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Form 07-002

Covid-19 Risk Assessment

Risk Assessment Number: 1		Date of Assessment: 22 nd June 2020		Additional Information Check sheet/Risk assessments required.					
Task / Work Activity / Work Area Assessed:		Assessment Carried By: Lesley Browne		Substances Hazardous to Health: ✓ Manual Handling: ✓ Display Screen Equipment: ✓ New and Expectant Mothers: ✓ Young Persons: ✓					
		Reception, office, toilets, isolation room, kitchen and gymnasium.							

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

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What are the Hazards	Persons affected by the Activity Identified Hazards	Control Measures Already in Place	Outcome	Likelihood	Risk Rating	Is further action required Yes/No

<p>1.Before reopening</p> <p>Objective: To make sure that Birmingham Gymnastics Academy is clean and ready to restart</p>	<p>Possible risk of infection for staff, parents/carers, gymnasts and visitors</p>	<p>Completed a risk assessment for Birmingham Gymnastics Academy, which has been closed to the public, before restarting gymnastics provision.</p> <p>Birmingham Gymnastics Academy have appointed the club Welfare Officer (Lesley Browne) as a representative point of contact for Covid-19 specific safety. If you have any concerns please contact via the following contact numbers:- Telephone number: 0121 455 0239 or 07736 731474 Email address: birminghamgymnasticsacademy@gmail.com We consider it important that the Welfare Officers contact details are widely known and it is easy for employees, volunteers, members and parents to get in touch with them to report concerns.</p> <p>Make available to view the key findings of our risk assessments on the policies section of Birmingham Gymnastics Academy's website and publicise/display the "Staying COVID19 Secure in 2020" poster.</p> <p>Take a common-sense approach in adapting timetables to both limit contact between people and allow for the required cleaning.</p> <p>Implement thorough cleaning procedures and provision of hand sanitiser, before restarting work.</p> <p>Create and display suitable COVID 19 signage</p> <p>Social distancing should be maintained between all users of facilities including individual gymnasts, groups, teams and coaches unless users come from the same household or to manage needs on account of a disability or specific additional need when additional mitigation to reduce transmission risk will be essential.</p> <p>Limit venue/facility capacity to allow 100 square feet (9.29 square</p>	<p>10 Fatality</p>	<p>5 Likely</p>	<p>25 Medium</p>	<p>No</p>
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		<p>metres) for each person. This calculation should take into account all useable indoor space by members.</p> <p>Grouping staff/volunteer shift patterns to reduce the number of contacts each member of workforce has. Where possible fix groups to support this.</p> <p>Keep a record of staff shift patterns for 21 days to assist NHS Test and Trace.</p>				
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<p>2.Keeping the work place clean</p> <p>Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.</p>	<p>Possible risk of infection for staff, parents/carers, gymnasts and visitors</p> <p>If we are cleaning after a known or suspected case of COVID-19 then we will refer to government specific guidance.</p> <p>Slips and trips</p>	<p>Managing risks Increase cleaning frequency and hygiene procedures.</p> <p>Spacing classes to allow for frequent cleaning of gymnasts work stations, areas and equipment between uses, using our usual cleaning products.</p> <p>Frequent cleaning of objects and surfaces that are touched regularly, including door handles or hand held equipment, and making sure there are adequate disposal arrangements for cleaning products.</p> <p>Clearing workspaces and removing waste and belongings from the work area at the end of a class, including not providing reading materials such as magazines in waiting areas, when viewing area is able to open.</p> <p>Avoid sharing apparatus. Or where this is required, ensure appropriate cleaning and hygiene precautions are being taken.</p> <p>Sanitising any reusable equipment, including equipment, such as balls used after a class, and at the start and end of sessions.</p> <p>Using disposable towels and cleaning equipment.</p> <p>Encouraging staff not to wear their uniforms at home or to and from the workplace, to change uniforms on a daily basis and to wash immediately after use.</p> <p>Maintaining good ventilation in the work environment. Doors that can be safely fixed open should be, to minimise hand contact and increase ventilation</p> <p>Carry out general good housekeeping. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in reception, office and deliveries stored immediately, all areas cleaned each</p>	<p>10 Fatality</p>	<p>5 Likely</p>	<p>25 Medium</p>	<p>Yes On-going cleaning</p>
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		evening May be injuries if people trip over objects or slip on spillages				
