



COVID-19 Risk Assessment

Date of risk assessment: October 21st 2020

Version 2

Risk	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
National guidelines are updated daily and HSG lapses in following advice	Participants, coaches. Risk of catching or spreading Covid-19	<ul style="list-style-type: none"> Ensure daily checks are made with Government website / current advice https://www.gov.uk/coronavirus https://www.gov.uk/government/publications/covid-19decontamination-in-nonhealthcare-settings Ensure any changes/updates in advice are communicated to coaches, gymnasts and parents. HSG COVID Statement constantly updated on the website 	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.scni.net/news/covid-19coronavirus</p> <p>Use of posters, leaflets, infographics, social media and other materials to display current advice https://www.gov.uk/government/publications/guidance-to-employers-andbusinesses-about-covid-19</p>	Head coach, general manager and H&S officer	Ongoing	

<p>Gymnast / Coach with symptoms before the start of gymnastics session</p>	<p>Participants, coaches. Risk of catching or spreading Covid-19</p>	<ul style="list-style-type: none"> • Gymnasts / Coaches who show symptoms should not attend gymnastics but should follow Government guidance to isolate at home and get tested as soon as possible • Gymnasts/parents/staff should contact HSG to inform them of a suspected case • The temperature of staff and gymnasts taken at the start of each session. 	<p>Use of posters, leaflets and other materials to display COVID-19 symptoms. Temperature checks on arrival</p> <p>All coaches briefed on the symptoms of COVID 19 before returning to work.</p> <p>All coaches informed that they must advise the employer of any symptoms and not attend work if showing COVID-19 symptoms.</p>	<p>Head coach, General Manager and H&S officer</p>	<p>Ongoing</p>	
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<p>Coaches failure to follow Government Guidelines</p>	<p>Participants, coaches. Risk of catching or spreading Covid-19</p>	<ul style="list-style-type: none"> • All Coaches briefed and understand the Government Guidelines, British Gymnastics and HSG directives • Maximum participants in the gym meet the Government Guidelines • Social distancing will always continue to be the expectation • Hand sanitiser will always be available <p>Ensuring that there is no swapping between designated groups unless absolutely necessary. Once an activity group has been set up, they will remain in this group. Any such swapping will be meticulously recorded, including the coach in charge of each group. This is to reduce the risk of spreading in the event of a participant or coach contracting COVID-19</p>	<p>All coaches briefed on the new procedures – Asked to Read, Understand, agree and sign/date the HSG COVID Statement For Coaches.</p> <p>Coaches to be briefed on a regular basis about any changes/updates in advice at the start of each session / via email</p> <p>*Email / HSG COVID-19 Statement</p> <p>Rigorous checks will be carried out by the head coach to ensure that the necessary procedures are being followed.</p> <p>If coaches fail to follow the agreed procedures, this will be reviewed under the staff disciplinary procedure.</p>	<p>Head coach, General Manager and H&S officer</p>	<p>Ongoing</p>	
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<p>Participant misbehaviour, Misconduct or failure to follow HSG COVID Statement Rules</p>	<p>Participants and coaches. Risk of catching or spreading Covid-19</p>	<p>Misbehaviour will be dealt with appropriately and parents informed</p>	<p>Gymnasts/parents to be briefed on a regular basis about any changes/updates in advice before the start of each session / via email / HSG COVID Statement</p> <p>Rigorous checks will be carried out by the head coach to ensure that the necessary procedures are being followed</p>	<p>Head coach, General Manager and all staff</p>	<p>Ongoing</p>	
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<p>Spread of Covid-19 Coronavirus</p> <p><u>Inadequate Hand Washing Sanitising</u></p>	<p>Participants and coaches. Risk of catching or spreading Covid-19</p>	<p><u>Hand Washing / Sanitising</u></p> <ul style="list-style-type: none"> • Adequate supplies of handwashing facilities with soap and water in place • See handwashing guidance https://www.nhs.uk/livewell/healthy-body/best-way-to-wash-your-hands/ • Provide high alcohol content hand sanitisers on entry/exit points. And around the gym • Ensure stringent hand sanitiser procedures are followed • Use of posters, leaflets and other materials to display current advice 	<p>Staff and gymnasts to be reminded on a regular basis to wash their hands for 20 seconds with water and soap</p> <p>Gymnasts/coaches hand sanitise as required. Entry / exit. Between the apparatus within the gym.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands</p>	<p>Head coach, General Manager, all staff and H&S officer</p>	<p>Ongoing</p>	
