



# Step Forward Plan



## Risk Assessment Form Template

You will find the below template risk assessment form which can be used and amended to suit the requirements of your club and activities.

If you would like any further information or support, you can access expert Health and Safety support from our partner, Agility Risk & Compliance Ltd (Agility) through the British Gymnastics dedicated helpline: **01527 571 612**.

Using our dedicated helpline, Agility can offer you support and guidance in response to any queries you may have around this area. Any additional support can also be sought from the dedicated team at Agility, but you may be charged separately. This line is open Monday to Friday from 8.30am – 5pm.

There is an after hours' service via a mobile number provided at the time of calling. Alternatively, you can email your query to: [bg.hs.advice@agilityrac.com](mailto:bg.hs.advice@agilityrac.com)

If you require any further advice or support, you can contact:

### England

Business Support Partners at British Gymnastics on [business-support@british-gymnastics.org](mailto:business-support@british-gymnastics.org)

### Scotland

Club Business Manager Steven Maloney [steven@scottishgymnastics.org](mailto:steven@scottishgymnastics.org)

### Wales

Contact your relevant Club Development Officer.

### Northern Ireland

British Gymnastics Northern Ireland team on [northernireland@british-gymnastics.org](mailto:northernireland@british-gymnastics.org)

Version 1 – 10/06/2020



## Leeds Gymnastics Risk Assessment Form (Cov01)

<b>Risk Assessment Number: Cov001</b>	<b>Date of Assessment:</b> 19 June 2020	<b>Additional Information check sheet/risk assessments required.</b>	
<b>Task / Work Activity / Work Area Assessed:</b>  Main gym	<b>Assessment carried out by:</b>  Alexandra Webster	<b>Substances Hazardous to Health:</b> <b>Manual Handling:</b> <b>Display Screen Equipment:</b> <b>New and Expectant Mothers:</b> <b>Young Persons:</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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	6-12	1-5

Persons affected by the Activity	Identified Hazards	Control Measures Already in Place	Outcome	Likelihood	Risk Rating	Further action required? Yes/No
Staff, Children Parents Arriving on site	If a person attending the gym and has been in contact within the last two weeks with an infected person. There is a clear risk of this person spreading Covid 19	<p>Parents must agree to disclose if they or their child have in contact with an infected person.</p> <p>The temperature of the gymnast will be taken using a no touch infrared thermometers as they get out of car. If the temperature is above 37.8c then gymnasts will not be permitted to train and will go home. Coaches/staff taking temperature will use mask, gloves and visor.</p> <p>Children will not be allowed to train if any of their family members are in self isolation.</p> <ul style="list-style-type: none"> <li>Parents and coaches are reminded that anyone at home who is deemed vulnerable (new and expectant mother, elderly) should not attend any sessions until further notice</li> <li></li> </ul>	5	1	Low	The hazard is controlled as far as reasonably practical



<p>All those in the gym</p>	<p>Failure to socially distance when moving around the gym or waiting for equipment resulting in Covid 19 being potentially spread</p>	<p>Gymnasts will be registered with coaches and will queue outside the building using their allocated entrances. Markings on the floor outside is at 1m+ social distancing intervals.</p> <p>The front door, side fire door in car park and rear fire door (near containers) will be used to ensure no more than 10 gymnasts will use any door. On arriving at the door gymnasts will use the hand sanitiser before entering the gym. Viewing areas are closed. Hand sanitisers on all doors and throughout gym</p> <p>Walkways with clear markings to keep 1+m apart when going to the toilet.</p> <p>Our staff will enforce social distancing at all times</p> <p>Reduce the number of people in building – see below</p>	<p>5</p>	<p>1</p>	<p>Low</p>	<p>The hazard is controlled as far as is reasonably practical</p>
<p>Parents congregating by the entrance and exits which might promote the spread of Covid 19</p>	<p>Those in the gym</p>	<p>Parents to use a car park drop off and collect system with allocated drop off and collection times. Parents are not permitted to get out of the car and are ask to leave the premises and to not park on the access road (to avoid blocking access).</p> <p>Gymnasts will be registered with coaches and will queue outside the building using their allocated entrances.</p>	<p>5</p>	<p>1</p>	<p>Low</p>	<p>The hazard is controlled as far as is reasonably practical</p>