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3. Hygiene: hand washing, sanitation facilities and toilets	<p>Staff and visitors may be at risk of infection</p>	<p>Using signs and posters to build awareness of good hand washing technique, the need to increase hand washing frequency and avoiding touching your face.</p> <p>Adopting good hand washing technique and increasing hand washing in between classes.</p> <p>Ensure the use of disposable paper towels as opposed to standard towels to limit transmission risks.</p> <p>Put up a visible cleaning schedule in key locations</p> <p>Providing gymnasts and staff with access to tissues and informing them that if they do need to sneeze or cough, they should do so into the tissue, which should then be discarded appropriately and that they should wash their hands thoroughly or use hand sanitiser after using a tissue.</p> <p>Providing regular reminders and signage to maintain hygiene standards.</p> <p>Providing hand sanitiser in multiple locations in premises.</p> <p>Ensure Birmingham Gymnastics Academy is kept clean and social distancing is achieved as much as possible.</p> <p>Enhancing cleaning for busy areas. Providing more waste facilities and more frequent rubbish collection.</p> <p>Providing hand drying facilities e.g. paper towels.</p> <p>Reduce risk of transmission via work-stations where possible, having individual stationary rather than shared items.</p>	<p>10 Fatality</p>	<p>5 Likely</p>	<p>25 Medium</p>	<p>Yes On-going reminders</p>
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<p>4. Handling goods, merchandise and other materials</p> <p>Objective: To reduce transmission through contact with objects in the premises.</p>		<p>Encouraging increased hand washing and introducing more hand washing facilities for workers and clients and providing hand sanitiser where practical.</p> <p>Implementing enhanced handling procedures of disposable towels, gowns, face masks, gloves etc... to prevent potential contamination of surrounding surfaces, to prevent raising dust or dispersing the virus.</p> <p>Enforcing cleaning procedures for goods and merchandise entering the site.</p> <p>Regularly cleaning equipment that employees may bring from or take home. Cleaning should also take place before and following gymnasts and staff use.</p>	<p>10 Fatality</p>	<p>5 Likely</p>	<p>25 Medium</p>	<p>Yes On-going reminders</p>
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<p>5. Face coverings Objective: To reduce transmission of COVID 19 on the premises.</p>	<p>Coaches, staff and visitors may be at risk of infection</p>	<p>Coaches and staff do not have to wear a face covering except if administering first aid or cleaning. If it is deemed suitable for staff or volunteers fulfilling a specific role where there may be increased numbers of people interacting with them (e.g. a staff member coordinating “meet-and-greet” with admissions to the building), they may wear a face covering providing the safe guidance is observed and this does not pose a safety risk to activities they are supervising.</p> <p>Face coverings must NOT be worn during exercise except on specific advice from a physician.</p> <p>Birmingham Gymnastics Academy will support their workers in using face coverings safely when gymnasts are being dropped off and when they are collected. This means telling workers:</p> <ul style="list-style-type: none"> • wash your hands thoroughly with soap and water for 20 seconds or use hand sanitizer before putting a face covering on, and before and after removing it • when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands • change your face covering if it becomes damp or if you’ve touched it • continue to wash your hands regularly • change and wash your face covering daily • if the material is washable, wash in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in your usual waste • practise social distancing wherever possible 	<p>10 Fatality</p> <ul style="list-style-type: none"> ✓ face masks 24/05/20 ✓ visors for staff to cover face 24/05/20 ✓ PPE for staff 24/05/20 	<p>5 Likely</p>	<p>25 Medium</p>	<p>Yes On-going reminders</p>
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<p>6. Communications and training. Returning to work Objective: To make sure all workers understand COVID-19 related safety procedures</p>	<p>Staff and visitors may be at risk of infection</p>	<p>Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.</p> <p>Engaging with workers, volunteers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.</p> <p>Developing communication and training materials for workers prior to returning to Birmingham Gymnastics Academy, especially around new procedures for arrival at work.</p> <p>Ensuring staff understand how to use and clean their PPE.</p>	<p>10 Fatality</p>	<p>5 Likely</p>	<p>25 Medium</p>	<p>Yes On-going training</p>
<p>7. Work-related travel Objective: To avoid unnecessary work travel and keep people safe when they do need to travel between locations</p>	<p>Staff may be at risk of infection when travelling to and from work</p>	<p>Avoiding using public transport, and aiming to walk, cycle, or drive instead. If using public transport is necessary, wearing a face covering is mandatory.</p> <p>Minimising the number of people outside of your household or support bubble travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.</p> <p>Cleaning shared vehicles between shifts.</p> <p>Putting in place procedures to minimise person-to-person contact during deliveries to other premises.</p> <p>Minimising contact during payments and exchange of documentation, by using electronic payment methods and electronically signed and exchanged documents</p>	<p>10 Fatality</p>	<p>5 Likely</p>	<p>25 Medium</p>	<p>Yes On-going training</p>

