

COVID-19 Risk Assessment – Version 2 – April 2021

The Government has asked grassroots sports to adhere to the following:

The link to guidance is as follows:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities>

This guidance, first published in May 2020, is intended to support grassroots sports club in the re-opening of facilities. It should be checked regularly for updates and the Risk Assessment reviewed with each update.

The government guidance says the following:

Indoor sport facilities such as gyms and leisure centres can remain open across Tiers 1-3. However, in areas with very high alert ratings, additional measures may be agreed to control the infection rate which may involve closing indoor sport facilities in that area. Where that is the case, provision will remain available for elite athletes, people with disabilities, sport for educational purposes and supervised activities (including sport and physical activity) for under-18s.

Contact will be reduced by:

- grouping children together.
- avoiding contact between groups.
- social distancing maintained between everyone.
- staggering start and end times of sessions.

As Employers we must protect people from harm. This includes taking reasonable steps to protect staff, participants and others from coronavirus (COVID-19) within the gymnasium.

As part of planning for full return, it is a legal requirement that we should revisit and update our risk assessments (building on the learning to date and the practices that have already developed), consider the additional risks and control measures to enable a return to full capacity. We will also review and update our wider risk assessments and consider the need for relevant revised controls in respect of the implications of coronavirus (COVID-19). We will implement sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level.

We have active arrangements in place to monitor that the controls are:

- effective.
- working as planned.
- updated appropriately considering any issues identified and changes in public health advice.

The Croydon School of Gymnastics (CSoG) Risk Assessment for full opening to all participants and coaches sets out the known hazards and important controls that have been advised either by the Government, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice), British Gymnastics (BG) or good practice.

Personal Protective Equipment (PPE) including face coverings and face masks:

British Gymnastics recommend the following for gymnasts and coaches regarding the use of face masks:

- Both British Gymnastics and the Government do not recommend the use of masks/face coverings during sports activities. All forms of face coverings may restrict breathing efficiency and should not be used during exercise expect on specific advice from a physician.
- Gymnasts can wear masks whilst not on apparatus, between time in 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.
- DCMS guidance does not make it compulsory for coaches to wear a mask/face covering, but coaches can choose to wear one following recent Government guidance around wearing them in shops and enclosed spaces.
Coaches should adhere to social distancing guidelines and therefore would not need PPE. PPE would be recommended for cleaning and first aid purposes and this should be with a fluid repellent mask, gloves, and aprons.
Social distancing must always be adhered to and no contact is permitted between coaches and gymnasts, or gymnasts and gymnasts until the government remove/review social distancing requirements even whilst wearing PPE.
Activity delivered should be appropriate for socially distanced coaching and no close spotting/supporting is permitted under the current guidelines.

PPE is only needed in a very small number of cases including:

- Children, young people, and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.
- If a child, a young person, or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A facemask should be worn by the supervising adult if a 2-metre distance cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example, from coughing, spitting, or vomiting, then eye protection should also be worn.
- PPE must be worn by staff caring for the child while they await collection if a 2-metre distance cannot be maintained (such as a very young child or a child with complex needs). More information on PPE use can be found here <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

The system of controls:

Protective measures

This is the set of actions CSoG must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the club.
- Clean hands thoroughly more often than usual including sanitising hands immediately on arrival.
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- Minimise contact between individuals and maintain social distancing wherever possible.
- Where necessary, wear appropriate personal protective equipment (PPE).

Response to any infection

- Engage with the NHS Test and Trace process.
- Contain any outbreak by following local health protection team advice.

Social distancing for young children

We know that, unlike older children and adults, young children cannot be expected to remain 2 metres apart from each other and staff. In deciding to open the club, we are taking this into account. The club should therefore work through the hierarchy of measures set out below:

- Avoiding contact with anyone with symptoms.
- Frequent hand cleaning and good respiratory hygiene practices.
- Regular cleaning of settings.
- Minimising contact and mixing.

The overarching principle to apply is reducing the number of contacts between gymnasts and coaches. This can be achieved through keeping groups separate and through maintaining a distance between individuals in these groups. These are not alternative options and both measures will help.

It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.

It remains important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people, and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.

Consistent groups reduce the risk of transmission by limiting the number of gymnasts and staff in contact with each other to only those within the group. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible. Siblings may be in different groups.

