

Risk assessment template

Company name: Lincoln City Gymnastics Club

Assessment carried out by: Patricia Clough

Date of next review: 10th May 2021

Date assessment was carried out: 10th April 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Children and Parents arriving on site	Coaches, Volunteers, children, and parents (Possible cross contamination)	Parents to use drop off and collect system outside with social distance markings. Coach or volunteer to sign gymnasts in and ensure hand sanitising on arrival. Use of separate entrance and exit for gymnasts. Gymnasts to come to sessions in kit as no changing facilities will be available.	Produced a Parent Information Sheet with all the Covid procedures that were put in place in July 2020 prior to re-opening and this will be re-sent to parents prior to re-opening in April 2021 with letter advising of re-opening date to remind them of the procedures that remain in place.	Committee	Prior to re-opening on 12 th April 2021	Yes

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		<p>Spectator area closed and no parents allowed inside whilst training taking place.</p> <p>Training sessions staggered to avoid cross over.</p> <p>Training sessions reduced in time and to minimum number in gym at each session.</p> <p>Sanitising of equipment between sessions.</p> <p>All subscription to be paid monthly on 1st by standing order/bank transfer. Payments for kit to be made by bank transfer where possible or contactless payment on</p>				<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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		designated times at desk outside. No cash payments where possible.				
Droplets or virus being live on equipment and surfaces (high touch area)	Coaches, volunteers, children, and parents (possible cross contamination)	All equipment used will be cleaned between sessions and at end of day and marked on cleaning sheet.	Produce a daily cleaning checklist for equipment, matting and door handles etc which will be completed once cleaning has been undertaken between each session and at end of day.	Committee	Prior to re-opening on 12 th April 2021	Yes
		Matting used will be cleaned between sessions and at end of sessions and marked on cleaning sheet.				Yes
		Door handles cleaned between sessions and at end of day. Doors kept open where possible to avoid cross contamination and aid ventilation.				Yes
		Beams, Vault, and other coverings/equipment that	Ensure these coverings and/or equipment are			Yes

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		<p>are difficult to clean will not be used initially, with group system being introduced later whereby only one group uses that equipment and each gymnast in group washes/sanitises hands before and after each go. Equipment will be in cleaned in accordance with manufacturer's instructions at end of day.</p> <p>With asymmetric and high bar squad gymnasts will be provided with their own chalk in a container for their own use which they will take home and bring with them each session and there will be no communal chalk for all</p>	<p>cleaned in accordance with manufacturer's instructions daily and that hand sanitiser or hand washing is available for each member of the group when this equipment is used and that this is monitored by a coach or volunteer. Signage to promote this.</p>			<p>Yes</p>

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		<p>gymnasts to use to avoid cross contamination.</p> <p>Toilets areas cleaned between sessions (toilets, handles, sinks, taps, paper towel holders and door handles) and cleaning sheet in both toilets completed.</p>	<p>Produce a daily cleaning checklist for both toilet areas, to be completed once cleaning has been undertaken between each session and at end of day.</p>			<p>Yes</p>
<p>Leaving the Gym</p>	<p>Coaches, volunteers, children parents</p> <p>(possible cross contamination)</p>	<p>Children will leave by different exit to entrance.</p> <p>Children will wash hands/sanitise before they leave.</p> <p>Coach or volunteer will take children to exit where parents will wait outside socially distancing using areas marked.</p>	<p>Re-iterate the procedures by re-sending parent information sheet to parents prior to re-opening.</p> <p>Provide refresher training on procedures to coaches and volunteers prior to re-opening.</p>	<p>Committee</p>	<p>Prior to re-opening on 12th April 2021.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>

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		Any child not collected at said time will be moved to isolated area near the exit so as not to cross contaminate with next session.	Mark area for any child not collected at said time so as not to cross contaminate with next session.			Yes
Sneezing, coughing	Coaches, volunteers, children, and parents (possible cross contamination)	Good hygiene practice in place and lots of signage and posters on hygiene practices. Tissues available Handwashing, sanitising stations at entrance and exit and around the gym. Bins emptied after each training session.	Re-send Parents Information sheet to parents prior to re-opening in writing – by email, by way of reminder Provide refresher training to all coaches and volunteers prior to re-opening	Committee	Prior to re-opening on 21 st April 2021	Yes Yes Yes Yes Yes

