

Bulmershe Gymnastics Club Risk Assessment Covid-19 Phase One

LOCATION/ACTIVITY/ISSUE BEING ASSESSED	Bulmershe Gymnastics Club, Woodley
NAME OF ASSESSOR(s):	Trina Farrance
DATE OF ASSESSMENT:	10 th August 2020
DATE FOR REVIEW:	Daily
SIGNED:	

What are the significant hazards?	What could go wrong? Who could be harmed and how?	What's already being done to control risks?	What additional controls are needed?	By who?			Risk rating following action H/M/L
Children Drop off	<p>Parent's not social distancing in at drop off. Symptomatic gymnasts arrive at gym No toys, teddies or similar to be brought to the gym</p> <p>Poor hygiene</p> <p>Lift share</p>	<p>Gymnasts to arrive at 'entrance only car park'. Temperature checks at the entry gate.</p> <p>Gymnasts asked to use hand sanitiser when entering the gym.</p>	<p>Staggered drop off times to limit numbers.</p> <p>Senior coach in PPE to take temperature and ask simple health questions.</p> <p>Control of items being brought to the gym to limit possible contamination. Parents are not allowed in the building. Letter to parent reminding them of the protocols. 1 adult to drop off. Gymnasts to bring their own hand sanitiser and apply before entering the gym.</p>	HoD and Senior coaches			M

			Parents asked not to lift share.				
Capacity in the gym	Too many gymnasts attend at one time.	Agreed number of gymnasts in each session.	Smaller groups of gymnasts in each class. Gym zoned off to limit number of gymnasts in each zone.	HoD/TF			M
Planning of rotations.	Spread of virus between gymnasts and coaches.	Coaches to plan sessions on no physical supporting. Gymnasts of work 2m apart. No two groups to use the same apparatus unless this has been cleaned. Gymnasts to sanitise hands (and feet) before going on apparatus.	Heads of Discipline to plan groups of gymnasts Start and finish times for sessions to be staggered. Gymnasts to keep all personal training equipment in their bag.	HoD/TF			H
Classes The start and end each session could breach social distancing guidelines.	Number of gymnasts in a session/class could result in a large number of parents picking up and waiting at the gate.	Gymnasts to enter and exit at different car parks . Coaches to escort gymnasts to the car park area to be collected. Social distancing lines sprayed on gym pathways.	Bubbles to be dismissed at different times to stop parents queuing. Parents asked to stay in their cars until their gymnast's class is exiting.	HoD/TF			M
Movement around the gym.	Spread of virus among gymnasts, coaches and other members	Clear plans on group rotations.	Clear communication and signage for remind gymnasts of one way system.	TF/HoD			M

<p>Ensure movement between apparatus and to toilet facilities does not breach social distancing.</p>		<p>One-way route to toilets and back into the gym to stop congestion in narrow corridor. Tape off changing rooms. Thorough cleaning of equipment and auxiliary areas at end of the day. Ventilation in the building maximised by opening fire exits doors or using ceiling fan units. Parents and visitors will not have access unless agreed by Head of Discipline or Head of Operations.</p>	<p>Communicate with coaches to open doors and turn on fans when weather permits. Pedestrian gate to be locked during classes to increase security to gymnasts and staff. Visitors to arrange meetings via email. Try to hold meetings on virtual portals or via telephone. Contractors need to be escorted around the premises to ensure social distancing, hygiene and welfare policies are followed.</p>		
<p>Staff working environment Office, refreshment room and kitchen – Social distancing</p>	<p>Spread of virus between members of staff</p>	<p>Members of admin staff that can work from home will remain at home. Coaches will be asked to minimise their use of the refreshment room and office. Coaches to bring in their own water bottles and snacks. All items to be washed up after use.</p>	<p>Reminder posters to be placed in these areas to maintain hygiene level Access to office will be limited to Head of Operations. All personal items to be removed from office, refreshment room and kitchen.</p>	<p>TF/HoD</p>	<p>M</p>
<p>Gymnastic Calendar</p>	<p>Spread of virus between members and other clubs</p>	<p>All competitions have been cancelled until the new year.</p>	<p>Communicate with parents of the cancellation of the competitions. Make sure any</p>	<p>HoD</p>	<p>L</p>

School events create risks of breaching social distancing guidelines.		All coaching courses have been suspended for the time being.	refunds of competition entries have been reimbursed. Head coaches to communicate the plan of training for competitive gymnasts for 2021 Keep up to date with BG plans and procedures of coaching courses and competitions.		
Communication with staff, parents and gymnasts	Many staff, parents and gymnasts will be anxious to return to the gym.	Parent survey to be sent out via LoveAdmin system. Procedures and changes to be emailed out before gymnasts return to gym. Using graphics, photos and videos.	Social media and email communication of the actions we are taking and procedures we are putting in place Clear instructions and consent forms to be sent to parents.	TF/HoD	L
Staff Return Coaches to receive training on new procedures	Unprepared coaches could risk spread of the virus.	Coaches induction day covering coaching using only verbal communication with gymnast. Health and safety procedures and cleaning protocols.	Coaches to come in in small groups to be walked around the gym. Chance to discuss changes and training on classes and coaching. Video to be posted on social media group, showing how the environment has changed. Also video of how gymnast will enter and move around the gym prior to training days.	TF/HoD	H
Hygiene	Transmission of virus to Bulmershe members	Instructions for the children on how to wash their hands has been	Communicate with the cleaning contracts to discuss their	TF	H