<p>8. Ongoing communications and signage</p> <p>Objective: To make sure all workers are kept up to date with how safety measures are being implemented or updated.</p>	<p>Staff may be placed in harm's way if they do understand unforeseen impacts of changes to working environments</p>	<p>On-going engagement with workers and volunteers to monitor and understand any unforeseen impacts of changes to working environments.</p> <p>Awareness and focus on the importance of mental health at times of uncertainty. The government has published <u>guidance on the mental health and wellbeing aspects of coronavirus (COVID-19)</u>.</p> <p>Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language and those with protected characteristics such as visual impairments.</p> <p>Using visual communications, for example signage, to explain changes to gymnastic class schedules without the need for face-to-face communications.</p> <p>Communicating approaches and operational procedures to suppliers, clients or trade bodies to help their adoption and to share experience, such as with emails.</p> <p>Communicating with households before arrival to discuss the steps required to safely provide close contact services in the home.</p>	<p>10 Fatality</p>	<p>5 Likely</p>	<p>25 Medium</p>	<p>Yes On-going updates training</p>
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<p>9. In bound and outbound</p> <p>Objective: To maintain social distancing and avoid surface transmission when goods enter and leave the premises</p>	<p>Staff and visitors may be at risk of infection</p>	<p>Minimising unnecessary contact for deliveries e.g. pre-arranged booking of deliveries where the nature of the product allows for use of electronic pre-booking.</p> <p>Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.</p> <p>Where possible and safe, having single workers load or unload vehicles or meet delivery people at the front door.</p> <p>Where possible scheduling deliveries for outside of gymnastic classes.</p> <p>Re-stocking/replenishing outside of workplace operating hours.</p>	<p>10 Fatality</p>	<p>5 Likely</p>	<p>25 Medium</p>	<p>Yes On-going reminders</p>
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<p>10. Children, Parents and carers arriving on site</p> <p>Objective: To maintain a safe working environment for all</p>	<p>Children and Parents arriving on site</p> <p>Possibility of cross contamination</p>	<ul style="list-style-type: none"> • Training sessions to be staggered to avoid cross over • Limit rotating coaches to minimise exposure. Where possible fix groups of participants with specified coaches. • Gymnasts should come in as no changing facilities will be available • Parents to use a drop off and collect system. • The viewing area is closed • Parents are no longer able to wait inside the gym whilst training is taking place. Coaches will sign gymnasts out after each session. • Structured and supervised adult & toddler sessions are covered by the risk assessment provided all participants have the capability to adhere to current COVID 19 guidance. It is recommended that participation be controlled allowing one adult to one child only for direct supervision. • Sanitizing 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 use hand sanitizer on exiting the building • Parents and coaches are reminded that anyone at home who is deemed vulnerable (new and expectant mother, elderly) should not attend any sessions until further notice 	<p>5 Lost Time Injury</p>	<p>5 Likely</p>	<p>25 Medium</p>	<p>Yes On-going vigilance</p>
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11.Keeping gym equipment clean Objective: To keep the gymnasium and equipment used clean and prevent transmission by touching contaminated surfaces.	Staff, Children, Parents and Carers Droplets or virus being live on equipment (high touch area)	<ul style="list-style-type: none"> • All equipment will be cleaned , beams and bars can be used if a suitable cleaner is available that will not ruin fabrics • Mats will be wiped down after every session, before a new class starts • Sign off that equipment has been wiped down before start of next session • Every handle will be cleaned and doors kept open where possible so no one needs to use handles – push pads to open the exit doors in the gym 	5 Lost Time Injury	5 Likely	25 Medium	Yes On-going cleaning
12 Safeguarding Exiting the gymnasium Objective: Children exit the gymnasium in safety	Safeguarding issues. A safe exit from the Gym is paramount. Staff, Children, Parents and Carers	<ul style="list-style-type: none"> • Children will be dismissed via the gymnasium fire exit door and will all sanitize their hands before leaving the premises • Children who are not collected at said time will be moved to an isolated area so not to cross contaminate with newcomers 	5 Lost Time Injury	5 Likely	25 Medium	Yes On-going reminders