All coaches can operate across different classes, in order to facilitate the delivery of the session timetable.

Measures for travelling to and from the building for ALL USERS:

- Masks must be worn (unless exempt) if travelling on public.
- Ideally if possible, travel in separate vehicles.
- Vehicle sharing will be by consent of drivers and passengers if staff have no option but to share transport.
- Journeys should be shared with the same individuals and with the minimum number of people at any one time.
- Ensure good ventilation (i.e., keeping the windows open) and facing away from each other as this may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on door handles and other areas where passengers may touch surfaces.
- If you refuel on the way to work use, the PPE provided and avoid touching metal surfaces; pay by card to avoid cash payments.
- Don't gather in groups on arrival at locations; remain 2-metres or 3 steps away from others at all times; avoid any personal contact.

Measures for arriving at and leaving the club:

- Staggered start and finish times will be implemented for each group to reduce to amount of people arriving and leaving the club at the same time. This will be communicated effectively to parents and gymnasts to prevent congestion or large gatherings at the start and finish of each session.
- Social distancing implemented at entrance and exit.
- Covid-19 Contact Questionnaire to be completed by all gymnasts (Parents if under 18) before entry into the building.

Equipment in the gymnasiums:

- All handheld equipment has been removed from use.
- Soft coverings have either been recovered in a cleanable material or removed from use.
- Chalk has been removed from use. Gymnasts may use their own, but this must not be shared with other gymnasts.
- Loops & Gloves have been removed from use. Gymnasts may use their own, but these must not be shared with other gymnasts.

Engage with the NHS Test and Trace process:

A QR code must be displayed for anyone to use if they wish. <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

Manage confirmed cases of COVID-19:

The club must take swift action when they become aware that someone who has attended has tested positive for COVID-19. They should contact the local health protection team. This includes, implementing their advice, specific procedures and containing any outbreak as directed.

CROYDON SCHOOL OF GYMNASTICS COVID-19 RISK ASSESSMENT

Task / Work Activity / Work Area Assessed: Covid-19		Date of Assessment: 20/04/2021		
Date to be Reviewed: Weekly or as required		Assessment Carried out by: Jackie Lewis & Gemma Allison		
Details of Workplace/Activity Delivery of Gymnastics classes to all ages		Persons Affected Gymnasts, Coaches, Parents, Contractors, Visitors, Volunteers		
Hazards & Risks		Existing Control Measures		
		Risk Level (High, Medium, or Low)	Further Actions Yes/No (If Yes see further actions)	
1.	Spread of COVID-19 due to: interaction with a person who may have symptoms or lack of information.	<p>Information Shared:</p> <ul style="list-style-type: none"> • Building has a clear, simple, polite message displayed at entry points, regarding the following of COVID-19 controls. • Parents, participants, carers, employees, and visitors have been informed not to attend if they are displaying any symptoms of coronavirus. • Staff registering in will have a thermometer to hand to take the temperature of any person entering the building. • Parents have received guidance on session times for their child and protocols set out for maintaining social distancing whilst attending the club. • COVID-19 guidelines are published on the club's website. • Parents/Carers have been informed of the general arrangements being made and what is expected of them in terms of dropping off and collecting children. • Whenever possible, staff meetings will take place remotely via videoconferencing, phone, email, or post. • People deemed extremely clinically vulnerable should follow Government Advice: https://www.gov.uk/government/publications/guidance-on- 	Low	Yes