<p>Gymnasts could contact the gym to report that they have contracted Covid 19</p>	<p>Those in the gym</p>	<p>The gym will be divided into five areas plus upstairs (one area). See gym plan. Each area is clearly marked and barriers are installed to prevent gymnasts straying from one pod to another. Detailed registers will be kept to ensure we can trace people who have come into contact with an infected person and in which part of the building</p> <p>The classes will be separated into pods to ensure in the event of a gymnast reporting Covid 19 positive the “pod” of the class can be contacted and informed that they should isolate. All those infected will be excluded from the gym under their self isolation period is over.</p> <p>Training sessions to be staggered to avoid cross over – 15 mins cross over times – provides adequate cleaning time</p>	<p>5</p>	<p>1</p>	<p>Low</p>	<p>The hazard is controlled as far as is reasonably possible</p>
<p>All in the gym</p>	<p>Failure of hand hygiene resulting in Covid 19 spread</p>	<p>Hand hygiene will be enforced. All persons entering the gym will have sanitised their hands before entering the hall. We will introduce additional hand hygiene during the sessions. They will have to sanitise their hands when changing equipment or moving onto another station or exercise. All gymnasts will also have to sanitise their hands on leaving the gym. The virus can be spread by touching faces with hands which are contaminated with Covid 19. Coaches will discourage them from touching their faces when training. Parents must ensure hair is tied back so there is less temptation to touch face.</p>	<p>5</p>	<p>1</p>	<p>Low</p>	<p>The hazard is controlled as far as is reasonably practical</p>



<p>All in the gym</p>	<p>Possible cross contamination Covid19</p>	<ul style="list-style-type: none"> <li>• Good hygiene practice in place</li> <li>• Tissues available</li> <li>• Hand wash stations available for use</li> <li>• Bins with lids are cleaned after each training session</li> <li>• Cough and sneeze into the crook of their elbow and use a separate bathroom if possible             <ul style="list-style-type: none"> <li>- Gymnasts to wear socks for stretch exercises</li> </ul> </li> </ul>	<p>5</p>	<p>1</p>	<p>Low</p>	<p>The hazard is controlled as far as is reasonably possible</p>
<p>All those in the gym</p>	<p>Identification of potential infection in person attending the gym:</p> <ul style="list-style-type: none"> <li>• Cough</li> <li>• Fever</li> <li>• Shortness of breath</li> <li>• Sore Throat</li> </ul>	<ul style="list-style-type: none"> <li>• Coach will put on PPE to speak to the child to check for potential infection.             <ul style="list-style-type: none"> <li>Isolation area available to accommodate person/s</li> </ul> </li> <li>• Session will be cancelled, and the risk assessment reviewed</li> <li>Isolation area will be deep cleaned</li> <li>• No participation by any child should any family member in the household be self-isolating</li> </ul> <p>Any parent coming to collect a sick gymnast will remain in the car and will text/ring to say they have arrived and the gymnast will be brought out to them in the car park.</p> <p>It is the parent's role in ensuring their child and immediate household members are free from illness – when in doubt stay at home.</p>	<p>5</p>	<p>1</p>	<p>Low</p>	<p>The hazard is controlled as far as is reasonably possible</p>



