



Portsmouth School of Gymnastics

COVID-19 Risk Assessment

Version 1

Date of risk assessment: June 12th 2020

Risk	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
National guidelines are updated daily and PSG lapses in following advice	Participants, coaches. Risk of catching or spreading Covid-19	<ul style="list-style-type: none"> Ensure daily checks are made with Government website / current advice https://www.gov.uk/coronavirus https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Ensure any changes / updates in advice are communicated to coaches, gymnasts and parents. PSG COVID Statement constantly updated in members accounts – to read and consent – Clear version numbers 	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.scni.net/news/covid-19-coronavirus</p> <p>Use of posters, leaflets, infographics, videos, social media and other materials to display current advice https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	Head coach and H&S officer	On going	
Gymnast / Coach with symptoms before start of gymnastics session	Participants, coaches. Risk of catching or spreading Covid-19	<ul style="list-style-type: none"> Gymnasts / Coaches who show symptoms should not attend gymnastics, but should follow Government guidance to isolate at home Gymnasts / parents should contact PSG to inform them of suspected case 	<p>Use of posters, leaflets and other materials to display COVID-19 symptoms Temperature checks on arrival</p> <p>All coaches briefed on the symptoms of COVID 19 before return to gymnastics</p>	Head coach and H&S officer	On going	

