

**Form 07-002**

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

| Worst Case Outcome |               |                  |              |           | Likelihood |             |        |          |        | Risk Rating<br>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 |

| <b>What are the Hazards</b>  | <b>Persons affected by the Activity</b><br><br><b>Identified Hazards</b>  | <b>Control Measures Already in Place</b>   | <b>Outcome</b> | <b>Likelihood</b> | <b>Risk Rating</b> | <b>Is further action required Yes/No</b> |
|--|---|--|----------------|-------------------|--------------------|--|
| <b>1.Before reopening</b><br><br>Objective:<br>To make sure that Birmingham Gymnastics Academy is clean and ready to restart                       | Possible risk of infection for staff, parents/carers, gymnasts and visitors   | Completed a risk assessment for Birmingham Gymnastics Academy, which has been closed to the public, before restarting gymnastics provision.<br><br>Implement thorough cleaning procedures and provision of hand sanitiser, before restarting work.   | 10 Fatality    | 5 Likely          | 25 Medium          | No                                       |
| <b>2.Keeping the work place clean</b><br><br>Objective:<br>To keep the workplace clean and prevent transmission by touching contaminated surfaces. | Possible risk of infection for staff, parents/carers, gymnasts and visitors<br><br>If we are cleaning after a known or suspected case of COVID-19 then we will refer to government specific guidance. | Spacing classes to allow for frequent cleaning of gymnasts work stations, areas and equipment between uses, using our usual cleaning products.<br><br>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.<br><br>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. | 10 Fatality    | 5 Likely          | 25 Medium          | Yes On-going cleaning                    |

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|  | Slips and trips  | <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, for example keeping doors open.</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 evening</p> <p>May be injuries if people trip over objects or slip on spillages</p> |                |             |              |                                  |
| <b>3. Hygiene:<br/>hand<br/>washing,<br/>sanitation<br/>facilities and<br/>toilets</b> | <p>Staff and visitors may be at risk of infection</p> <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> </ol> | <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>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</p>  | 10<br>Fatality | 5<br>Likely | 25<br>Medium | Yes<br>On-<br>going<br>reminders |

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|   | <ul style="list-style-type: none"> <li>8. sanitiser after using a tissue.</li> <li>9. Providing regular reminders and signage to maintain hygiene standards.</li> <li>10.</li> <li>11. Providing hand sanitiser in multiple locations in premises.</li> <li>12.</li> <li>13. Ensure Birmingham Gymnastics Academy is kept clean and social distancing is achieved as much as possible.</li> <li>14.</li> <li>15. Enhancing cleaning for busy areas.</li> <li>16. Providing more waste facilities and more frequent rubbish collection.</li> <li>17.</li> <li>18. Providing hand drying facilities – either paper towels or electrical dryers</li> </ul>   |                |             |              |                           |
| <p><b>4. Handling goods, merchandise and other materials</b></p> <p>Objective:<br/>To reduce transmission through contact with objects in the premises.</p> | <ul style="list-style-type: none"> <li>1.</li> <li>2. Encouraging increased hand washing and introducing more hand washing facilities for workers and clients and providing hand sanitiser where practical.</li> <li>3.</li> <li>4. 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.</li> <li>5.</li> <li>6. Enforcing cleaning procedures for goods and merchandise entering the site.</li> <li>7.</li> <li>8. Regularly cleaning equipment that employees may bring from or take home. Cleaning should also take place before and following gymnasts and staff use.</li> </ul> | 10<br>Fatality | 5<br>Likely | 25<br>Medium | Yes<br>On-going reminders |