<p>All those in the gym</p>	<p>Covid 19 being spread from frequent touch items such as door handles, toilet flushes and other communal area fixtures</p>	<p>Increased cleaning regime to include registers of cleaning areas and end of day cleaning. During the day extra attention will be paid to high use areas including door handles, toilet handles and Office doors etc.</p> <p>All frequent touch fixtures will be dis-infected between classes.</p> <p>Doors will be kept open if possible</p> <p>To reduce transmission of droplets the gym will be well ventilated with the fire doors and roller shutter doors open if the weather permits</p>	<p>5</p>	<p>1</p>	<p>Low</p>	<p>The hazard is controlled as far as is reasonably possible</p>
<p>All those in the gym</p>	<p>Transmission person to person or via droplets on personal equipment</p>	<p>No lockers will be used – parents must provide child with personal items for gym in drawstring bag – water bottles, grips, tape (including earring tape if necessary) wrist guards, hand sanitiser.</p> <p>Gymnasts to have their own named chalk box (squads).</p> <p>Gymnasts should come in their gear as no changing facilities will be open. – no additional clothing/possessions to be brought to the gym</p> <p>Parents are expected to have talked to children about the cleaning regime, keeping the distancing rules and following the other gym rules</p>	<p>5</p>	<p>1</p>	<p>Low</p>	<p>The hazard is controlled as far as is reasonably possible</p>
<p>All those in the gym</p>	<p>Droplets or virus being live on equipment (high touch area) and hence spreading Covid 19</p>	<p>All equipment within the pod will be cleaned using the cleaning materials provided on the cleaning table. Clothes will be disposed of about each area is cleaned</p> <ul style="list-style-type: none"> <li>Mats will be wiped down after every session and before a new class starts and carpet</li> </ul>	<p>5</p>	<p>1</p>	<p>Low</p>	<p>The hazard is controlled as far as is reasonably possible</p>



		<p>will be hoovered with a HEPA filtered vacuum cleaner.</p> <ul style="list-style-type: none"> <li>• Sign off that equipment has been wiped down before start of next session</li> </ul> <p>In stage 1 – all classes will use floor area only</p> <p>Only senior squads will be permitted to use bars, beam, pommel vault etc. Strict hand sanitising and foot sanitising -using wipes (By restricting the numbers on the equipment risk is reduced)</p> <p>. All equipment will be cleaned according to BG guidelines</p>				
All those in the gym	Covid 19 being spread by the failure of social distancing during the gymnastics classes	<p>LGC has set out the gym so that each gymnast is allocated sufficient space to be social distancing as per guidelines. These areas are marked out on floor areas with Velcro or tape.</p> <p>When circuits or specific apparatus is being used it is designed to retain social distancing and the spacing vigorously enforced by the coaches.</p>	5	1	Low	The hazard is controlled as far as is reasonably practical
Staff Customer Parents	Covid 19 being spread from the gym to parents/families	<ul style="list-style-type: none"> <li>• Children will collect their belongings and will exit (same as entrance) and will follow their coach outside remaining 1m+ social distancing. They will use the hand sanitiser at the exit and walk across the car park and will be handed back to their parents.</li> </ul>	5	1	Low	The hazard is controlled as far as is reasonably practical





		<ul style="list-style-type: none"> <li>Children who are not collected at said time will be moved to an isolated area so not allow any cross contamination with newcomers</li> </ul>				
Those in the gym	Covid 19 being spread by the failure of social distancing in conditioning studio in viewing area	Children will enter from the fire exits and will use the back staircase and will return to the main gym using the same staircase. Vinyl mats are provided and the whole area will be sanitised before use by another group. All café furniture has been removed to create more space.	5	1	Low	The hazard is controlled as far as is reasonably practical
Those in the gym	Fire Emergency causing social distancing to be compromised, potentially resulting in Covid 19 being spread	<p>Upon hearing the fire alarm the building will be evacuated using normal LGC fire evacuation processes. As long as we cannot see fire or the products of combustion such as smoke, light or feel heat, coaches will lead their gymnasts to the nearest exits and evacuation points within the car park by customers maintaining the 1m+ gaps at all times (including at the assembly points). Registers will be taken by coaches and Senior Fire Office will control the evacuation of the premises.</p> <p>If fire or the products of combustion are seen or felt the building is simply to be evacuated as quickly as possible regardless of social distancing. The acute harm of the fire will out way the potential harm of Covid 19</p> <p>If social distancing has been comprised those who have been involved are to be segregated from those who were able to evacuate while observing social distancing. This is because these people who have been in a fire or smelt smoke may need medical screening by the ambulance services</p>	5	1	Low	The hazard is controlled as far as is reasonably practical