		<p>shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <ul style="list-style-type: none"> • Risk assessments and plans are consulted and discussed with staff. • The club is trying as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate. • Employees have had training and briefing regarding infection control and club protocols. • There are communication networks in place for staff and if there are concerns staff can raise them quickly and effectively. <p>Travel:</p> <ul style="list-style-type: none"> • Staff/Members & gymnasts are encouraged to travel on foot, bike, non-shared car where possible. • Those using public transport must wear a face covering. • All disposable face coverings are removed and disposed of in bins by entry points before entry to the building Following removal, hands should then be sanitised. • Reusable face coverings are be placed in a sealed plastic bag and taken away by the parent. <p>Clothing:</p> <ul style="list-style-type: none"> • Parents are encouraged to keep all club uniform clean and should not be worn 2 days in a row. • Parents are to take all outdoor clothing with them following registration. • Children are to wear only 1 layer of clothing over their kit. They will remove clothing at their peg and place all clothing and footwear into their bag. • Children will not share 'spare' leotards/shorts or any other item of clothing. <p><u>In the case of suspected or confirmed cases:</u></p> <ul style="list-style-type: none"> • Engage with the NHS Test and Trace process • Advise the person to follow Government Advice <p>https://www.gov.uk/government/publications/covid-19-</p>		
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2.	<p>Spread of COVID-19 due to: lack of social distancing when dropping off and picking up.</p>	<ul style="list-style-type: none"> Parents are not permitted to enter the building without a prior appointment. Parents have been informed to email if they have any questions or concerns. Any visitors entering the building need to follow signs and distancing notices. Use sanitiser provided and spray the soles of their shoes to reduce the risk to Centre users. Visitors will only be permitted into the building if they have a prior appointment. Face to face meetings in a small room or within 2m are not permitted. Meetings with visitors will be via phone where possible. If this is not possible, social distancing measures will be adhered to, "at all times". A record of all visitors, including contractors, to site will be kept and maintained. <p><u>Drop off/pick up:</u></p> <ul style="list-style-type: none"> Start times staggered ensuring group leaves before next arrives. Only one parent will be permitted to accompany their child(ren). Parents must leave immediately after dropping off; no congregating outside the premises/car park. Siblings not attending may accompany adult but not run/interact. Parents and gymnasts to stand socially distanced in a line against the wall to wait for entrance. <p><u>Entry to Building:</u></p> <ul style="list-style-type: none"> All staff, gymnasts, visitors, and contractors to enter via the main entrance. 	Medium	Yes

		<ul style="list-style-type: none"> • Anyone entering the building is to sanitise their hands. Sanitiser will be located at the entrance and in and around the Centre. • Anyone entering the building will have to answer and sign a Covid Contact Questionnaire (Parents to complete if gymnast is under18). • Effective hand-washing signage displayed and coaches to guide and support children. • Gymnasts arriving later than 15 minutes for their session will not be permitted to enter. <p><u>Exiting the Building:</u></p> <ul style="list-style-type: none"> • End times staggered to minimise the amount of people arriving and leaving at the same time. • Hands are to be sanitised before leaving. All Exit doors to be kept open. • Parents to stand socially distanced outside the exit assigned to them for gymnasts leaving the building. • If a child falls ill during the session parents to collect from reception. Whilst waiting to be collected, sick children will stay in reception which will now be our designated sick bay. 		
3.	Spread/contraction of COVID-19 due to: lack of social distancing measures during sessions.	<p><u>Gymnasium</u></p> <ul style="list-style-type: none"> • Main Gym-Shutter and windows will be opened where possible. • Unnecessary equipment and soft furnishings have either been removed or recovered. This has been necessary to enable successful cleaning of all surfaces. • All coaches and gymnast’s working within a group are maintaining a 2m distance wherever possible. • Posters are displayed on the exterior and interior of the building to remind of social distancing. <p><u>Groups/ratios:</u></p> <ul style="list-style-type: none"> • There will be no more than 30 bodies in the main gymnasium and 10 bodies in the kinder gymnasium at any one time according to BG Guidelines. • Groups are kept as small and as consistent as possible. • Interaction with other groups is prevented (as far as possible) by staggering group arrival and leaving times. 	Medium	Yes