<p>Gym's Hygiene is not acceptable enough to prevent the possible spread of Covid-19</p>		<p>given and posters are on display in the changing rooms to remind children of the correct handwashing procedures.</p> <ul style="list-style-type: none"> • Anti-bacterial hand gel is being used in the main entrance and in the gym. Posters are on displayed in toilets to remind gymnasts to wash their hands properly. <p>All gymnasts to be taught the important of keeping germs to minimum. Coaches to remind gymnasts of this.</p> <p>If a gymnast becomes unwell or if anyone in their household is unwell, they must not attend their class.</p> <p>Where possible Social distancing maintained between all adults on site and between pupil groups. Coaches to encourage frequent handwashing. Hand sanitiser available in the gym. Gymnasts are encouraged to bring their own hand sanitiser.</p>	<p>cleaning options and possible deep clean <u>protocols</u>.</p> <p>Coaches to clean equipment after use and record in a log.</p> <p>Contract cleaners to be provided with protocols and to provide their protocols</p>		
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		Frequent cleaning of surfaces such as push plates and door handles.			
Clothing	Spread of virus to Bulmershe members	Children and staff to make sure they wear clean clothes to the gym each day. Extra clothing and personal items to remain in the individuals bag.	Communicate with parents the importance of clean clothes when attending gym.	Hod/TF	M
Having soft surfaces and hand equipment which is hard to clean.	Spread of virus to members of Bulmershe Gym Club	Removal of all hand equipment that cannot be immediately cleaned. Removal of carpet squares and replaced with rubber spots	Make sure all staff are aware that items that cannot be cleaned and therefore cannot be used. Set out clear cleaning policy and training. Ensure coaches are aware of the importance of these cleaning protocols and record keeping.	TF	L
Managing symptoms	Spread of Virus to members of Bulmershe Gym Club.	Purchase of thermometer 'gun' to test gymnasts and coaches before entering the gym. If a gymnast or coach becomes unwell, move the coach/gymnasts away from others in a safe and ventilated area. If a gymnast or coach becomes unwell, isolate and send home.	Ensure parents are aware of the importance to collect their child quickly. Attending first aider to wear PPE as per government guidelines. All PPE to be removed and double bagged. Marked clearly and stored until a COVID-19 negative test is received. Use track and trace system to isolate any known contacts with a sick coach or gymnast.	TF/HoD	H

			Cleaning Policy in place <u>Staff training on protocols</u>		
Gym Hall	Equipment may be used by several gymnasts	Clear rotation for use of equipment and communicated with coaches. Equipment labelled and coded for record or cleaning. Closed days to enable cleaning. Short sessions to reduce toilet requirements and no breaktimes.	Communication to parents regarding no breaktimes, cleaning procedures and rotations.	TF/HoD	H
Shared Spaces Parents waiting area and gymnasts entry to the gym could cause gatherings	Spread of virus to members of Bulmershe Gym Club	Reminder posters to be displayed on fence outside the pedestrian gate. Parents of older gymnasts are asked to remain in their cars. Clear procedures are communicated to parents.	Review on first week of phase one. Coaches to remind parents of social distancing.	TF/HoD	M
Toilets Queuing for toilets may breach social distancing	Spread of Virus to members of Bulmershe Gym Club	Coaches to allocate different toilets to each bubble at the beginning of each session. Changing areas will be taped off to stop gatherings.	Ensure there is a constant supply of soap. One-way system to go and return from the toilet area. One-way route to the toilets to stop congestion in the hallways.	HoD/TF	M

		Hand washing reinforced constantly. Coaches to ensure one gymnast at a time goes to the toilets.	Toilets to be cleaned after the session.		
Arrival and Departure Gymnasts and parents congregate at exits making social distancing measures difficult to apply.	Spread of virus to members of Bulmershe Gym Club	Sessions to be staggered to reduce numbers of gymnasts being dropped off. One adult to collect and drop off gymnast at the pedestrian gate in, Share procedure with parents and gymnasts	Clear communication of start and finish times of each bubble. Clear displays to remind parents of the new procedures. Social distancing marker on pavement or fence Encourage parents of older gymnasts to wait in their car. Parents asked to leave the site promptly.	TF/HoD	M
Children's and coaches Wellbeing	Gymnasts become anxious of the changes in the gym	Video sent out on social media showing the changes to the routine in the gym. Clear instructions given to parents for them to talk to their children about. Coaches to be allowed to voice concerns over returning to the gym via zoom meetings or social distancing meetings.	Coaches to be aware that this could be very emotional for some children. Staff to reassure gymnasts constantly. Coaches to be aware of any emotional needs. Senior staff to constantly check on staff and their wellbeing.		L

Visitors	Spread of COVID-19 through poor hygiene and contamination	Visitors will be limited. Only essential visitors . will be allowed into the gym	Hygiene protocols of hand sanitiser to be used while on site. Copies of our risk assessment. COVID-19 policy to be sent prior to any visit. HOD to be made aware of any visitors in advance and contact details to be recorded.				L
Cleaning	Poor Hygiene in all areas of the gym leading to the spread of COVID-19	Clear cleaning policy to be distributed to all staff.	Clean AND disinfect frequently touched surfaces throughout the day. This includes tables, chairs, resources, equipment, apparatus, doorknobs, light switches, countertops, handles, toilets, taps, and sinks. Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning. Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.				M
Disposal of potentially contaminated waste	Spread of COVID-19 through poor management	Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until:	Ensure all coaching staff are trained on the disposal of waste.				M

		1) the individual tests negative; waste can then be put in with the normal waste. The individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste					
PPE - Staff	Poor training could lead to spread of infectious disease.	Staff to receive training on the use of PPE. They will also be given the option to wear a mask while coaching.	All staff to use PPE when cleaning and first aid.				M