

## General Risk Assessment

**Company Name:** Tamworth Olympic Gymnastics Club

**Site Address:** 10-12 Gerard, Lichfield Road Industrial Estate, Tamworth

<b>Risk Assessment Reference:</b> CV1	<b>Date of Assessment:</b> 28/4/2021	<b>Risk Assessor:</b> Lawrence Brazier
<b>Title:</b> Coronavirus – Gymnastics facilities and Wider Fitness	<b>People Involved in Making This Assessment:</b>	
<b>Task or Process:</b> Risks from Coronavirus	<b>People at Risk:</b> Employees, Contractors, Members of the Public, Children / Young Persons	
<b>Date of next review:</b> When further Government guidance issued		
<b>Hazard (hazard and hazard description):</b> Failure to follow Government policies. Will lead to the spread of coronavirus infection among our workforce and anyone they come into contact with.		
<b>Control Measures (existing):</b> <ol style="list-style-type: none"> <li>The Government's COVID Act and associated Regulations and Orders have set a framework to prevent the spread of the virus. We have developed procedures and arrangements to work within those rules and guidance.</li> <li>Our arrangements and procedures are reviewed daily in the light of additional Government guidance as published at Gov.uk/Coronavirus.</li> <li>Staff with family members in at risk categories or believe their circumstances to have changed have been instructed to inform their management team without delay. Decisions on home working or furlough in accordance with Government policy are taken on a case by case basis.</li> <li>If there is a confirmed COVID-19 case in the facility, we will review any close contacts and require them not to attend for the appropriate isolation period. We will seek local PH advice and will follow the PHE Guidance – COVID-19 Cleaning in non-healthcare settings while cleaning all areas of the facility.</li> <li>We will require staff to be tested twice per week. This will either be by lateral flow test kits provided on site, Local Authority testing sites or other authorised sources.</li> <li>This risk assessment has been displayed on our website and certificate of COVID compliance is on display on our company website and in customer facing areas of the centre.</li> </ol>		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>
Develop recording system for Lateral Flow Test results	L Brazier	12 <sup>th</sup> April 2021
Register of DHCS LFT system to order test kits	L Brazier	3 <sup>rd</sup> April 2021

<b>Hazard (hazard and hazard description):</b> Communication and training. Staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.		
<b>Control Measures (existing):</b> <ol style="list-style-type: none"> <li>1. We make contact with individuals who are unwell and ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the premises.</li> <li>2. We will advise staff of the requirement to be tested twice per week.</li> <li>3. Employees are instructed to promote good respiratory hygiene by educating the 'catch it, bin it, kill it' approach.</li> <li>4. We talk to staff about the plans (for example, testing, safety measures, session changes and staggered arrival and departure times).</li> <li>5. All Staff are required to undertake the COVID-19 – Return to Business for employees e-learning.</li> <li>6. Employees are provided with a tool box talk and this risk assessment, they must sign to state they have read and understood the content.</li> <li>7. Posters are displayed throughout the gym, regarding enforcing social distancing where possible, hand washing and hygiene measures.</li> <li>8. Meetings will be held between management and key members of staff to discuss effective procedures and procedural changes when required.</li> </ol>		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>
Reinforcing social distancing in the gym	Jo Kulik, Kellie Thorne	2 <sup>nd</sup> November 2020
Instigating regular testing of staff	Lawrence Brazier	12 <sup>th</sup> April 2021
Procedure to manage Return to Coach Contact	Lawrence Brazier	3 <sup>rd</sup> May 2021

<b>Hazard (hazard and hazard description):</b>		
Uninformed workforce, Coaches and Contractors who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and affect the health of others.		
<b>Control Measures (existing):</b>		
<ol style="list-style-type: none"> <li>Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on UK Active, gym / fitness regulators and professional bodies, NHS, Public Health and Government guidance and instruction.</li> <li>Every member of staff has been fully briefed to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place.</li> <li>NHS and Public Health warning posters displayed at all our fixed workplaces and customer facing areas, and on company website.</li> <li>We have shared with our customers, by email and on our website the arrangements we have in place and how we would expect them to cooperate with our staff and arrangements whilst on site.</li> <li>Employees have been advised that uniform should be washed daily and that employees shower once they are home to help remove any potential contamination risk.</li> <li>These requirements are updated daily to reflect any changes in the official advice and guidance.</li> </ol>		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>
Briefing for staff to provide updated guidance	L Brazier	7 <sup>th</sup> November 2020

