

COVID-19 RISK ASSESSMENT



Gymnastics Centre

Company Name: Lincoln Gymnastics Club Ltd.

Address: 100 Sadler Road
Lincoln
LN6 3RS
Tel: +44 (0)1522 509621

Version	Description	Checked By	Issued By	Issued Date
1.5	Original	J. Kitchen	N. Burr	24/07/2020
2	Page 5 – Update of protocol in event of positive COVID-19 test Page 12 - Section 4e. – Control Measures for Parent & Child Sessions	J. Kitchen	N. Burr	19/09/2020
3	Face Coverings – Various pages updated to capture enhanced control measures, through the use of face coverings	J. Kitchen	N. Burr	30/11/2020
4	Risk Assessment section 1b. - Adjustment to closure / isolation protocols	J. Kitchen	N. Burr	01/01/2021
5	Page 3 & Risk Assessment section 2.b & 2.c - Adjustment to face covering requirements for Coaches in the gymnasium	J. Kitchen	N. Burr	17/05/2021
6	Page 5 (Section 1.b.) – Additional proactive measures to address notification of symptomatic participants.	J. Kitchen	N. Burr	05/07/2021
7	<ul style="list-style-type: none"> Page 3 (& various) – Face Coverings relaxation captured & all references to mandatory face covering requirements and exceptions removed Section 2c – Physical Contact and 'Opt-out' protocol & removal of noise level restrictions. Section 4c (& Section 2b/d) – Specific measures for vulnerability or disability removed and replaced by Spectator protocols. Section 1a – Requirement for random temp checks removed. 	J. Kitchen	N. Burr	10/09/2021

Document Approval

	Name	Signature	Date
Checked	Joe Kitchen*		10/09/2021
Approved	Neville Burr*		10/09/2021

* The approval of this document has been carried out by all Directors of Lincoln Gymnastics Club. The above names provide representation for the administering and approval of further changes.

Contents

1. Objectives 2

2. Document Control 2

3. Activity Risk Assessment..... 3

4. Health & Safety 4

5. Emergency Action 4

6. Environmental Considerations..... 4

7. Appendix A – Risk Assessments 4

7.1. Risk Assessment..... 5

Record Sheet 11

1. Objectives

The purpose of this Risk Assessment is to identify what additional controls / actions / facilities and changes to previous ways of working need to be in place before significant numbers of members, coaches and Club Officials return to the facility.

This Risk Assessment aims to ensure the various UK Government and sport-specific guidelines (captured in ‘Section 3’) are followed whilst being assisted by the re-opening checklist provided the British Gymnastics ‘Step Forward Plan’ (SFP), [here](#).

The controls identified in this risk assessment apply to all personnel on site.

2. Document Control

Required Circulation of Risk Assessment

	✓	Date Issued
Coaches	✓	10/09/2021**
Club Officials (Admin, Committee, Directors)	✓	
Gymnast / Participants & Parent / Guardians	✓	
Hiring Organisations (Organisations hiring the facility)	✓	
Cleaners Contractors	✓	
Other Visitors	✓	

** Risk Assessment uploaded and available on Club website, [here](#)

3. Activity Risk Assessment

Intention

It is not the intention of the Club to place any member in a situation where they are unable to maintain social distancing. The company is reliant upon individuals to follow the guidance contained in this document and escalate any issues arising with their Lead Coach or Club Officials.

Completed & Continued Actions

This risk assessment has been completed after release and reference to the following publications:

1. 'Stay at Home' Guidelines – <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
2. Social Distancing – <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>
3. First Responder Guidance - <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>
4. British Gymnastics 'Step Forward Plan' (SFP) regarding Re-opening, working safely, capacity / ratio guidance and coach communication - <https://www.british-gymnastics.org/step-forward>
5. British Gymnastics Announcement (25th July 2020 Return) - <https://www.british-gymnastics.org/news-and-events/news/latest-news/9168-government-announces-gymnastics-activity-to-resume-in-england-from-25th-july>
6. Public Health England (Guidance for Employers and Businesses) - <https://www.publichealth.hscni.net/sites/default/files/2020-03/Guidance%20for%20Employers%20and%20Businesses.pdf>
7. COVID-19 Guidance for Grassroots Sport – <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>
8. COVID-19 Guidance for Schools and Other Educational Settings – <https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Continual review of the guidance is required to ensure our Risks Assessment stays up to date and the policies we deploy are pertinent to the current clinical guidelines.