Those in the gym	Water Fountain to be closed - potential for Covid 19 being spread from bodily fluids such as saliva	To prevent the risk of cross contamination the water fountain will be closed	5	1	Low	The hazard controlled as far as is reasonably practical
Those in the gym	Covid 19 being spread from bodily fluids such as urine and blood	<p>Where a first aid incident has taken place, the area in which the accident has taken place is to be cleared. A small first aid kit will be kept on each cleaning station with gloves and mask.</p> <p>The first aider is to ensure that they use barrier gloves and if CPR is needed the current British Heart Foundation guidance is followed. If the first aider feels at risk, they are liberty to refuse to administer first aid.</p> <p>Where possible the casualty is to be instructed to self treat -i.e. hold the bandage here etc Therefore the first aider does not come into contact with the blood.</p> <p>When fluids are being cleaned up flood the spill with disinfectant and allow 10 mins contact time. We will then clean up the spill and disinfected with wet vac. The area is to be cosmetically cleaned .</p> <p>If an injury needs to be iced – frozen peas will be used and taken home by gymnast. The ice machine remains out of order.</p>	5	1	Low	The hazard is controlled as far as is reasonably practical
All those in the gym	Lost Property	Any lost property will be immediately bagged up (using gloves) in clear bags and will be isolated until collection or they will be thrown away.	5	1	Low	The hazard is controlled as far as is reasonably practical
All those in the gym	Coaches coming into close contact with the	Supporting a gymnasts will be avoided if at possible. Verbal instructions will be given.	5	3	HIGH	Additional controls are required for a



	gymnasts when supporting a gymnast. Covid19 is clearly a significant risk and must be controlled but there are other risks involved in gymnastics which coaches are trained to deal with by supporting or catching the gymnasts to avoid injury	However there are situations when competent gymnasts require support and it would be unsafe to allow them to do certain moves (perhaps to regain a move they previously had before lockdown or Senior gymnasts preparing for top level competitions. No guidance has yet been issued by BG and if that guidance comes then this section will be reviewed. However coaches are trained to step in to prevent injury or to help and it is unrealistic to assume that this will stop because of Covid 19 so LGC are putting in place additional controls. Chiropractors and Osteopaths have guidance in place and they can be in contact with clients for up to 45 minutes and their activity is more intense than spotting in gymnastics.				coach to safely support a gymnast whilst observing Covid 19 safety protocols  See below for additional controls
The coach	The coach being exposed to Covid19 from the gymnast when supporting them	The supporting coach is to wear PPE to minimise the risk. FFP£ dust mask is to be worn, these are effective at reducing the risk of inhaling Covid 19 virus droplets F1 eye protection is to be worn. The eyes have a mucus membrane and as such are a fast way for virus to get into the body. F! safety glasses form to fit the face. Coaches must not touch their face, ears or eyes during supporting.	5	1	Low	The hazard is controlled as far as is reasonably practical
The coach spreading Covid 19 Between gymnasts when supporting	The gymnasts	The coach is to use supporting techniques that do not bring them close to the respiratory zone of the gymnasts. Wherever possible they are to support on the leotard as sweat may contain Covid 19 virus. Coaches are to hand sanitise between gymnasts	5	1	Low	The hazard is controlled as far as is reasonably practical



		Good occupational hygiene is to be followed. PPE is to be removed and either cleaned- F1 glasses or disposed of FFP3 masks in lidded bin				
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Further Control Measures 	Further Control Measures Follow up		
	Allocated to (name)	Target date	Date completed

**Risk Assessment Reviews**

Suggested Review Date (either after significant changes, actions completed, or annually):

Risk Assessment Reviewed by (name):	<b>Dave Murray</b>	Risk Assessment Reviewed by (name):	
Date:	<b>10 July 2020</b>	Date:	
Comments:		Comments:	
Next Suggested Review Date:	<b>June 2021</b>	Next Suggested Review Date:	
Risk Assessment Reviewed by (name):	<b>Alexandra Webster</b>	Risk Assessment Reviewed by (name):	
Date:		Date:	
Comments:		Comments:	
Next Suggested Review Date:		Next Suggested Review Date:	