

Risk Assessment

<b>Description of activity being assessed:</b>	<b>Preventing the spread of Covid-10 in a gym environment.</b>
Groups covered	Preschool (3+ only) and school age children
Locations covered	All gym premises from the carpark, café, main gym, offices and upstairs beginners' mezzanine
Date of original assessment	28 <sup>th</sup> July 2020
Shared with staff	2 <sup>nd</sup> August
Published on the website	3rd August 2020
Author	Simon Scott (Covid-19 Officer)
Formal review process	Weekly every Friday with Covid-19 Officer and Head Coach
Amendments/Actions	

Risk Who is at risk	Risk Rating	Managing Actions	By Whom	Resources	Date completed
Children and adults spread Covid-19 via droplets from coughing and sneezing and through contaminated surfaces.  People at risk: <ul style="list-style-type: none"> <li>• Gymnasts</li> <li>• Staff</li> <li>• Parents/ Carers</li> <li>• Cleaners</li> <li>• High risk groups include elderly, BAME,</li> </ul>	<b>High</b> <b>Medium</b>	<b>Good hand hygiene</b> <ul style="list-style-type: none"> <li>• Regular hand washing throughout the training session including on arrival, before and after breaks and lunchtime and before leaving for the day – children and staff</li> <li>• Coaches to ensure soap dispensers, and towels and sanitiser gel replenished daily</li> <li>• Bins emptied daily by coaching staff</li> <li>• Children to use paper towels only to dry their hands</li> <li>• Children will enter the gym through the café fire exit, this will lead straight to a sanitiser table. Markings on the floor will identify 2m gaps.</li> </ul>	Coaching staff	Soap, sanitiser gel (70% alcohol)	Continuous
		<b>Cleaning</b> <ul style="list-style-type: none"> <li>• Equipment cleaned before use</li> <li>• Child sanitise hands before use</li> <li>• Equipment will be sanitised after use</li> <li>• Cleaning solution and wipes available at all apparatus</li> <li>• Carpet floors to be vacuumed</li> <li>• Cleaners to have clear expectations of what/how to clean each day. Deep clean carried out on a Monday and Thursday</li> <li>• Coaches to ensure corridor doors and handles and communal surfaces cleaned three times per day – before gym, lunch, end of day. (See checklist)</li> <li>• Children reminded daily to catch it, bin it, kill it. Children reminded to use tissues.</li> </ul>	Cleaners  Coaching Staff	Spray bottles with cleaning solution – replenished daily Cloths for wiping – replaced daily  Gloves	Continuous

pregnant, those with underlying health conditions	<ul style="list-style-type: none"> <li>• Bins with lids (25L with swing lid) placed in gym and emptied at least daily</li> <li>• Windows and doors to be kept open for ventilation</li> <li>• All cleaning staff to wear gloves.</li> <li>• Coaches to do a daily check of all soap, sanitiser, hand towels</li> <li>• Gloves provided in gym for staff</li> </ul> <p>Cleaning of high touch areas. Staff in appropriate PPE will clean, log and report as deemed necessary the following:</p> <ul style="list-style-type: none"> <li>- Handrails</li> <li>- Door handles</li> <li>- Doors</li> <li>- Switches</li> <li>- Taps</li> <li>- Sinks</li> <li>- Toilet seats and flush handles</li> <li>- Toilet roll dispenser</li> <li>- Hand roll dispenser</li> <li>- Bins</li> <li>- Sanitiser units</li> <li>- Storage boxes</li> <li>- Café work tops</li> <li>- Desks</li> <li>- Computers</li> <li>- Telephones</li> <li>- Stereo</li> <li>- Gym floor and carpet</li> <li>- Gymnastics equipment/mats/ any shared pieces</li> <li>- Tables and chairs</li> <li>- Shelving</li> <li>- Windows</li> <li>- Kitchen area</li> <li>- Tops</li> <li>- Cupboards</li> <li>- Kettle</li> </ul>	Staff	Soap, sanitiser gel (70% alcohol), hand towels	Continuous
		Parents		
		Staff		Continuous