In order to ensure said guidance is practical and sustainable, continual communication and review is required. This will require the Club Officials to:

- Consult with members over the proposed controls and modifications to the buildings and how we work to make sure that the controls are workable, efficient and that there are no missed areas.
- Regularly remind members of controls, continue to seek their feedback and update members with any changes to controls.
- Provide regular updates via email, on the Club website and social media platforms (such as: opening arrangements, session timetables, video walk throughs of new protocols).

Face Coverings

The Club's control measures demonstrate that face coverings are **NOT mandatory across all areas of the premises** and their use is at the complete discretion of the individual. This said, continued social distancing across all areas of the site is expected. Area / activity-specific protocols are covered within this document.

Participants can wear face masks whilst not on apparatus or between time on apparatus, if they so wish, but masks should NOT be worn whilst on equipment or performing any form of gymnastics elements, including warm-ups /cool downs.

4. Health & Safety

Risk Assessments: Refer to Appendix A

5. Emergency Action

In the event of an accident or Health & Safety incident, the following persons must be informed as soon as possible.

Health and Safety Rep:	Neville Burr	07732 911288
Coaching / Membership Interface:	Joff Burr	07714 165890
COVID Officer:	Session Lead Coach (unless specified)	01522 509621

6. Environmental Considerations

Specific COVID-19 Environmental considerations are captured in Section 3e and 3d of the Risk Assessment

7. Appendix A – Risk Assessments

How the Risk Assessment has been performed

In the following risk assessment, the members, processes carried out, working environment and welfare facilities have been assessed against the latest UK Government guidelines. Due to the facility being closed since the initial outbreak of the virus, the 'risk ratings' before and after the implementation of 'Additional Controls' have not been provided. The 'Additional Controls' are deemed to be sufficient to meet the latest UK Government requirements to re-open.

All hazards and control measures specified in this risk assessment are specifically in force to adequately manage the hazard effect (risk) of infection and/or spread of COVID-19.

Please note: this assessment does not include tasks and activities covered by existing 'business as usual' risks assessments. This risk assessment captures risks and mitigations specific to protection against COVID-19.

Responsibilities for policy deployment outlined by the risk assessment

- Lead Coach of timetabled session assumes the role of **COVID Officer** as a default (unless it is practical to nominate an alternative)
- The **Lead Coach** of timetabled session will be responsible to ensure that all measures specified within the risk assessment are covered by themselves or by other coaches allocated to the session
- The role of the **COVID Officer** can be delegated to a **non-coaching member** of the Club in circumstances where resources are stretched.

The term '*members*' used within the risk assessment covers all parties identified in 'Section 2'. of this document.