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		<p>Advise to cough and sneeze into crook of elbow.</p> <p>Parents being asked not to bring any child to the gym who is coughing or showing any symptoms or where any member of family is showing symptoms</p>				Yes
First Aid needs to be administered	<p>Coach, volunteer, child or parents</p> <p>Training injury or accident</p> <p>(cross contamination, coming into contact with droplets)</p>	<p>First Aid Kit – regularly checked and replenished when necessary.</p> <p>First Aiders (Coaches & volunteers) aware of Covid-19 symptoms.</p> <p>Full PPE available if required.</p> <p>Designated First Aid area.</p>	<p>Provider refresher training to all coaches and volunteers prior to re-opening</p>	<p>Committee</p>	<p>Prior to re-opening on 12th April 2021</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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		<p>Designated First Aider at each session</p> <p>Hand sanitiser available for use before and after administering first aid.</p> <p>Advising first aiders to try and maintain social distancing where treatment allows this and to minimise time spent in breathing zone and where not possible to social distance to mitigate risk by wearing of face mask or visor.</p> <p>First Aiders to wear gloves when dealing with open wound and not to touch any part of dressing that will come into contact with a wound.</p>				<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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		<p>If the casualty is capable ask them to do things, i.e. putting on plaster themselves or administering ice pack.</p> <p>First aider to clean area and surface after treatment if applicable.</p> <p>Keep accurate first aid records.</p>				<p>Yes</p> <p>Yes</p> <p>Yes</p>
<p>Identification of potential infection: Cough Fever Shortness of breath Sore throat</p>	<p>Coach, volunteer, children, and parents</p> <p>(Person concerned may be infected and risk of spreading infection to others)</p>	<p>If it is a coach, volunteer, or parent they will be asked to leave immediately using social distancing.</p> <p>If a child, they will be taken to isolation area and parent contacted</p>	<p>Reiterate procedures to parents by sending Parents Information sheet prior to re-opening in writing – by email.</p> <p>Provide refresher training on procedures to</p>	Committee	Prior to re-opening on 12 th July 2021.	<p>Yes</p> <p>Yes</p>

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		<p>immediately to collect them. Full PPE available to any first aider required to assist child.</p> <p>Any equipment used by person suspected to be infected to be cleaned immediately.</p> <p>Anyone who has been in same group or come into contact with person suspected of infection will be asked to wash hands for 20 seconds straight away.</p> <p>Parent (or coach or volunteer if it is them) advised to self-isolate for 7 days & arrange to be tested by contacting NHS UK online or calling NHS</p>	<p>coaches and volunteers prior to re-opening.</p>			

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		<p>119. If negative they can return and end isolation. If positive they should continue isolation and club will be contacted by NHS Test & Trace</p> <p>Session registers retained with attendance marked for each child and coaches and volunteers and with contact details for all in case required by NHS Test and Trace. In the event of a positive case the club will follow guidance on whether rest of class/group should be sent home.</p> <p>If contacted by Public Health England in the event of an outbreak, the club will follow advice as whether it needs to close</p>				

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		<p>for 72 hours and then for a deep clean to be undertaken or whether this is not necessary due to the cleaning procedures in place.</p> <p>Parents, coaches and volunteers will be contacted and kept updated of any incidents and the outcome.</p> <p>No participation by any child, coach or volunteer should any family member in the same household be self-isolating.</p>				
Returning from a category 1 country	Coaches, volunteers, children, and parents	Category 1 Countries – Travellers should go home or to their destination and self-isolate in accordance with government guidance	Advise Coaches, volunteers, and parents that anyone returning from a Category 1 country should not be	Committee	Prior to re-opening on 12 th April 2021.	Yes

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		<p>even if they are asymptomatic and use the online coronavirus service to find out what to do next.</p> <p>Category 2 Countries – Travellers do not need to undertake special measures but if they develop symptoms, they should self-isolate and call NHS 111</p>	<p>attending gym under their self-isolation is completed in accordance with the government’s guidance.</p>			

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/