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<p>Spread of Covid-19 Coronavirus</p> <p><u>Inadequate Cleaning</u></p>	<p>Participants and coaches. Risk of catching or spreading Covid-19</p>	<p><u>Cleaning</u></p> <ul style="list-style-type: none"> • Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and equipment • Coaches are required to clean all contact surfaces with disinfectant at the start and end of each day • Coaches are required to sanitise all contact surfaces in the gym before and after each session • 5-minute interval between classes to allow for cleaning • Reduce/stop the use of difficult to clean items – small hand apparatus, soft top mats, pit foam, bars • Use government-approved cleaning products and methods • Cleaning stations will be available 	<p>All cleaners/coaches briefed on the new cleaning procedures</p> <p>Rigorous checks will be carried out by the head coach and general manager to ensure that the necessary procedures are being followed</p> <p>Supplies checked on a regular basis</p> <p>Ensure supplies of essential cleaning products are available.</p> <p>Ensure at least 2 months of stock.</p> <p>Cleaning schedule of any equipment on a separate document/checklist</p>	<p>Head coach, General Manager, all staff and H&S officer</p>	<p>Ongoing</p>	
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<p>Spread of Covid-19 Coronavirus</p> <p><u>Inadequate Social Distancing</u></p>	<p>Participants and coaches. Risk of catching or spreading Covid-19</p>	<p><u>Social Distancing</u></p> <ul style="list-style-type: none"> • Gymnasts and Coaches to interact with only their group – as far as is logistically possible • Social Distancing - Reducing the number of persons in the gym to comply with 1 person per 100 sqft gap recommended by the Public Health Agency • Taking steps to stagger class times • Taking steps to review class timetables to reduce the number of coaches/gymnasts in the gym at any one time • Redesigning entry/exit protocols to ensure social distancing in place. • No parents to be allowed into the facility at this time • 3 strike system for people not socially distancing, with a week suspension for those at strike 3 	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it</p> <p>All coaches briefed on the new procedures – Agree HSG COVID Statement</p> <p>Head coach/general manager checks to ensure this is adhered to</p> <p>All communication to parents via email</p> <p>All areas clearly marked with socially distanced lines / numbers</p> <p>Policy for a distressed child Reassure the child, Gloves and mask should be worn by the coach attending the child if a 2-meter distance cannot be maintained Call parent to pick up the child outside the gym</p>	<p>Head coach, General Manager, all staff and H&S officer</p>	<p>Ongoing</p>	
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<p>Spread of Covid-19 Coronavirus</p> <p><u>Inadequate Social Distancing</u></p> <p><u>Gym Layout</u></p>	<p>Participants and coaches. Risk of catching or spreading Covid-19</p>	<p><u>Social Distancing</u></p> <p><u>Gym Layout</u></p> <ul style="list-style-type: none"> • Gymnasts to arrive dressed in gym kit • Wearing slip-on footwear if possible • parents to gymnasts belongings away • One-way walkway around the gym • Keep all doors open where possible to aid ventilation • No one to share chalk 	<p>One-way system in the gym clearly marked</p> <p>All spots clearly marked</p> <p>All coaches briefed on the new procedures at the start of each session / via email</p> <p>All gymnasts/parents briefed on the new procedures</p>	<p>Head coach, general manager, all staff and H&S officer</p>	<p>Ongoing</p>	
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<p>Spread of Covid-19 Coronavirus</p> <p><u>Symptoms of Covid-19</u></p>	<p>Participants and coaches. Risk of catching or spreading Covid-19</p>	<p><u>Symptoms of Covid-19</u></p> <ul style="list-style-type: none"> • If a child, coach, HSG staff member or volunteer becomes unwell with a new continuous cough or a high temperature in the gym, they will be sent home and advised to follow the COVID19 guidance for households with possible coronavirus infection • If a gymnast is awaiting collection they should be isolated in the kitchen/office • If they need to go to the bathroom while waiting to be collected, use the accessible toilet. The toilet should then remain closed until it has been cleaned and disinfected • Gloves and mask should be worn by the coach attending the gymnast if suspected or being symptomatic • Clean the affected area in the gym using Government guidelines • Contact parent to ascertain test results 	<p>All coaches briefed on the new procedures – Read, Understand, agree to adhere to the HSG COVID Statement by and sign/date procedure</p> <p>Registers are taken at every session</p> <p>Information on coaches who attend every session</p> <p>Contact numbers available via the office</p> <p>Ask parents to inform us of any COVID signs or positive tests</p> <p>Use the new NHS track and trace system</p>	<p>Head coach, General manager, all staff and H&S officer</p>	<p>Ongoing</p>	
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<p>Spread of Covid-19 Coronavirus</p> <p><u>Confirmed Case of Covid19</u></p>	<p>Participants and coaches. Risk of catching or spreading Covid-19</p>	<p><u>Confirmed Case of Covid-19</u></p> <ul style="list-style-type: none"> Gymnasts or Coaches that are confirmed positive should contact HSG immediately Where the gymnast/coach is confirmed positive, the rest of their HSG group should be either contacted or sent home and advised to self isolate for 14 days, and encouraged to test for COVID-19 as per current government guideline 	<p>All coaches briefed on the new procedures at the start of each session / via email</p> <p>Registers are taken at every session</p> <p>Information on coaches who attend every session held by the office.</p>	<p>Head coach, general manager, all staff and H&S officer</p>	<p>Ongoing</p>	