7.1. Risk Assessment

Ref.	Hazard Description	Persons at Risk	Existing risk control measures	Additional Controls
1	Inability to DIAGNOSE & PREVENT THE SPREAD of COVID-19 (1a-1b)			
1a	Exposure of coaches and Club officials, including those from vulnerable groups to potential infection from COVID-19	Coaches Officials Gymnasts / Participants Parent / Guardians	<p>ALL members are to practice social distancing, in line with latest government guidelines, here</p> <p>Specific guidance from British Gymnastics via their 'SFP' initiative (here) related to:</p> <ul style="list-style-type: none"> Coach Communication 	<ol style="list-style-type: none"> Promote awareness of symptoms with posters around the centre as well as email / social media communications. Ensure that the number of coaches and Club Officials in the facility at one time is kept to a minimum. Identify clinically vulnerable and extremely clinically vulnerable people in the Club, and ensure additional measures are provided and/or that they remain away from the facility. Monitor the physical and mental wellbeing of all members, including identification of individual requirements to self-isolate (see 1b).
1b	Club Member(s) presenting symptoms	Coaches Officials Gymnasts / Participants Parent / Guardians	<p>ALL members presenting symptoms are to return / remain at home and follow latest Government guidelines, here.</p> <p>The COVID Officer and Welfare team are to be notified immediately of ALL COVID-19 cases so protocols (right) can be enacted.</p> <p>Potential contact with COVID-19 measures in-line with Public Health England, here</p>	<p><u>Proactive measures include:</u></p> <ol style="list-style-type: none"> Daily registers of every gymnast, coach and Club official will be logged and maintained in support of an event where 'track and trace' protocols are required. These records should be kept for a minimum of 6 weeks. Introduction of COVID Officer role to ensure a single point of contact on a day-to-day / operational level. If the Club is notified of a participant displaying symptoms (but not yet tested), the Lead Coach will consult with the Director of Coaching. This consultation will make a specific assessment of whether there may be a risk of 'close-contact' with other participants (due to age, session length, participation type). This assessment <u>may</u> result in proactive measures being taken, including session postponement and advice to self-isolate being communicated, until confirmation of a negative PCR test is received. <p><u>In the event ANY person(s) attending the club facility test positive for COVID-19:</u></p> <ol style="list-style-type: none"> All persons potentially affected (documented through the register system detailed above) to be contacted in line with guidance.

				5. Appropriate measures to control affected areas and protect members will be agreed between Club Officials and Coaches.
--	--	--	--	--

Ref.	Hazard Description	Persons at Risk	Existing risk control measures	Additional Controls
2	CORE PRACTICE - Inability to maintain SOCIAL DISTANCING & SHARED 'TOUCH-POINT' REMOVAL (2a – 2d covers)			
2a	Arriving at the gymnastics centre (outside areas)	Coaches Officials Gymnasts / Participants Parent / Guardians	None	<ol style="list-style-type: none"> 1. Gymnasts (and Parent / Guardians) not to arrive for their designated session more than 15 minutes prior to the sessions scheduled start time 2. Queuing area with designated 2 metre intervals provided on the pavement to the left of the reception door 3. There should be no entry to the building by non-Coaches / Officials, until instructed by a Coach or Official
2b	Upon entry and moving around the facility (entry to exercise)	Coaches Officials Gymnasts / Participants <i>Parent / Guardians are not permitted inside the centre unless prearranged with Club Official</i>	None	<ol style="list-style-type: none"> 1. One-way system in place in all non-gymnasium areas, (reception, halls etc.) and supported by floor and wall signage. 2. Floor markings and signage to support social distancing and segregation of coaches, gymnasts and Club Officials in non-gymnasium areas. 3. ALL gymnasts to use hand-washing facilities designated for males and females immediately after entering the facility. 4. A maximum of two people in the male / female bathroom at a time. 5. Separate entrance to be used by coaches where possible (side access fire door).
2c	Gymnasium Activities	Coaches Gymnasts / Participants	Specific guidance from British Gymnastics via their 'SFP' initiative (here) related to: <ul style="list-style-type: none"> • Working safely and effectively • Capacity, group size and ratio guidance 	<ol style="list-style-type: none"> 1. Revised session timetable established to ensure an increased delay between one session finishing and the next session starting, to ensure segregation is kept at enhanced levels. 2. Session plans should be socially distanced (coach-to-participant and participant-to-participation) where practical to do so. 3. Although physical contact restrictions have now been removed, the club will provide an 'Opt-out' option to all participants (via their parent / guardian). In instances where participants 'opt-out', session plans will be adapted to accommodate this desire. 4. Cleaning of shared equipment between rotations, where possible, through adjustments to coach in-session responsibilities.