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| <p><b>5. Face coverings</b><br/>Objective: To reduce transmission of COVID 19 on the premises.</p> | <p>In some circumstances staff and visitors not wearing a face covering may effect the transmission of COVID 19<br/>However, face coverings are not an alternative to wearing a visor in close contact services.<br/>When visitors are not taking a class, they should maintain social distancing and face covering will be required.</p> | <p>In some circumstances staff and visitors not wearing a face covering may effect the transmission of COVID 19</p> <p><b>Coaches/Assistants</b> - Government guidance for England does not make it compulsory for coaches to wear a mask/face covering, but coaches can choose to wear one. Masks/face coverings are not essential as social distancing guidelines should be adhered to at all times.</p> <p>For those assisting within a session, it is not compulsory to wear a mask/face covering, however, as face coverings are now compulsory in most other indoor settings over 11s involved in a session should be encouraged to wear a face covering.</p> <p><b>Gymnasts</b> - The use of masks/face coverings is not recommended during sports activities. All forms of face coverings may restrict breathing efficiency and should not be used during exercise except on specific advice from a physician. However, gymnasts of secondary school age are encouraged to wear a face covering when entering and exiting the building e.g. reception.</p> <p>Gymnasts can wear masks whilst</p> | <p>10<br/>Fatalities</p> <p>✓ <i>Order face masks 24/05/20</i></p> <p>✓ <i>Order visors for staff to cover face 24/05/20</i></p> <p>✓ <i>Order new face masks on 04.03.21</i></p> | <p>5<br/>Likely</p> | <p>25<br/>Medium</p> | <p>Yes<br/>On-going reminders</p> | <p>No</p> |
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|  |  | <p>not on apparatus if they so wish, but masks should not be worn whilst on equipment or performing any form of gymnastics elements, including warm-ups/cool downs.</p> <p>However, face coverings are not an alternative to wearing a visor in close contact services.</p> <p>When staff are not having a class, both the coach and gymnasts should maintain social distancing and face covering will be required.</p> <p>Birmingham Gymnastics Academy will support their staff 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"> <li>• 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</li> <li>• when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands</li> <li>• change your face covering if it becomes damp or if you've touched it</li> <li>• continue to wash your hands regularly</li> <li>• change and wash your face covering daily</li> <li>• 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</li> <li>• practise social distancing wherever possible</li> </ul> |  |  |  |  |  |
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| <p><b>6.Communications and training. Returning to work</b><br/>Objective:<br/>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 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<br/>Fatality</p> | <p>5<br/>Likely</p> | <p>25<br/>Medium</p> | <p>Yes<br/>On-going training</p> |
| <p><b>7. Work-related travel</b><br/>Objective:<br/>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, for example by</p> | <p>10<br/>Fatality</p> | <p>5<br/>Likely</p> | <p>25<br/>Medium</p> | <p>Yes<br/>On-going training</p> |

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|  |  | using electronic payment methods and electronically signed and exchanged documents |  |  |  |  |
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| <p><b>8. Ongoing communications and signage</b></p> <p>Objective:<br/>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 not understand unforeseen impacts of changes to working environments</p> | <p>1. On-going engagement with workers to monitor and understand any unforeseen impacts of changes to working environments.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5. Awareness and focus on the importance of mental health at times of uncertainty. The government has published <a href="#">guidance on the mental health and wellbeing aspects of coronavirus (COVID-19)</a>.</p> <p>6.</p> <p>7. 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>8.</p> <p>9. Using visual communications, for example whiteboards or signage, to explain changes to gymnastic class schedules or stock shortages without the need for face-to-face communications.</p> <p>10.</p> <p>11. Communicating approaches and operational procedures to suppliers, clients or trade bodies to help their adoption and to share experience, such as with emails or social media.</p> <p>12.</p> <p>13. Communicating with households before arrival to discuss the steps required to safely provide close contact services in the home.</p> | <p>10<br/>Fatality</p> | <p>5<br/>Likely</p> | <p>25<br/>Medium</p> | <p>Yes<br/>On-going updates training</p> |
| <p><b>9. In bound</b></p>   | <p>Staff and visitors</p>  | <p>Minimising unnecessary contact for</p>  |                        |                     |                      |  |