		<ul style="list-style-type: none"> • There will be no large gatherings e.g., meetings or competitions. <p><u>Timetable:</u></p> <ul style="list-style-type: none"> • Reviewed Class Rota reflects minimised movement and interaction within the gymnasium(s) <p><u>Cleanliness:</u></p> <ul style="list-style-type: none"> • Hands sanitised on entry to the building, between rotations and on departure. • Hands washed after toilet use. • Posters reminding to sanitise hands regularly are throughout the building. • Sanitiser stations are positioned around the gym and by the entrance and exit. • Electrostatic Fogging Machine to be used at least every 28 days, spraying a 28-day residual cleaner. • High touch areas participants door handles and toilet seats to be cleaned at regular intervals with an antibacterial spray. • Children regularly reminded not to touch own/other's faces. • Carpeted areas to be hoovered once a day. • Vinyl covers to be used on the beams and vaulting table. • Any matting covered in a non-wipeable material has been taken out of use or recovered with a material suitable for cleaning. <p><u>Distancing:</u></p> <ul style="list-style-type: none"> • Gymnasts informed of rules continually throughout the session. • Where gymnasts are not responding to social distancing rules and ignore coaches' requests to keep apart or maintain good hygiene, the coach will implement the 3-strike rule outlined in our Behaviour Policy. • Coaches will not support the gymnasts and maintain the 2m rule unless there is risk of harm to the gymnast. • Posters reminding of social distancing are displayed throughout the building. • Floor area is marked out in 3x3m squares. 		
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		<ul style="list-style-type: none"> • There will be markers indicating 2m distance while waiting their turn to use each apparatus. 		
4.	Spread of COVID-19 when: moving around the gymnasium.	<p><u>Movement:</u></p> <ul style="list-style-type: none"> • Restrict movement to different areas as much as possible; Movement times allocated to reduce the need to pass one another in open spaces. • Windows opened in all working spaces where possible or Shutter opened at the end of each session to allow air flow and ventilation/weather permitting. • Walkways are now designated as one-way routes through the gym(s) where possible; (although if not possible, passing is low risk). • Gymnasium floors demarcated with directions. All participants to follow clearly demarcated the one-way system inside building. 	Low	Yes
5.	Spread of COVID-19 due to: lack of hand-washing and general poor hygiene.	<p><u>Hand washing Training:</u></p> <ul style="list-style-type: none"> • Posters displayed by sinks displaying correct hand washing procedures. • Staff to accompany children to the toilet where possible, to ensure correct hand washing is undertaken and to keep distancing. <p><u>Hand washing/sanitiser stations:</u></p> <ul style="list-style-type: none"> • Hand sanitiser stations positioned at entrance and exit and at main points in the gymnasium. • Washing hands will take place in the washroom(s) with signage to support good practice. • Younger children or those who have trouble cleaning their hands independently will be helped where possible by a member of staff. <p><u>Hand washing frequency:</u></p> <ul style="list-style-type: none"> • Hand washing/sanitising is required at the following times: <ul style="list-style-type: none"> ➢ Entry and exiting the building. ➢ Entering the gym(s) following using the toilet facility. ➢ After each apparatus rotation. 	Low	Yes

		<p>General Hygiene:</p> <ul style="list-style-type: none"> • Unnecessary touching of face discouraged. • Children reminded to use tissues and put them in bins provided once used/cough or sneeze into arm. • Wash stations in the toilets have single use paper towel for drying hands and bins to dispose of them (Air dryers have been turned off and towels removed). • Everyone entering building must sanitise hands before entering the gymnasium(s). • Signage and communication clear for 'catch it, bin it, kill it'. • Bins are in place in toilets and in the gymnasiums. 		
6.	Spread/contraction of COVID-19 due to: lack of adequate cleaning measures.	<p>Cleaning Measures:</p> <ul style="list-style-type: none"> • High Touch Hard Surfaces cleaned at least x 2 per day. • Equipment used in each session to be cleaned at the end of each day. • Gymnasiums sprayed every 28 days with a residual cleaner using an electrostatic fogging machine. • Carpeted areas hoovered daily. • A cleaning log will be completed each time cleaning takes place. 	Low	Yes
7.	Spread of COVID-19 due to: lack of social distancing for employees.	<p>Staff Responsibility:</p> <ul style="list-style-type: none"> • Staff trained, reminded, and required to conform with social distancing requirements, at all times (at least 2m where possible). • Staff provided with and trained to wear PPE if required. https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures • Posters displayed reminding of social distancing around the gymnasiums. 	Low	Yes