		<ul style="list-style-type: none"> <li>- Microwave</li> <li>- Fridge</li> <li>- Tables</li> <li>- Chairs</li> <li>- First aid boxes</li> </ul> <p><b>Essential Visitors</b></p> <ul style="list-style-type: none"> <li>● Only allow essential visitors to enter the building and only those who have been arranged previously</li> <li>● Visitors to wash their hands as soon as they enter, before they leave</li> <li>● Meetings to be held over zoom or telephone rather than face to face as much as possible</li> <li>● Parents not to be allowed in the gym area. All communication via email or telephone. We have implemented a one – way system for arrival and departures. Child must sanitise their hands before entering the gym.</li> <li>● Parents collecting gymnasts must do so from car park using 2 metre social distancing markers</li> <li>● Parents viewing area will remain closed</li> <li>● Parents will not be permitted to view until pandemic restrictions are lifted</li> </ul> <p><b>Social distancing gymnasts</b></p> <ul style="list-style-type: none"> <li>● Children to be in groups of no more than 10 at all times</li> <li>● There will be no mixing of groups.</li> <li>● Groups to be maintained at break and lunch.</li> <li>● Children to be reminded regularly about social distance rules.</li> <li>● One-way and clear signage and posters will be in place.</li> <li>● At lunch social distancing rules to be adhered to.</li> <li>● Toilets – staff to monitor toilets and limit entry to one at a time.</li> <li>● During lesson time, only one child at a time to be sent to the toilet to avoid another child going in.</li> <li>● Each group to have different start and finish times.</li> <li>● Parents will be notified by email rather than with an accident slip sent home. More serious accidents will be dealt with by the first aider as required in line with the Safeguarding Policy.</li> <li>● One-way system through the gym to ensure social distancing.</li> </ul>	<p>Staff</p> <p>Parents</p> <p>Staff</p>	<p>Sign-posted resources</p>	<p>Continuous</p> <p>Continuous</p>
--	--	---	--	------------------------------	-------------------------------------

		<ul style="list-style-type: none"> <li>• Children to have their own named water bottle</li> <li>• Children must have their own bag that fits all their belongings.</li> <li>• Where children are expected to queue e.g. hand sanitising or entering the building at drop-off, there will be markings on the floor</li> <li>• End of session children to collect belongings. Squad child use changing area and fire exit for leaving the building. Recreational children to use café area to put on shoes to allow social distancing. Collection on carpark</li> <li>• We have worked with BG guidelines to ensure compliance.</li> </ul> <p><b>Social distancing staff</b></p> <ul style="list-style-type: none"> <li>• Staff need to use the café area, where possible, to eat/drink</li> <li>• Staff meetings to be via zoom.</li> <li>• Staff are not able to sit in the staffroom.</li> <li>• Items must be thoroughly washed after use. Plates and cutlery to be returned to the staffroom and washed thoroughly.</li> <li>• Lunch must be eaten in cafe where social distancing can be adhered to.</li> <li>• Lunchtimes and break times to be staggered</li> <li>• Staff to use tissue to turn toilet tap on and off after use. Toilets to be part of cleaners regular daily cleaning</li> <li>• Reminders for parents to socially distance, posters around outside of gym</li> <li>• One way system for drop off and collection</li> </ul> <p><b>Coaches planning</b></p> <ul style="list-style-type: none"> <li>• Coaches should plan lessons to avoid activities which encourage contact including: Avoid passing things around a circle</li> <li>• Avoid equipment that has to be shared</li> <li>• All staff to support cleaning of equipment after use – coaches to plan time for this into sessions.</li> </ul> <p><b>Toilets</b></p> <ul style="list-style-type: none"> <li>• Will remain open with additional cleaning procedures in place</li> </ul>			
--	--	---	--	--	--