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| <p><b>and outbound</b></p> <p>Objective:<br/>To maintain social distancing and avoid surface transmission when goods enter and leave the premises</p> | <p>may be at risk of infection</p>  | <p>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 client appointment times.</p> <p>Re-stocking/replenishing outside of workplace operating hours.</p>   | <p>10<br/>Fatality</p>        | <p>5<br/>Likely</p> | <p>25<br/>Medium</p> | <p>Yes<br/>On-going reminders</p> |
| <p><b>10. Children, Parents and carers arriving on site</b></p> <p>Objective:<br/>To maintain a safe working environment for all</p>                  | <p>Children and Parents arriving on site<br/>Possibility of cross contamination</p> | <ul style="list-style-type: none"> <li>• Training sessions to be staggered to avoid cross over</li> <li>• Gymnasts should come in their gear as no changing facilities will be open</li> <li>• Training sessions to be reduced to a minimum number<br/>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. Viewing areas are closed</li> <li>• Sanitizing of equipment will take place in between sessions</li> <li>• 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</li> <li>• 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</li> </ul> | <p>5<br/>Lost Time Injury</p> | <p>5<br/>Likely</p> | <p>25<br/>Medium</p> | <p>Yes<br/>On-going vigilance</p> |

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| <p><b>11. Keeping gym equipment clean</b></p> <p>Objective:<br/>To keep the gymnasium and equipment used clean and prevent transmission by touching contaminated surfaces.</p> | <p>Staff, Children, Parents and Carers<br/>Droplets or virus being live on equipment (high touch area)</p>  | <ul style="list-style-type: none"> <li>All equipment will be cleaned, beams and bars will be cleaned using a suitable cleaner/disinfected that will not ruin fabrics</li> <li>Mats will be wiped down after every session, before a new class starts</li> <li>Sign off that equipment has been wiped down before start of next session</li> <li>Every handle will be cleaned and doors kept open where possible so no one needs to use handles – push pads to open the doors in the gym</li> </ul>   | <p>5<br/>Lost Time<br/>Injury</p> | <p>5<br/>Likely</p> | <p>25<br/>Medium</p> | <p>Yes<br/>On-going cleaning</p> |
| <p>12. Potential reintroduction of foam pits, manual supporting and isolation periods</p>  | <p><b>1/4/21 - Please note:</b> the reintroduction of foam pits guidance</p> <p><b>Sporadic contact involved in manual supporting</b></p> <p>Action Plan are there to make the sporadic</p> | <ul style="list-style-type: none"> <li>We can now reintroduce limited the use of foam pits to aid skill development. However, the pit can only be used by one gymnast at a time and cannot be used for 1 minute after a participant has left the pit and for 90 minutes if two people e.g. a gymnast and coach enter the pit.</li> <li>A three stage Action Plan is now being discussed with the government and British Gymnastics to make the sporadic contact involved in manual supporting safer for coaches/instructors and gymnasts, the risk of</li> </ul> |                                   |                     |                      |                                  |

