

## **RISK ASSESSMENT**

**Hinckley Gymnastics Club and Outreach sessions.** updated with JAN 2021 COVID SECURE ADDENDUM SECTION PART 2.

**Group Leader:** Director Trevor Low, Operational managers Ivan Bulyha and Mitch Edwards, Welfare Officer Tony Ford.

**Activity** Gymnastics, FreeG, Freestyle Gymnastics, Cheerleading and Audience Events.

**Educational Objectives;** To offer an opportunity to participate in or watch physical activity.

**Venues:** New College Leicester, Clarendon Park Hinckley and other venues into which invited or hired

The existence of a RISK ASSESSMENT is NOT an excuse to fail to make ongoing and continuous checks and appraisals of safety in the hall and during a class. The coach must be aware of any changing or exceptional or unique risks that may arise. Dynamic sport and multi activity areas carry additional risks in particular where there are multiple students working. Coaches should check before, during and after every class that the hall and activities remain safe and delivered according to the syllabus.

PART 1 General activity risks.

PART 2 Covid security. Current rules under review for 1st October 2021.

**PART 1 GENERAL RISK ASSESSMENT.**

<b>1. HAZARD</b> List the Hazards which could cause harm	<b>2. RISK</b> List who might be harmed and how	<b>3. CONTROLLING RISK</b> List existing precautions and whether more should be done.	<b>4. RECORD YOUR FINDINGS</b> List what actions you have taken.	<b>5. REVIEW &amp; REVISE</b> Is any further action required before, during and after the visit?
Sports Hall Surface Conditions	to <ul style="list-style-type: none"> <li>• Slips / Trips / Falls</li> <li>• Personal Injury</li> <li>• Injury to Others</li> </ul> <ul style="list-style-type: none"> <li>• Event Staff</li> <li>• Comp Staff</li> <li>• Volunteers</li> <li>• Public</li> <li>• Participants</li> </ul>	<ul style="list-style-type: none"> <li>• All surfaces to be checked before and during play for changes in condition</li> </ul>	<ul style="list-style-type: none"> <li>• Checks to be continually made during the event</li> <li>• Any defects to be reported</li> </ul>	<ul style="list-style-type: none"> <li>• Site manager and staff to continually monitor safety of facility</li> </ul>

<p>Equipment – Lifting, carrying &amp; Moving</p>	<p>To</p> <ul style="list-style-type: none"> <li>• Personal Injury</li> <li>• Injury to Others</li> <li>• Collapse</li> </ul> <ul style="list-style-type: none"> <li>• Event Staff</li> <li>• Comp Staff</li> <li>• Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Vehicles to transport heavy equipment around site</li> <li>• Staff to only carry items that are within their capabilities</li> <li>• Manual handling course to be undertaken by anyone carry heavy items.</li> <li>• Split loads, push, pull or roll equipment where possible.</li> <li>• Portable weighted posts and nets to be set up by qualified staff</li> </ul>	<ul style="list-style-type: none"> <li>• Staff receive relevant training (See Controlling Risk)</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure any new staff or volunteers receive relevant training</li> </ul>
<p>Sports Equipment</p> <p>Annual maintenance contract with Gymnova UK</p>	<p>To</p> <ul style="list-style-type: none"> <li>• Faulty Equipment</li> <li>• Dirty Equipment</li> <li>• Equipment misused</li> <li>• Slips / Trips / Falls and Collisions</li> </ul> <ul style="list-style-type: none"> <li>• Participants</li> <li>• Event Staff</li> <li>• Comp Staff</li> <li>• Volunteers</li> <li>• Contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment set up by coaches only. HGC staff do not set up outside equipment, however will provide support if requested. Following instruction</li> <li>• Equipment serviced annually by external contractor.</li> <li>• Defective equipment reported to manager and taken out of action immediately</li> <li>• Faulty equipment is reported and replaced/removed</li> </ul>	<ul style="list-style-type: none"> <li>• HGC staff to be trained on full set up of equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment to be checked frequently to ensure it is suitable for purpose</li> </ul>
<p>Hydration</p>	<p>Heat exhaustion</p>	<ul style="list-style-type: none"> <li>• Encourage drink breaks</li> </ul>	<ul style="list-style-type: none"> <li>• Staff first aid trained</li> </ul>	<ul style="list-style-type: none"> <li>• First aider to be identified</li> </ul>

Environmental / Participation

Risks

- Slippery Surfaces
- Slips / Trips / Falls and Collisions
- Litter / Sharp Objects (e.g.Glass)

To

Event Staff  
Comp Staff  
Volunteers  
Contractors

- No running on slippery surfaces
- Staff check the facilities to be used for any hazards e.g. litter / sharp objects
- First aid box provision
- First aiders will be present

- Sports hall surface to be safe (see Sports Hall Surface Conditions)

- Staff to constantly review situation

Food Hygiene	Contamination Cleaning  Deterioration Stock checks and rotation.	Only prepacked goods allowed  No storage of unpacked food	Operational managers checks  Hourly checks at drinks station.	Management Team Duty
Spectator Safety	Queueing          Overcrowding          Clear walkways	Duty Manager to oversee          Clear walkways through Corridors and doorways.  Disabled and those with infants to be offered early access  Apply seating capacity. No standing room allowed.    No tripods allowed. No bags on stairs or walkways Check emergency clear access Inside and out.	Keep all entry/exits clear  All signs up to date  Keep all walkways clear       Duty Manager/audience steward	Audience Steward at all times          Facility manager to determine. Audience steward required 50% + house mandatory
Medical	Public  Participants	First Aider  Hirer to ensure level of medical staff cover is appropriate to the activity.	Defib in reception. First aider always on premises	