<b>Hazard (hazard and hazard description):</b>		
Personal protective equipment (PPE). Incorrect use of PPE resulting in risk or transfer of virus.		
<b>Control Measures (existing):</b>		
<ol style="list-style-type: none"> <li>Wearing a face covering or face mask in coaching/training settings is not recommended. However when in non-coaching situations such as managing arrival and dispersal, or when engaging in supporting gymnasts, designated staff will wear a face covering which is personal to them.</li> <li>PPE will be used if a child, young person or other person becomes unwell with symptoms of coronavirus while in the facility and needs direct personal care until they can return home.</li> <li>In relation to the control measure above, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</li> <li>If the situation 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.</li> <li>Shielded and clinically vulnerable children and young people are not expected to be attending the gym.</li> </ol>		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>

<b>Hazard (hazard and hazard description):</b> Re-commissioning building services. Failure to maintain building services, legionella prevention and building maintenance whilst the building was closed.		
<b>Control Measures (existing):</b> 1. All building maintenance and servicing has continued throughout closure and the centres planned preventative maintenance systems have remained in place. 2. Outlets are flushed on a regular basis and have been tested for temperatures and all storage tanks and vessels have been tested.		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>

<b>Hazard (hazard and hazard description):</b> Cleaning and hygiene. Inadequate cleaning and hygiene standards pose a risk of spreading infection by way of cross-contamination from surfaces contaminated with the coronavirus.		
<b>Control Measures (existing):</b> 1. Both employees and participants are instructed to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly using paper towels or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. 2. Employees are instructed to promote good respiratory hygiene by educating the 'catch it, bin it, kill it' approach. 3. Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces (gymnastic fixed equipment, floors, handrails, door handles, building equipment buttons, switches, etc.). Contract cleaning staff have been increased in line with the increased cleaning regimes. 4. Cleaning regimes have been implemented on a more frequent basis, and will take place in accordance with the agreed cleaning procedure 5. A colour-coded cleaning system is used by cleaning staff, to prevent cross contamination of surfaces. 6. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the building. 7. Staff are required to report anything contaminated or spilt that requires cleaning. 8. All substances have been adequately risk assessed by a competent person. 9. We encourage children to bring their own personal trainings aids (drinks bottle, hand guards, weights rollers etc.) and store them in their own clearly labelled bag. Children must not use another persons' equipment or belongings.		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>
Increase cleaning frequency of floor and corridors with checklist for record purposes	J Kulik	2 <sup>nd</sup> November 2020

<b>Hazard (hazard and hazard description):</b>		
Gym layout arrangements and group sizes. Overcrowding of the gym leading to higher risk of outbreak.		
<b>Control Measures (existing):</b>		
<ol style="list-style-type: none"> <li>1. We have minimised contact and mixing by altering, as much as possible, the environment (such as gym layout) and timetables (such as staggered changeovers).</li> <li>2. Staff, volunteers and High School age children are required to wear face coverings during arrival, dispersal and moving around communal areas.</li> <li>3. Classes have been adjusted to comply with the person density of 1 per 100ft<sup>2</sup> in each designated training area and that group sizes will be no more than 15.</li> <li>4. If there are any shortages of coaches, then coaching assistants are allocated to lead a group, working under the direction of a senior coach.</li> <li>5. We ensure that children and young people are organised into individual working stations to support social distancing. Movement between stations is closely controlled. Different groups are not mixed during the day, or on subsequent days.</li> <li>6. We ensure that the same coach(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days.</li> <li>7. We ensure that wherever possible children and young people use the same setting throughout the session, with a thorough cleaning of the gym at the end of the day or before the next day's session.</li> <li>8. We have removed unnecessary items from the gym and other training environments where there is space to store it elsewhere.</li> <li>9. Soft furnishings, soft toys and toys that are hard to clean have been removed.</li> <li>10. Equipment frequently used is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.</li> <li>11. Return to Coach Contact will initially require designated groups and coach combination to be determined to limit the risk of transmission. Activities to be in accordance with the British Gymnastics Return to Coach Contact Action Framework.</li> </ol>		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>