<p>An adult or child in gym presents with Covid-19 symptoms (continuous cough or high temperature) People at risk: Pupils Staff Parents/Carers Visitors Cleaners Higher risk groups include (elderly, BAME, pregnant, those with underlying health conditions)</p>	<p>High Medium</p>	<ul style="list-style-type: none"> <li>• If staff or children show any symptoms, they will be sent home and advised to follow the stay at home guidance</li> <li>• In the case of a staff member or child becoming unwell, they will discuss arranging a Covid-19 Test and follow the instructions given by Public Health England/NHS. The Covid Officer will maintain regular contact with staff members during this time. If advised that a member of staff or child has developed Covid-19 and were recently at the gym, the Covid officer will contact Public Health to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken</li> <li>• The Head Coach and Welfare Officer will offer support to staff who are affected by Coronavirus or has a family member affected</li> <li>• In the period during which the child is waiting to be collected, where possible, they should remain in the designated 'sick bay' area in the main office and will be kept distanced from other children.</li> </ul>	<p>Staff Parents</p>	<p>Public Health</p>	<p>Continuous</p>
<p>Increased risk of infection for Vulnerable and Critically Vulnerable Staff, Children, and members of the child's family</p>	<p>High Medium</p>	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Staff to work from home where possible to support shielding measures</li> <li>• All staff who are in gym to have been cleared to be at work via medical advice</li> <li>• All staff to be informed that they need to notify the Covid Officer re any changes in their circumstance</li> <li>• Staff to indicate if they encounter any risk that has not already been identified</li> <li>• Staff and Managers to check in with each other and seek support if needed</li> </ul>	<p>Staff</p>	<p>Government guidance</p>	<p>Continuous</p>
<p>Increased anxiety or stress amongst parents and carers re sending children back to gym</p>	<p>High Medium</p>	<ul style="list-style-type: none"> <li>• Regular communications sent to parents to inform them of the controls in place, what they are required to do, with signage put in place at drop off and pick up times.</li> <li>• Communications to parents' signpost government guidance and outline clearly the mitigating measures Tumbles has in place</li> <li>• All staff kept well informed so they are able to give parents the information they need to make informed decisions and to give them reassurance</li> <li>• Classes will be separated to ensure that in the event of a gymnast reporting Covid-19 positive the "bubble" of the class can be contacted and informed that they must</li> </ul>	<p>Staff</p>	<p>Website</p>	<p>Continuous</p>

		<p>self isolate. All those affected will be excluded from the gym until their self isolated period is over.</p> <ul style="list-style-type: none"> <li>Registers of all participants will be kept to help in track and trace should the need arise, considering our GDPR policy.</li> </ul>			
Emergency evacuation (e.g. fire alarm)	High Medium	<ul style="list-style-type: none"> <li>Emergency Plan to be followed</li> <li>Where possible assembly points will allow for social distancing.</li> </ul>	Staff	Emergency Plan	Continuous
Gymnasts and Coaches/instructors participating in manual support activities	High	<ul style="list-style-type: none"> <li>As per BG guidelines the coach contact Framework Action Plan will be implemented from 12<sup>th</sup> April 2021. Tumbles will follow the Step Forward Return to Coach Contact Framework.</li> <li>Prior to departure and travel to training all gymnasts, coaches and parents must 'self-screen' within two hours to the training session. (Available on Tumbles website). Gymnasts should not enter the building if they are displaying any symptoms and follow UK Government Guidance.</li> <li>Participants who have been asked to isolate by NHS Test and Trace must not exercise outside their home or garden</li> <li>Club, coaches, and gymnasts must abide by the <b>Code of Behaviour</b> which supports the return to manual supporting</li> <li>All coaches and gymnasts to be made aware of additional risks with manual handling and must complete an opt-in agreement to return to manual support activities.</li> <li>Club must be operational for two weeks from to return to manual support, following this Tumbles will follow BG Phase return to manual coaching. Checklists will be issues to all coaches to ensure compliance with regulations. All gymnastics and coaches must be kept aware of club activity.</li> <li>Manual support activities should be kept to a minimum.</li> <li>Coaches understand importance of remaining with their own group.</li> <li>Coaches must wear a face covering throughout all manual supporting.</li> </ul> <p>Physical contact between a coach and a gymnast is less than 2m, for longer than 3 seconds.</p> <p>Manual support may occur if:</p> <ul style="list-style-type: none"> <li>If the methodical activity or apparatus adaptation is new or carries risks and the coach wants to ensure the participant can perform it safely.</li> </ul>	Coaching Staff	BG Coach Contact Framework	Continuous

		<ul style="list-style-type: none"><li>• If the methodical activity or apparatus adaptation is new and the participant is apprehensive.</li><li>• If the participant is attempting or practising the full skill and there is a risk of injury during the skill or upon landing.</li><li>• If 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></ul>			
--	--	---	--	--	--