14.Procedures inside gymnasium Objective: Good hygiene practice in place	Sneezing, Coughing Staff, gymnasts and visitors	<ul style="list-style-type: none"> • Good hygiene practice in place • Tissues available • Hand wash stations available for use • Bins are cleaned after each training session • Cough and sneeze into the crook of their elbow and use a separate bathroom if possible 	5 Lost Time Injury	5 Likely	25 Medium	Yes On-going cleaning, order equipment
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15. Identification of potential infection Objective: To identify possible infection and action plan put in place immediately	Identification of potential infection Birmingham Gymnastics Academy community <ul style="list-style-type: none"> • Cough • Fever • Shortness of breath • Sore Throat 	<ul style="list-style-type: none"> • Isolation area available to accommodate person/s • Session will be cancelled, and the risk assessment reviewed • No participation by any child should any family member in the household be self-isolating • Should a known Covid-19 case or someone become unwell in the gymnastics Centre or an individual has been identified as a contact of a known case the individual/s in question should be placed in isolation and follow the relevant home country health authority guidelines. The welfare officer/person responsible for Covid-19 should be immediately informed. Instances must be notified immediately to the local Health Protection Unit (or home country equivalent). Anybody displaying symptoms or anybody who has been in contact with an infected person should be advised not to return to the gym until they have been tested and followed the guidance set out by the NHS. <p>All known cases need to be reported to RIDDOR and British Gymnastics. Further information can be found in British Gymnastics Step Forward Plan</p>	5 Lost Time Injury	5 Likely	25 Medium	Yes Action required
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<p>16. Returning from another country</p> <p>Objective: Identification of potential infection to protect the Birmingham Gymnastics Academy community</p>	<p>Returning from a category 1 country</p> <p>Birmingham Gymnastics Academy community</p>	<p><u>Category 1 Countries</u> Traveller's 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.</p> <p><u>Category 2 Countries</u> travellers do not need to undertake any special measures, but if they develop symptoms, they should self-isolate and call NHS 111.</p>	<p>5</p> <p>Lost Time Injury</p>	<p>5</p> <p>Likely</p>	<p>25</p> <p>Medium</p>	<p>Yes</p> <p>Immediate action</p>
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Risk Assessment Form Cont.

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Further Control Measures	Further Control Measures Follow Up		
	Allocated (Name)	to Target date	Date completed
<ul style="list-style-type: none"> 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. hand washing 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: <ul style="list-style-type: none"> -Isolate the individual at least 2 meters away from other people, -Go to the isolation room/ area at the far end of the gymnasium (behind a closed door or in 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 or 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 	Michael Browne via email Coach in charge of session e.g. Jessica, Lesley, Natasha Browne Sam and Catherine Lesley Browne Coach in charge of session to oversee isolation process e.g. Jessica, Lesley, Natasha, Sam and Catherine. Public Health England Individual staff member	Asap after confirmation to open by Government On going On going As required Immediate site closure Before arrival at the gym	

Risk Assessment Reviews			
Suggested Review Date: 22 nd July 2021 (either after significant changes, completed actions or annually)			
Risk Assessment Reviewed by:	Dr Lesley Browne	Risk Assessment Reviewed by:	Ms Jessica Browne
Date:	16 th July 2020	Date:	22 nd July 2020
Comments:	<ul style="list-style-type: none"> • Time table to be rewritten to be staggered to allow cleaning to take place and to avoid to avoid cross over taking place • Coaches will sign gymnasts out after sessions. Michael to add to space on registers • Need to completely clear isolation room to accommodate child / staff member 	Comments:	<ul style="list-style-type: none"> ✓ Time table updated to allow staggering to take place ✓ Space added to registers for coach to sign out individual gymnast at end of session ✓ Isolation room cleared to accommodate child / staff member
Next Suggested Review Date:	22 nd July 2021	Next Suggested Review Date:	22 nd July 2021
Risk Assessment Reviewed by:		Risk Assessment Reviewed by:	
Date:		Date:	
Comments:		Comments:	
Next Suggested Review Date:		Next Suggested Review Date:	