<b>Hazard (hazard and hazard description):</b>		
First Aid. There are increased risks of COVID virus transmission during provision of first aid and CPR.		
<b>Control Measures (existing):</b>		
<ol style="list-style-type: none"> <li>1. Although there may be heightened concerns around first aid, this will continue as normal, with the below aspects to be used when needed: Gloves. Resus masks for emergency first aid are provided to all first aiders. Face masks for general first aid.</li> <li>2. Resuscitation Council UK has provided specific guidance on CPR delivery has been adopted.</li> <li>3. Where it is not possible to maintain a 2 metre or more distance away from an individual, disposable gloves and a disposable plastic apron are provided for use.</li> <li>4. Disposable gloves are worn if physical contact is likely to be made with potentially contaminated areas or items.</li> <li>5. The use of a fluid repellent surgical face mask (FRSM / Type IIR) are recommended and additional use of disposable eye protection (such as face visor or goggles) should be risk assessed when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.</li> <li>6. When using a fluid repellent surgical face mask, users have been instructed to mould the metal strap of the mask over the bridge of the nose and make sure the mask fits snugly under the chin, around or across any facial hair if present.</li> <li>7. All first aiders instructed to clean their hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE.</li> <li>8. Spill-kit provided for blood and bodily fluids.</li> </ol>		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>

<b>Hazard (hazard and hazard description):</b> Communal areas and shared rooms. Overcrowding of communal areas leading to higher risk of outbreak.		
<b>Control Measures (existing):</b> <ol style="list-style-type: none"> <li>Halls, dining areas and internal and external sports facilities for lunch and exercise at used at half capacity where possible.</li> <li>If class groups take staggered breaks between sessions, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together).</li> <li>Gymnasts are required to attend ready to train. Changing rooms have been taken out of use.</li> <li>Tuck shop or vending activities will be suspended and only re-open when Government restrictions allow and operate under any guidelines issued by PHE or other national health authorities..</li> <li>Cleaning between groups is in place.</li> <li>We stagger the use of rest areas and offices to limit occupancy.</li> </ol>		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>

<b>Hazard (hazard and hazard description):</b> Use of shared resources. Potential risk or transfer of virus through cross contamination.		
<b>Control Measures (existing):</b> <ol style="list-style-type: none"> <li>We have limited the amount of shared resources that are potentially used between children, young people and staff.</li> <li>We prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.</li> <li>One designated person will use the tablet to take register throughout the day, thoroughly cleaning it at the end of the session.</li> </ol>		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>
Procedure for taking registers	L Brazier	1 <sup>st</sup> July 2020
Cleaning checklist to be put in place to document cleaning	L Brazier	2 <sup>nd</sup> November 2020

<b>Hazard (hazard and hazard description):</b> Contractor control and third parties e.g. parents. Inadequate communication with third parties.		
<b>Control Measures (existing):</b> <ol style="list-style-type: none"> <li>We tell parents that if their child needs to be accompanied to the gym setting, only one parent should attend.</li> <li>We make clear to parents that they cannot gather at entrance gates or doors or enter the site (unless they have a pre-arranged appointment, which should be conducted safely. Electronic video conferencing is the preferred method).</li> <li>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.</li> <li>Communication taken place with contractors and suppliers that will need to prepare to support our plans for opening for example, cleaning, catering, food supplies, and hygiene suppliers.</li> <li>Regular communication via e-mail / Parent app's to ensure any changes in procedure are communicated.</li> </ol>		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>
Procedure for secure video conferencing	J Kulik	31 <sup>st</sup> July 2020

<b>Hazard (hazard and hazard description):</b> Transport arrangements. Inadequate transport arrangements leading to close contact and overcrowding.		
<b>Control Measures (existing):</b> <ol style="list-style-type: none"> <li>We ensure parents and young people are aware of recommendations on transport to and from the gym or training venue.</li> <li>We have encouraged parents and children and young people to walk or cycle to the gym where possible and appropriate.</li> <li>Making sure parents and young people follow the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel.</li> <li>Parents/carers must ensure that they are at the gym in time for dispersal to avoid congregations in the waiting area.</li> </ol>		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>