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|  | <p>contact involved in manual supporting safer for coaches/instructors and gymnasts, the risk of transmission of the virus will be higher and so clubs must carefully consider whether they would like to incorporate contact at this time. Those in the gymnastics community who do incorporate coach contact must be collectively responsible to ensure the Action Plan is followed so that we can progress with further reintroductions of other elements of the sport in the future</p> | <p>transmission of the virus will be higher and so BGA must carefully consider whether they would like to incorporate contact at the appropriate time.</p> <ul style="list-style-type: none"> <li>• No manual supporting can take place for two-three weeks, and only when/ if the government give the relevant permissions. It will initially mean that a coach, with parent permission, can support harder skills with up to eight gymnasts per week e.g. supporting a more difficult skill for safety reasons and progressions E.G:</li> <li>• Educating all staff and gymnasts on the required practices and controls in the Action Plan.</li> <li>• Keeping clear records of which gymnasts are being manually supported for track and trace regulations.</li> <li>• Ensuring there are an appropriate number of hand sanitisation stations available throughout the venue and in close proximity to the apparatus or activity station. Additional hand sanitising must be completed by the coach/instructor before and after each individual gymnast is manually supported.</li> <li>• Wearing face coverings where contact is less than two metres from a</li> </ul> |  |  |  |  |
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|   |  | <p>gymnast.</p> <ul style="list-style-type: none"> <li>When not working specifically with a coach/instructor in a manual support activity, gymnasts and coach/instructors must continue to adhere to social distancing and all other guidance.</li> </ul>   |                          |             |              |   |
| <p><b>13 Safeguarding Exiting the gymnasium</b></p> <p>Objective: Children exit the gymnasium in safety</p> | <p>Safeguarding issues. A safe exit from the Gym is paramount. Staff, Children, Parents and Carers</p> | <ul style="list-style-type: none"> <li>Children will be dismissed via the gymnasium fire exit door and will all sanitize their hands before leaving the premises</li> <li>Children who are not collected at said time will be moved to an isolated area so not to cross contaminate with newcomers</li> </ul>   | 5<br>Lost Time<br>Injury | 5<br>Likely | 25<br>Medium | Yes<br>On-going reminders                 |
| <p><b>14.Procedures inside gymnasium</b></p> <p>Objective: Good hygiene practice in place</p>               | <p>Sneezing, Coughing<br/>Staff, gymnasts and visitors</p>   | <ul style="list-style-type: none"> <li>Good hygiene practice in place</li> <li>Tissues available</li> <li>Hand wash stations available for use</li> <li>Bins are cleaned after each training session</li> <li>Cough and sneeze into the crook of their elbow and use a separate bathroom if possible</li> </ul> | 5<br>Lost Time<br>Injury | 5<br>Likely | 25<br>Medium | Yes<br>On-going cleaning, order equipment |
| <p><b>15.Identification of potential infection</b></p> <p>Birmingham</p>                                    | <p>Identification of potential infection</p>   | <ul style="list-style-type: none"> <li>Isolation area available to accommodate person/s</li> <li>Session will be cancelled, and the risk assessment reviewed</li> </ul>   | 5<br>Lost Time<br>Injury | 5<br>Likely | 25<br>Medium | Yes<br>Action require                     |

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| <p>Objective:<br/>To identify possible infection and action plan put in place immediately</p>  | <p>Gymnastics Academy community</p> <ul style="list-style-type: none"> <li>Cough</li> <li>Fever</li> <li>Shortness of breath</li> <li>Sore Throat</li> </ul> <p><b>Isolation periods</b></p> | <ul style="list-style-type: none"> <li>No participation by any child should any family member in the household be self-isolating</li> </ul> <p><b>Please note:</b> Social distancing is currently 2 metres in England.</p> <p><b>Please note:</b> As of Monday 14th December the self-isolation period has been changed from 14 to 10 days. Self-isolation is essential to reducing the spread of COVID as it breaks the chains of transmission.</p> |                                   |                     |                      | d |
| <p>16.<br/>Returning from another country</p> <p>Objective:<br/>Identification of potential infection to protect the Birmingham Gymnastics Academy community</p> | <p>Returning from another country</p>  | <p>Traveller's should self-isolate, even if asymptomatic, and use the government's current advice service to find out what to do next. E.g. Go home or to your destination and then self-isolate.</p>  | <p>5<br/>Lost Time<br/>Injury</p> | <p>5<br/>Likely</p> | <p>25<br/>Medium</p> | N |