8.	<p>Spread of COVID-19 due to: dealing with general first aid; and/or dealing with a suspected case of Covid-19.</p>	<p>Assessment:</p> <ul style="list-style-type: none"> • First aider will wear gloves, apron and face shield when administering first aid. • All first aiders will be trained in the wearing of PPE. • First Aid provisions assessed, prior to opening taking into account, numbers/ages of children, number/training of staff/first aiders. • First aiders have completed appropriate training for 'donning and doffing' PPE – NHS video / advice. https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures <p>Medical room:</p> <ul style="list-style-type: none"> • Centre has a specific room/area dedicated for suspected cases of COVID-19. <p>Symptoms during training</p> <ul style="list-style-type: none"> • Where an individual exhibits symptom during a session, the individual will be escorted to reception to isolate them from the main population until additional medical assistance can be gained. This may be 111 support, an ambulance or until they leave the site to self-isolate. • Staff escorting the individual will be provided with disposable gloves and apron if the 2-metre social distancing rule cannot be maintained. • Where the risk of contact with droplets to the face, e.g., from coughing or vomiting, face protection should be provided. • The working area the individual leaves will be subject to a hard surface clean with appropriate disinfectant products and all waste double bagged and stored securely in the dedicated storage room in the kinder gymnasium for 72 hours before disposal. • Staff carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. 	Low	Yes
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9.	Spread of COVID-19 due to: inappropriate handling/removal of clinical waste.	<p><u>Waste Disposal where possible cases identified:</u></p> <ul style="list-style-type: none"> • Put in plastic rubbish bag and tied when full. • Bag placed in a second bin bag and tied. • Second bag put in the Covid-19 storage room until individual's test results known. • If test is negative, put in the normal waste. • If positive, store for at least 72 hrs and then put in with the normal waste. 	Low	Yes
10.	Spread of COVID-19 due to: unsuitable use of toilets.	<p><u>Protocol:</u></p> <ul style="list-style-type: none"> • Toilet seats and door handles cleaned regularly throughout the day. • Gymnasts supervised when possible to ensure good hygiene practices are used. • Operate a 1 in 1 out policy. • Posters reminding of good practice are displayed. 	Low	No
11.	Spread of COVID-19 due to: lack of social distancing measures for parents; maintenance contractors; delivery personnel.	<p><u>Visitor Reduction:</u></p> <ul style="list-style-type: none"> • All non-essential visitors minimised unless an emergency. • Meetings undertaken by phone where possible. • Signage displayed to embed this, and parents/external companies informed. 	Low	Yes

		<p>Visitor screening:</p> <ul style="list-style-type: none"> • Receptionist to sign in any visitors. • All visitors to answer and sign the Covid Contact Questionnaire. <p>Parents:</p> <ul style="list-style-type: none"> • Parents are not permitted in the building unless in an emergency or via appointment. • Parents attending pre-arranged meetings to follow all procedures put in place to minimise the risk of infection. • Parents are to observe social distancing when waiting to drop off or pick up their children. <p>Premises/Contractors:</p> <ul style="list-style-type: none"> • Where face to face meetings must happen, social distancing measures adhered to, "at all times" in rooms big enough to host. 		
12.	Risk of infection to the more vulnerable or those living with the more vulnerable.	<ul style="list-style-type: none"> • Those who are more vulnerable have been identified and individual needs discussed if necessary. • Those who have been identified as clinically extremely vulnerable should follow the latest government advise. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 	Medium	Yes
13.	Hazardous substance management, unsuitable COSHH management and use of chemicals leading to ill-health or fire.	<p>Storage:</p> <ul style="list-style-type: none"> • All cleaning chemicals and hand sanitiser stored safely and securely in accordance with requirements. • All chemicals/equipment is COSHH assessed/managed appropriately, and data sheets held and readily available to all staff. • COSHH safety training completed by all those using chemicals for cleaning (list of staff available). • Appropriate PPE used for all cleaning inc. potential coronavirus contaminated rooms. 	Low	Yes

14.	Risk of dermatitis caused by frequent hand washing and sanitising.	<ul style="list-style-type: none"> • Person(s) with sensitive hands may use their own sanitiser and hand wash. • Moisturiser may be used to prevent dermatitis. • Employees symptomatic to dermatitis, to be provided with a sufficient supply of gloves, to be able to change them regularly. • All staff to be aware of the need to report work related dermatitis. • Managers aware of the need to record work related dermatitis. 	Medium	Yes
15.	Fire/evacuation procedures being inadequate due to lack of trained fire wardens or if people are spread around building.	<ul style="list-style-type: none"> • Evacuation plans reviewed and staff/children trained during the first week of term. • Social distancing to be maintained wherever possible. • All staff trained in what to do in the event of a fire. • Fire system testing and maintenance continues as normal. 	Low	No
16.	Lack of staffing/insufficient staff ratios.	<ul style="list-style-type: none"> • Adequate ratio of coach to gymnast will be maintained. • In the case of staff illness, the group will be coached by a substitute coach. • In the event, that a substitute is not available the session will be cancelled. 	Low	No