				5. Coaches are not to wear outdoor footwear in the gymnasium and (where possible) gymnasium footwear should remain on-site in coach lockers provided.
2d	Post-Session (Maintaining both social distancing and child protection)	Coaches Officials Gymnasts / Participants Parent / Guardians	None	<p>1. Stairwell and upstairs areas closed to spectators; specifically, to facilitate separation of incoming/outgoing sessions and parent / carer collections of gymnasts.</p> <p>2. Closure of viewing gallery to spectators allows for gymnasts to maintain social distancing whilst Coach co-ordinates collection by Parent / Guardians on an individual basis, exiting via the external fire escape stairs, upon visual confirmation of parent / carer arrival in car park area.</p> <p>3. Upon gymnasts vacating the facility, chairs, handrails and other common touchpoints in the viewing gallery and stairwell areas will be cleaned after every session.</p>

Ref.	Hazard Description	Persons at Risk	Existing risk control measures	Additional Controls
3	LOCATION-SPECIFIC - Inability to maintain SOCIAL DISTANCING & SHARED 'TOUCH-POINT' REMOVAL (3a – 3e covers)			
3a	Gymnast Changing Area	Coaches Gymnasts / Participants	None	<p>1. Gymnasts and participants are to ensure they are suitably dressed for their session prior to arrival, as the changing area will not be in use.</p> <p>2. Gymnasts and participants are to ensure drinks bottles and single bags have names clearly stated.</p> <p>3. Gymnasts' drinks are not to be replenished by Coaches or Club Officials unless there is a hydration risk to the gymnast(s) or an emergency.</p> <p>4. Social distancing measures will be maintained in these areas, supported by floor markings and signage.</p> <p>5. Gymnasts must only touch items which belong to them personally in this area of the facility.</p>
3b	Coaches Room (inc. Kitchen Area) &	Coaches Officials	None	<p>1. Upholstered chairs to be removed from coaches' room and only plastic / metal chairs to be used in the coaches' room.</p> <p>2. Hand Sanitiser provided at pertinent locations as the coaches / officials move between gymnasium, common and admin areas.</p>

				<p>3. All shared, non-disposal equipment kept to a minimum and removed where possible (e.g. removal of tea-towels).</p> <p>4. Encourage use of own cutlery and point out that the user of shared cutlery should make sure it is clean before use, with signage.</p> <p>5. Wash hands or use hand sanitiser on entering kitchen and immediately before leaving kitchen.</p> <p>6. Individual lockers to be provided for all coaches to ensure that personal items are not to be left out in these shared areas.</p> <p>7. Maximum of 4 people in the coaches' room at any time.</p>
3c	Reception Area (inc. Access & Egress Management)	Officials Parent / Guardians Visitors	None	<p>1. A maximum of 2 people permitted behind reception desk at a time. Maximum of 1 person in the office at a time but use of this room should be kept to an absolute minimum.</p> <p>2. Signage outside reception will instruct all non-coach / Club Officials to wait outside the reception door until invited to enter the facility.</p> <p>3. Hand Sanitiser provided at pertinent locations as the coaches / officials move between gymnasium, common and admin areas.</p> <p>4. Visitors of any kind should be kept to a minimum during operational hours and must be pre-arranged / agreed with a Club Official.</p> <p>5. Visitors are to acknowledge the risk assessment prior to arrival and their details are to be logged in the site register, signing in and out.</p> <p>6. A maximum of one visiting group (comprising of a maximum of two persons) are allowed in the facility at a time and must be supervised by a Club Official or Coach throughout.</p> <p>7. Visitors must be self-sufficient, bringing their own equipment and PPE if required.</p>
3d	General / Common Areas (inc. Hallways, Toilets)	ALL: Coaches Officials Gymnasts / Participants	None	<p>1. To minimise door handle contact, <u>keep doors open</u>, inc fire doors.</p> <p>2. Increased levels of cleaning - Unless specifically covered by other areas of this risk assessment, this enhanced cleaning will be managed on a <i>'if you touched it, clean it'</i> basis.</p> <p>3. Additional COVID-focussed signage provided, and unnecessary signage removed</p>

