Travel to/from Levels 0-3 areas is permitted for under-18s sports activities; travel to/from Level 4 areas is prohibited.</li> <li>• No car-sharing should be permitted with other households in order to attend gymnastics training.</li> <li>• Where public transport must be used, members must take every precaution to minimize their risk of exposure.</li> </ul>	3 Lost Time	3 Likely	<b>9 Medium</b>	N/A
Coaches, Volunteers, Gymnasts & Parents / Family	Returning from travel to other countries	<ul style="list-style-type: none"> <li>• All members should follow the guidelines set by the Scottish Government regarding travel to and from other countries and quarantine as required upon return.</li> </ul>	3 Lost Time	3 Likely	<b>9 Medium</b>	Communicate with the club regarding any travel relevant to Track & Protect
Coaches, Volunteers & Gymnasts	Use of toilet facilities	<ul style="list-style-type: none"> <li>• Gymnasts under 12 years old will be escorted by an adult with appropriate PVG membership to the toilet area which is located to the rear of the building.</li> <li>• Gymnasts 12-17 years old will be permitted to go by themselves with a face covering in place.</li> <li>• Hand hygiene to be reinforced and sanitizer provided.</li> </ul>	3 Lost Time	3 Likely	<b>9 Medium</b>	N/A
Coaches, Volunteers, Gymnasts & Parents / Family	Other users of facility (possible cross-contamination)	<ul style="list-style-type: none"> <li>• Gymnastics Hall will be clearly delineated &amp; signposted; club official with appropriate PVG membership will be on hand to direct other users of the facility away from the gymnastics space during sessions.</li> <li>• The Gymnastics Hall will be cleaned prior and following each use by the club.</li> </ul>	4 Severe	4 Very Likely	<b>16 High</b>	Establishment of relationships with partner organisations will reduce this risk over time

Further Control Measures	Further Control Measures Follow Up		
	Allocated to (name)	Target date	Date completed
<ul style="list-style-type: none"> <li>Markers &amp; signs in place to direct movement within the facility &amp; gym area.</li> <li>Produce a video outlining the gym layout and arrangements for entering and leaving.</li> <li>Site closure may be advised by the landlords, following local authority &amp; government guidance.</li> <li>Members of with family members who suspect they may be infected should carry out the self-assessment on the NHS Inform website before travelling to the gym: <a href="https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19">https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19</a></li> </ul>	William Smith	29/10/20	29/10/20
	William Smith	11/11/20	TBC
	N/A	N/A	N/A
	N/A	N/A	N/A

Risk Assessment Reviews			
Suggested Review Date (either after significant changes, actions completed, or annually):		<b>1st January 2021</b> (or following changes in COVID guidance from Scottish / local government)	
Risk Assessment Reviewed by (name):		Risk Assessment Reviewed by (name):	
Date:		Date:	
Comments:		Comments:	
Next Suggested Review Date:		Next Suggested Review Date:	