## Risk Assessment Form Cont.

| Further Control Measures  | Further Control Measures Follow Up  |  |                |
|---|---|--|----------------|
|   | Allocated to (Name)   | Target date  | Date completed |
| <ul style="list-style-type: none"> <li>Parents to be advised that a drop off and collect system will be implemented, viewing areas will be closed. Parents must wait in vehicles</li> <li>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</li> <li>Staff members to sign an inspection sheet to show that the equipment has been cleaned and wiped down after every session</li> <li>Display posters for good hygiene, i.e. hand washing</li> <li>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:</li> </ul> | <p>Michael Browne<br/>via email</p> <p>Coach in charge of session e.g. Jessica, Lesley, Natasha Browne, Catherine Curran, Sam Bowden and Isabel Baker</p> | <p>Asap after confirmation to open by Government</p> <p>On going</p> |                |

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| <p>-Isolate the individual at least 2 meters away from other people,<br/>         -Go to the isolation room or area at the far end of the gymnasium (behind a closed door or in a sick bay or office)<br/>         -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.</p> <ul style="list-style-type: none"> <li>• Site closure may be advised by Public Health England</li> <li>• 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: <a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a></li> </ul> | <p>Lesley Browne</p> <p>Coach in charge of session to oversee isolation process e.g. Jessica, Lesley, Natasha Browne and Catherine Curran</p> <p>Public Health England Individual staff member</p> | <p>On going</p> <p>As required</p> <p>Immediate site closure</p> <p>Before arrival at the gym</p> |  |
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| <p><b>Risk Assessment Reviews</b></p>   |  |                                     |   |
| <p>Suggested Review Date: 22<sup>nd</sup> June 2021 (either after significant changes, completed actions or annually)</p> |  |                                     |   |
| <p>Risk Assessment Reviewed by:</p>   | <p>Dr Lesley Browne</p>  | <p>Risk Assessment Reviewed by:</p> | <p>Ms Jessica Browne</p>                |
| <p>Date:</p>  | <p><b>16<sup>th</sup> June 2020</b></p>                              | <p>Date:</p>                        | <p><b>22<sup>nd</sup> June 2020</b></p> |
| <p>Comments:</p>  | <ul style="list-style-type: none"> <li>• Time table to be</li> </ul> | <p>Comments:</p>                    | <p>Time table updated to</p>            |



|                                     |   |                                     |  |
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|                                     | <p>rewritten to be staggered to allow cleaning to take place and to avoid to avoid cross over taking place</p> <ul style="list-style-type: none"> <li>• Coaches will sign gymnasts out after sessions. Michael to add to space on registers</li> <li>• Need to completely clear isolation room to accommodate child / staff member</li> </ul> |                                     | <p>allow staggering to take place</p> <p>Space added to registers for coach to sign out each gymnast at end of session</p> <p>Isolation room cleared to accommodate child / staff member</p> |
| <b>Next Suggested Review Date:</b>  | <b>22<sup>nd</sup> June 2021</b>  | <b>Next Suggested Review Date:</b>  | <b>22<sup>nd</sup> June 2021</b>   |
| <b>Risk Assessment Reviewed by:</b> | Dr Lesley Browne  | <b>Risk Assessment Reviewed by:</b> | Ms Jessica Browne  |
| <b>Date:</b>                        | <b>8th April 2021</b>   | <b>Date:</b>                        | <b>8th April 2021</b>  |
| <b>Comments:</b>                    | <p>Added new section on:</p> <ul style="list-style-type: none"> <li>• Section 5 Coaches/Assistants /Gymnasts re the wearing of face coverings - Government guidance for England</li> <li>• Section 12 The re-introduction of foam pits guidance</li> <li>• Section 12 sporadic contact involved in</li> </ul>                                 | <b>Comments:</b>                    |  |

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|                                | <ul style="list-style-type: none"> <li>manual supporting</li> </ul> |                                |  |
| Next Suggested<br>Review Date: | <b>1<sup>st</sup> June 2021 April 2022</b>                          | Next Suggested<br>Review Date: | <b>1<sup>st</sup> June 2021 April 2022</b> |

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