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<p>Spread of Covid-19 Coronavirus</p> <p><u>Inadequate toilet procedures</u></p>	<p>Participants and coaches. Risk of catching or spreading Covid-19</p>	<p><u>Toilet</u></p> <ul style="list-style-type: none"> Assistant coach to supervise usage of the toilet area, limit numbers in the toilet Assistant coach to check levels of soap Clear signage on washing hands Open all windows where possible Leave main entry door to toilets open where possible 	<p>Coaches to be briefed on toilet procedure</p> <p>Staff and gymnasts to be reminded on a regular basis to wash their hands for 20 seconds with water and soap. Also, to hand sanitiser as required</p>	<p>Head coach, general manager, all staff and H&S officer</p>	<p>Ongoing</p>	
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<p>Spread of Covid-19 Coronavirus</p> <p><u>Inadequate arrival / dispersal procedures</u></p> <p><u>Unable to maintain social distancing</u></p>	<p>Participants and coaches. Risk of catching or spreading Covid-19</p>	<p><u>Arrival / Dispersal</u></p> <ul style="list-style-type: none"> • Stagger start and finish times of classes • Limit to one parent accompanying gymnast drop off / pick up • Siblings may accompany the parent where absolutely necessary • Arrange additional staff to supervise drop off / pick up • Have additional trained staff always available in case of staff absences • Use multiple entrances/exits to prevent parents/gymnasts “bunching up” • Frequent communication to parents/gymnasts on appropriate social distancing • Provide socially distanced waiting lines and waiting spots • Gymnasts/coaches to sanitise their hands on entering/leaving the facility • Late payment charge to prevent late pick ups 	<p>All coaches briefed on the new procedures at the start of each session / via email</p> <p>All waiting spots clearly marked</p>	<p>Head coach, General Manager, all staff and H&S officer</p>	<p>Ongoing</p>	
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<p>Spread of Covid-19 Coronavirus</p> <p><u>Inadequate First Aid procedures</u></p>	<p>Participants and coaches. Risk of catching or spreading Covid-19</p> <p>Parents / Gymnasts / Coaches not receiving first aid due to social distancing</p>	<p><u>First Aid</u></p> <ul style="list-style-type: none"> • HSG should identify an individual to be responsible for first aid (provision, equipment and facilities) at each session • Accident reporting procedures to remain unchanged • The minimum number of first aiders (1) must be on-site at all times • Low-risk first aid equipment (e.g. box of plasters, sick bowls) should be made available in the office • First Aid continues as normal with the below aspects to be used for all First Aid: <ul style="list-style-type: none"> ○ Gloves for general first aid ○ Face masks for general first aid ○ Resus masks for emergency first aid (all to be provided) 	<p>Ensure all lead coaches are first aid trained</p> <p>All coaches briefed on the new procedures at the start of each session / via email</p>	<p>Head coach, general manager, all staff and H&S officer</p>	<p>Ongoing</p>	
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<p>Coaches not able to spot due to social distancing regulations</p> <p>Injury</p>	<p>Participants</p>	<ul style="list-style-type: none"> • NO SPOTTING will be given during the session • Coaches will guide gymnasts with verbal commands only • However if a gymnast is performing a skill and is in need of emergency support, due to risk of injury – the coach will step in to manually spot 	<p>All coaches briefed on the new procedures and are aware of British Gymnastics guidelines</p>	<p>Head coach, general manager, all staff and H&S officer</p>	<p>Ongoing</p>	
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<p>Waiting outside the gym</p> <p>Sunburn</p> <p>Rain</p> <p>Cold</p>	<p>Participants and coaches</p>	<ul style="list-style-type: none"> • Participants to be advised to arrive at HSG suitably dressed • Participants and coaches to wear sunscreen where appropriate • Participants and coaches to wear sun hats where appropriate • Participants and coaches to bring umbrellas/waterproofs where appropriate • Gymnasts/parents and staff expected to wait in their car until ready to go in 	<p>All coaches briefed on the new procedures at the start of each session / via email</p> <p>All gymnasts/parents briefed on the new procedures</p>	<p>Head coach, general manager, all staff and H&S officer</p>	<p>Ongoing</p>	
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Dehydration	Participants and coaches	<ul style="list-style-type: none"> • Participants to have their own water in a sealed bottle, with name label • No sharing of water bottles will be allowed 	<p>All coaches briefed on the new procedures</p> <p>All gymnasts/parents briefed on the new procedures</p>	Head coach, general manager, all staff and H&S officer	Ongoing	
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