				<p>4. Use of toilets is limited to a maximum of two per bathroom (even if there are spare cubicles) and hands are to be washed with soap after use.</p> <p>5. Hands are to be washed with soap before / after consumption of food.</p> <p>6. Shared items in non-gymnasium areas removed (e.g. pens, unnecessary posters, boxes, clothes etc.).</p> <p>7. Closed-lidded foot operated bins to be provided around the facility for safe disposal of used cleaning materials.</p>
3e	Air Conditioning / Heating / Water / Lighting		None	<p>1. Electrically isolate Air Conditioning/Cooling/ Heating systems to prevent use.</p> <p>2. Use windows and doors to ensure circulation of fresh air through the building.</p>

Ref.	Hazard Description	Persons at Risk	Existing risk control measures	Additional Controls
4	INFREQUENT / EXCEPTIONAL PRACTICE - Where NO DISTANCING & PHYSICAL CONTACT IS ESSENTIAL (4a – 4f covers)			
4a	Exposure of members to areas not adequately cleaned	Coaches Officials Gymnasts / Participants Hiring Organisations Visitors	Cleaning Contractor adopting a 3 visit per week regime.	<p>1. Ensure cleaners have clear instructions on the items that need regular and targeted cleaning.</p> <p>2. Increased frequency of cleaning will be achieved by redefined responsibilities of coaching team during and post-sessions.</p> <p>3. In addition to acknowledging this risk assessment, cleaning contractors are to sign in and out using the site register upon every visit.</p>
4b	First Aiders exposed to the virus	Coaches Officials Gymnasts / Participants Hiring Organisations Visitors	Follow current government guidelines, here .	<p>1. Do NOT use mouth to mouth.</p> <p>2. Hands to be washed thoroughly with soap and water before and after use of PPE and administration of First Aid.</p> <p>3. Additional PPE (e.g. face mask / visor, plastic apron) to be used as provided.</p> <p>4. Additional signage in place to support the above enhancements.</p>

4c	Where Parent / Guardian wish to spectate their child's session	Officials Parent / Guardians Visitors	None	<ol style="list-style-type: none"> 1. Spectating is limited to one parent per gymnast with only babies remaining in car seats permitted to accompany the one parent (no other siblings etc.) 2. The spectating area is limited only to the viewing gallery (1st floor) and will be limited to a maximum of 25 adults. 3. Entry and exit for spectators will be via the external stairway and fire exit door. 4. Spectators are to remain seated as much as possible, on the seats provided.
4d	Exposure of staff to contamination when receiving and disposing of goods.	Officials	None	<ol style="list-style-type: none"> 1. Deliveries should be kept to a minimum and pre-planned where possible and social distancing is to be maintained during the handover of goods. 2. If the haulier enters the facility to deliver said goods, his / her details and time of delivery are to be captured in the facility register / log. 3. Introduce modified receipt of goods procedure - Receive goods, place on job shelf or if no job shelf, place in designated 'Goods Receiving' area (located in the office). Then wash hands.
4e	Where 'Additional Controls' do not adequately accommodate for 'Parent & Child' / Daytime Sessions	Members known to Club Officials and Coaches	None	<ol style="list-style-type: none"> 1. Each child requires one Parent / Guardian to accompany them whilst in the facility. 2. Accompaniment which exceeds this ratio is NOT permitted at this time. 3. All measures captured in section '3c.' should be adopted by these adults to ensure traceability of all persons attending the facility are maintained.
4f	Where 'Additional Controls' do not adequately accommodate for Hiring Organisations	Club Officials Hiring Organisations	None	<ol style="list-style-type: none"> 1. All aspects of the risk assessment are to be adhered to unless prior agreement with Club Officials is reached and alternative means to mitigate risks are documented (separate Method Statement to be supplied) 2. Rota'd spot checks and inspections are to be established by Club Officials to increase assurance of adherence.