<b>Hazard (hazard and hazard description):</b> Waste. Ill-health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise).		
<b>Control Measures (existing):</b> <ol style="list-style-type: none"> <li>Staff are required to have consideration for cleaning staff with regards to discarded tissues, food, etc. to prevent cleaning staff being accidentally contaminated.</li> <li>All waste bins and receptacles are carefully and safely emptied daily by the cleaning staff.</li> <li>Staff instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home.</li> <li>Staff instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues.</li> <li>Waste bins are provided within common areas.</li> </ol>		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>
<b>Hazard (hazard and hazard description):</b> Close contact. Staff working on the premises may be at risk of exposure to other members of staff or visitors who are carrying coronavirus, knowingly or unknowingly.		
<b>Control Measures (existing):</b> <ol style="list-style-type: none"> <li>Queue management - 2m spacing markings are placed on the floor, only one member of public at any one time can queue inside, all others are instructed to queue outside.</li> <li>All persons entering the gym will be checked for raised temperature on entry. If high then they will be asked to refrain from entering the gym.</li> <li>Staff are instructed where able to avoid contact and follow the 2m rule, however due to the nature of gymnastics this may be necessary to ensure the safety of participants.</li> <li>Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided. Physical supporting of gymnasts will be in accordance with the Return to Coach Contact Action Framework procedures.</li> <li>Limitations on access to toilets so that only 1 person is allowed at any one time.</li> <li>Staff are required to be environmentally aware and sit out of the immediate air flow from fan heaters, cooling fans and or ventilation systems that could spread the virus. Where possible the use of such systems will be avoided.</li> </ol>		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>
Procedure to manage entry developed and communicated to staff and parents/carers	L Brazier	1 <sup>st</sup> July 2020
Measures to reinforce distancing around gym	L Brazier	2 <sup>nd</sup> November 2020
Ensure regular testing of staff using Lateral Flow Tests or LA testing sites	L Brazier	12 <sup>th</sup> April 2021
Procedure to cover Return to Coach Contact Framework required	L Brazier	3 <sup>rd</sup> May 2021

<b>Hazard (hazard and hazard description):</b> Communal facilities, entrance, toilets, stairs. Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.		
<b>Control Measures (existing):</b> <ol style="list-style-type: none"> <li>1. Cleaning services have been increased. Toilets and communal areas, along with training areas, are cleaned more frequently than before and the cleaning routine is to a higher specification.</li> <li>2. Supplies of soap and sanitising agents provided and regularly topped-up at all hand washing stations. NHS, DfE and Public Health hand washing advice posters displayed.</li> <li>3. Staff instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.</li> <li>4. Staff made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc.) and objects which are visibly contaminated with bodily fluids must not be touched, but reported to a manager.</li> <li>5. Staff are required to ensure that participant's coats, scarfs, other outdoor items, drinks bottles and training equipment are stored separately avoiding contact with other people's personal items.</li> </ol>		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>
Cleaning schedule to be produced and published	J Kulik	1 <sup>st</sup> July 2020
Cleaning checklist to be put in place	L Brazier	2 <sup>nd</sup> November 2020

<b>Hazard (hazard and hazard description):</b> Vulnerable employees or children. Vulnerable employees or children with existing health conditions are at a higher risk of contracting COVID-19, which may have a significant increased adverse effect on their health and wellbeing.		
<b>Control Measures (existing):</b> <ol style="list-style-type: none"> <li>1. In accordance with government policy staff who are in the vulnerable and high risk categories are not allowed on the premises. They are either working from home or are furloughed.</li> <li>2. In accordance with government policy children who are in the vulnerable and high risk categories are not allowed on the premises. They may be provided with online materials to work at home.</li> </ol>		
<b>Further Control Measures Required:</b>	<b>Assigned To:</b>	<b>Due Date:</b>
Develop communication strategy for both coaches and participants	L Brazier	1 <sup>st</sup> July 2020

<b>Review Date:</b>	<b>Reviewer:</b>	<b>Comments:</b>
27 <sup>th</sup> October 2020	L Brazier	Reviewed in light of changing Government guidance
7 <sup>th</sup> April 2021	L Brazier	Reviewed in readiness of restart and current updated guidance
28 <sup>th</sup> April 2021	L Brazier	Reviewed to take in to account Return to Coach Contact Action Framework