**Risk Assessment Form**

**Upstarts Gymnastics June 2020**

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| Risk Assessment Number: | | | | | Date of Assessment: | | | | | | Additional Information Check sheet/Risk assessments required.  Substances Hazardous to Health:  Manual Handling:  Young Persons: | | | | | ☐  ☐  ☐ | | |  | | | | | | |
| Task / Work Activity / Work Area Assessed:  Upstarts Facility | | | | | Assessment Carried By:  Emma van Tienen | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Worst Case Outcome | | | | | | | |  | Likelihood | | | | | | |  | Risk Rating  Outcome X Likelihood | | | | | | |  |
| 10 | 8 | | 5 | | 3 | 1 | | 10 | | 8 | 5 | 2 | 1 | | High | | | Medium | | Low | |
| Fatality | Severe  Injury | | Lost time  Injury | | Minor  Injury | No Injury | | Certain | | Very likely | likely | Unlikely | Remote | | 50-100 | | | 20-49 | | 1-19 | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Persons affected by the Activity** | | | **Identified Hazards** | | | | | **Control Measures Already in Place** | | | | | | | | | | **Outcome** | | **Likelihood** | | **Risk Rating** | | **Is further action required**  **Yes/No** | |
| Staff, Children  Parents | | | Children and Parents arriving on site  (Possible cross contamination) | | | | | * Training sessions to be staggered to avoid cross over * There will be a one way system of entering and leaving * Parent kitchen/waiting area to be closed * Gymnasts should come in their gear to avoid using changing rooms * Training sessions to be reduced to a maximum number of 12. With 6 in each bubble group * Parents to use a drop off and collect system. Parents are not to wait inside the gym whilst training is taking place. Coaches will sign gymnasts out after sessions. * Sanitising of equipment will take place in between sessions * Children will not be allowed to train if any of their family members are in self-isolation. Children will be sat in hoops 2m apart and taken to wash their hands after the session ends 2 at a time * Parents and coaches are reminded that anyone at home who is deemed vulnerable (new and expectant mother, elderly etc) should not attend any sessions until further notice * Coaches initially will not be supporting gymnasts in order to keep to the 2m distance rule | | | | | | | | | | 5  Lost Time | | 10  Certain | | 50  High | | Y | |
| Staff, Children | | | Session planning with social distancing  (possible cross contamination) | | | | | * Warm-ups (pulse raiser and stretches) will be static with a 2m distance * Coaches will set up equipment * Coaches cannot offer support initially until further guidance from the government and British Gymnastics say otherwise * Side station activities will be set 2m apart * A Walkway on the floor area will be kept clear to allow all gymnasts a clear pathway to toilets/drinking station area | | | | | | | | | | 5  Lost time | | 5  Likely | | 25  Medium | | Y | |
| Staff, Children  Parents | | | Droplets or virus being live on equipment (high touch area) | | | | | * All equipment will be cleaned, plus beams, vault table and resi being sprayed with disinfectant. * Mats will be wiped down after every session, before a new class starts * Every handle will be cleaned and doors kept open where possible so no one needs to use handles * Sign off that equipment has been wiped down before start of next session * All gymnasts and coaches sanitise their hands between each station * Where necessary, coaches will be required to wear a mask if they need to step and support. For example, on vault. | | | | | | | | | | 5  Lost Time | | 10  Certain | | 50  high | | Y | |
| Staff, Children  Parents | | | Leaving the Gym | | | | | * Children to sit inside hoops, then 2 at a time will wash hands thoroughly, collect shoes and water bottles etc and leave. * Children who are not collected at said time will be moved to an isolated area so not to cross contaminate with newcomers (upstairs sat at table) | | | | | | | | | | 5  Lost Time Injury | | 5  Likely | | 25  Medium | | Y | |
| Staff, Children  Parents | | | Sneezing, Coughing | | | | | * Good hygiene practice in place * Tissues available * Hand sanitiser available for use * Bins are cleaned if been in use * Cough and sneeze into the crook of their elbow and use a separate bathroom if possible | | | | | | | | | | 1  No Injury | | 5  Likely | | 5  Low | | No | |
| Staff, Children  Parents | | | Identification of potential infection:   * Cough * Fever * Shortness of breath * Sore Throat | | | | | * Isolation area available to accommodate person/s (upstairs) * Session will be cancelled, and the risk assessment reviewed * No participation by any child should any family member in the household be self-isolating. | | | | | | | | | | 3  Minor | | 2  unlikely | | 6  Low | | Y | |
| Staff, children Parents | | | First Aid   * Injuries caused by falling off equipment, tripping over, bumps | | | | | * Coach to wear a mask * Gymnast taken to one side for examination * Other gymnasts in group to either be supervised by a voluntary helper (if available) or to sit still if un-abled to be supervised. * Parent can be called using register as all mobile numbers are on here for emergencies, if gymnast needs to go home * First aid applied if minor * If gymnast needs to sit out, the bench near the water bottle station is available keep the social distance | | | | | | | | | | 5  Lost Time Injury | | 5  Likely | | 25  Medium | | Y | |
| Staff, Children  Parents | | | Returning from a category 1 country | | | | | **Category 1 Countries**  Travelers should self-isolate, even if asymptomatic, and use the 111 online coronavirus service to find out what to do next. Go home or to your destination and then self-isolate.  **Category 2 Countries**  Travelers do not need to undertake any special measures, but if they develop symptoms, they should self-isolate and call NHS 111. | | | | | | | | | | 1 | | 1  Remote | | 2  Low | | No | |

**Risk Assessment Form Cont.**

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| **Further Control Measures** | | | **Further Control Measures Follow Up** | | | |
| **Allocated to (Name)** | | **Target date** | **Date completed** |
| * Parents to be advised that a drop off and collect system will be implemented, viewing areas will be closed. Parents must wait in vehicles * Where children are not collected straight after a training session, the child will need to be moved to an isolated room where they can wait for their parents so as not to have any cross over with arriving children * Staff members to sign an inspection sheet to show that the equipment has been cleaned and wiped down after every session * Display posters for good hygiene, i.e. handwashing * Floor areas to be cleaned/washed/disinfectant monthly * Communication between all coaches and gymnasts about cleaning and social distancing * To keep the unit ventilated, the fire door, front door and up and over door will be kept open during sessions (unless it’s too cold to so). * Managers are to be informed of procedure in case of an employee becoming ill while at work. This will include the following key points as follows:   -Isolate the individual at least 2 meters away from other people,  -Go to an isolation room or area behind a closed door such as a sick bay, or office,  -The affected child or staff member is to avoid touching anything, cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow and use a separate bathroom if possible.   * Site closure may be advised by Public Health England * Members of staff of family members who think they may be infected to carry out the self-assessment on the NHS website before arriving at the gym and to follow guidance: <https://111.nhs.uk/covid-19> | | |  | |  |  |
| **Risk Assessment Reviews** | | | | | | |
| Suggested Review Date:  (either after significant changes, completed actions or annually) | |  | | | | |
| Risk Assessment Reviewed by: | **Emma van Tienen** | Risk Assessment Reviewed by: | |  | | |
| Date: | **1st July 2020** | Date: | |  | | |
| Comments: |  | Comments: | |  | | |