DISABILITY AREA	Always available  Duty staff and steward to ensure Exclusive use and easy access.			
<b>1. HAZARD</b>	<b>2. RISK</b>	<b>3. CONTROLLING RISK</b>	<b>4. RECORD YOUR FINDINGS</b>	<b>5. REVIEW &amp; REVISE</b>
TEACHING GYMNASTIC MOVEMENTS	All dynamic activity has inherent risk.	All movements being taught must lie within the relevant syllabus for the class and the responsible qualified coach or supervisor.  Coaches must ensure that default safety measures must be in place to mitigate falls.		British Gymnastics Coach Resources.
TRAMPOLINE	The additional specific risks for trampoline use must be well known and published with appropriate signage at the point of delivery where possible.	Trampolines must always be directly managed or supervised by a vigilant member of staff with the appropriate qualifications.		
TRAMPOLINE		NO GAMES or unsupervised warm up activities are allowed on the trampoline.  Only ONE person at a time allowed on the trampoline. No student double bouncing.		

		<p>2 or more persons on the trampoline is strictly forbidden.</p> <p>When coaches are on the trampoline to support, they must be fully aware of the possibility of the effects of KIPPING; passing or taking energy from the trampoline which may affect the student or themselves jumping.</p> <p>Consider using safety belts.</p> <p>Use throw in mats and safety pads where needed.</p>		
--	--	--	--	--

COVID SECURE JULY 2020

<b>1. HAZARD</b> List the Hazards which could cause harm	<b>2. RISK</b> List who might be harmed and how	<b>3. CONTROLLING RISK</b> List existing precautions and whether more should be done.	<b>4. RECORD YOUR FINDINGS</b> List what actions you have Taken.	<b>5. REVIEW &amp; REVISE</b> Is any further action required Before, during and after the visit?

COACHING	Physical contact and Cross contamination.  Aerosol droplets  Apparatus handling	GENERAL CLASSES no contact activities Support for incident safety only.  SQUADS Essential supporting for progressions or immediate safety.  Keep social distancing  Pre class actions only, no mat or apparatus changes during lessons.	Staff to observe students and take action for spot wiping of apparatus.	Essential staff training and application.
----------	---	--	---	---



PROTECTION AND HYGIENE	Staff  Students	Consider staff masks at all times. Hand washing between lessons. Possible soft gloves for potential support.  Hand sanitising in and out each time.	Staff to sanitise after each lesson. Hand sanitising in and out each time.	
CHANGING and CHANGING AREAS  ARRIVE/DEPART	Cross contamination  Contact contamination  Fixed one way systems	Restricted use of changing areas.  Students to bag up outer clothing and Footwear to be stored in open rack pidgeon holes.  Co-ordinate but with time gaps between groups to avoid queues or passing.		
TEACHING AREAS	Designated zones to create small communities.	Possible max 15 per zone (inc staff)		
SOCIAL DISTANCES	As advised at time of activity. Ops managers to update and inform staff.	Clear signs indicating current distance.	Essential staff apply and maintain Social distancing.	Continuous staff training.

GROUP SIZES	As allowed at time of activity per zone.  NEW COLLEGE  CLARENDON	Zone maximum 15 (incl staff) ( ½ zone 8 incl staff)  Main hall 4 zones  Small hall 2 x ½ zones.  Lower floor 3 zones + tramp  Upper floor 2 x ½ zones.	Under investigation  MA, WA, Floor area, Tumble/vault.  Floor area, activity area.  Beam/Bars, safety pit, tumble/vault.  Pomms, gallery.	
APPARATUS LARGE FIXED	Contact or aerosol contamination.	Review and test PVC covers. Ensure adequate grip resistance. Sessional wipe down. Daily deep clean.		
APPARATUS LARGE MOBILE	Manhandling contact note essential wiping down.	Avoid moving apparatus during class, Including safety mats.		
APPARATUS - SMALL HAND	Do not use.	Requires cleaning between student use.		

CARPET SURFACES		<p>Research indicates short life of virus on carpet type surfaces.</p> <p>Avoid bare legs and observe younger Children.</p>	<p>Under review</p> <p>Daily cleaning. Weekly/monthly deep clean.</p>	NO BARE LEGS POLICY ???
PVC OR HARD SURFACES		<p>Wipe down PVC and HARD surfaces At the end of each session.</p>	<p>Staff to observe potential contamination and spot wipe down. Sessional wipe down.</p>	
Sanitising	<p>Overnight daily cleaning of all communal areas.</p> <p>Hand sanitisers in and out.</p> <p>Fogging communal areas After each session.</p> <p>Sanitising wipes in each zone. For spot cleaning.</p>	<p>Installed/fixed units.</p> <p>ULV 50 Fogger Pulverising spraying Machine. 1000Squ Mts per hour. Certified, PR 20 04-1018-002-TR</p>	<p>Use only antiviral disinfectant BS EN 1446 against Coronavirus in this machine.</p>	<p>Use in vacated rooms only and leave Empty for 5 minutes to dry.</p>
PEOPLE MOVEMENT	<p>PARENTS</p> <p>STAFF</p> <p>ONE WAY SYSTEMS</p>	<p>No access to the buildings unless invited To attend for safety or welfare matters.</p> <p>To be in place and sanitised 10 minutes Prior to class arriving.</p> <p><b>NO PARENTAL CONTACT or DISCUSSION before or during class unless in an emergency.</b></p> <p>All must avoid direct frontal passing at all times.</p>	<p>Minimize the risk of infection, maintain Social distancing of 2 meters outside.</p>	<p><b>Staff must not handle items passed from or on behalf of parents or students.</b></p> <p><b>STAFF MUST BE SEEN TO BE AWARE AND RESPONSIBLE.</b></p>

--	--	--	--	--

--	--	--	--	--