<p>Coaches failure to follow Government Guidelines</p>	<p>Participants, coaches. Risk of catching or spreading Covid-19</p>	<ul style="list-style-type: none"> • All Coaches briefed and understand the Government Guidelines, British Gymnastics and PSG directives • Ratios of Coaches / participants meets the Government Guidelines • Social distancing will always continue to be the expectation • Hand sanitiser will always be available • Ensuring that there is no swapping between designated 'bubbles unless absolutely necessary. Once an activity group has been set up, they will remain in this group. Any such swapping will be meticulously recorded, including the coach in charge of each group. This is to reduce the risk of spreading in the event of a participant or coach contracting COVID-19 	<p>All coaches briefed on the new procedures – Asked to Read, Understand and agree to the PSG COVID Statement For Coaches via LoveAdmin Online account</p> <p>Coaches to be briefed on a regular basis about any changes / updates in advice at the start of each session / via email</p> <p>*Email / PSG COVID-19 Statement</p> <p>Rigorous checks will be carried out by head coach to ensure that the necessary procedures are being followed</p>	<p>Head coach and H&S officer</p>	<p>On going</p>	
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<p>Participant misbehavior, Misconduct or failure to follow PSG COVID Statement Rules</p>	<p>Participants and coaches. Risk of catching or spreading Covid-19</p>	<ul style="list-style-type: none"> • Clear behaviour policy in place (visible signage in gym) • Behaviour policy to be communicated to coaches, parents and gymnasts before return to gymnastics • Behaviour policy to include clear consequences-again with full communication to all relevant parties • See PSG 3 Strikes Policy <p>* The PSG COVID Statement is held in all our members online LoveAdmin accounts. Before starting back to gymnastics our members will have to agree by ticking a box that they have read, understood and consent to the PSG COVID Statement. The Statement will be constantly reviewed and updated in the members accounts. With clear version numbers All members will be informed of any changes via email</p>	<p>Gymnasts / parents to be briefed on a regular basis about any changes / updates in advice before the start of each session / via email / PSG COVID Statement</p> <p>Rigorous checks will be carried out by head coach to ensure that the necessary procedures are being followed</p> <p>Infographics / videos to explain new procedures</p> <p>*Email / PSG COVID-19 Statement *</p>	<p>Head coach, staff</p>	<p>On going</p>	
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<p>Spread of Covid-19 Coronavirus</p> <p>Inadequate Hand Washing Sanitising</p>	<p>Participants and coaches. Risk of catching or spreading Covid-19</p>	<p>Hand Washing / Sanitising</p> <ul style="list-style-type: none"> • Adequate supplies of hand washing facilities with soap and water in place • Stringent hand washing taking place where possible for 20 seconds • See hand washing guidance https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Provide high alcohol content hand sanitisers on entry / exit points. And around gym • Ensure stringent hand sanitiser procedures • Electric Hand Dryers to be disconnected • Use of posters, leaflets and other materials to display current advice 	<p>Staff and gymnasts to be reminded on a regular basis to wash their hands for 20 seconds with water and soap</p> <p>Gymnasts / coaches hand sanitise as required. Entry / exit. Between Zones</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands</p> <p>Infographics / videos to explain new procedures</p> <p>*Email / PSG COVID-19 Statement</p>	<p>Head coach, staff and H&S officer</p>	<p>On going</p>	
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<p>Spread of Covid-19 Coronavirus</p> <p>Inadequate Cleaning</p>	<p>Participants and coaches. Risk of catching or spreading Covid-19</p>	<p>Cleaning</p> <ul style="list-style-type: none"> • Outsourced deep clean twice per week. Disinfect all hard surfaces. Fabric disinfectant spray on all soft surfaces • Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and equipment • Coaches are required to clean all contact surfaces with disinfectant at the start and end of each day • Coaches / chaperone are required to sanitize all contact surfaces in the gym before and after each session • 15-minute interval between classes to allow for cleaning • Reduce / stop the use of difficult to clean items – small hand apparatus, soft top mats, pit foam, bars • Use government approved cleaning products and methods • Cleaning stations will be available in sealed boxes in the gym to ensure ample supplies are available 	<p>All cleaners / coaches briefed on the new cleaning procedures via email COVID-19 cleaning of non-healthcare settings guidance)</p> <p>Rigorous checks will be carried out by head coach to ensure that the necessary procedures are being followed</p> <p>Supplies checked on a regular basis</p> <p>Ensure supplies of essential cleaning products.</p> <p>Ensure at least 2 months stock.</p> <p>If unable to source supplies, PSG would prioritise which coaches / gymnasts would continue to train</p> <p>Cleaning schedule of any equipment on a separate document/checklist</p> <p>Small equipment labelled "do not use", if unable to be cleaned / stored</p> <p>*PSG COVID-19 Statement</p>	<p>Head coach, staff and H&S officer</p>	<p>On going</p>	
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<p>Spread of Covid-19 Coronavirus</p> <p>Inadequate Social Distancing</p>	<p>Participants and coaches. Risk of catching or spreading Covid-19</p>	<p>Social Distancing</p> <ul style="list-style-type: none"> • Create PSG 'Bubbles' – a self-contained group of gymnasts and coach • Gymnasts and Coaches to interact with only their 'Bubble' – as far as is logistically possible • Treat 'Bubble' as a household. If one member of the 'Bubble' is symptomatic, all recommended to isolate for 14 day / follow government advice • Social Distancing - Reducing the number of persons in gym to comply with the 2-metre gap recommended by the Public Health Agency • Taking steps to stagger class times • Taking steps to review class timetables to reduce number of coaches / gymnasts in the gym at any one time • Redesigning entry / exit protocols to ensure social distancing in place. • Redesigning the gym layout to ensure social distancing in place • No parents to be allowed into the facility at this time 	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it</p> <p>All coaches briefed on the new procedures – Agree PSG COVID Statement Coaches via LoveAdmin</p> <p>All gymnasts / parents briefed on the new procedures using infographics and video</p> <p>*Email / PSG COVID-19 Statement</p> <p>Head coach checks to ensure this is adhered to</p> <p>All communication to parents via email</p> <p>All areas clearly marked with socially distanced lines / numbers</p> <p>Policy for a distressed child Reassure the child, Gloves and mask should be worn by the coach attending the child if a 2-meter distance cannot be maintained Call parent to pick up child outside gym</p>	<p>Head coach, staff and H&S officer</p>	<p>On going</p>	
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<p>Spread of Covid-19 Coronavirus</p> <p>Inadequate Social Distancing</p> <p>Gym Layout</p>	<p>Participants and coaches. Risk of catching or spreading Covid-19</p>	<p>Social Distancing</p> <p>Gym Layout</p> <ul style="list-style-type: none"> • Create socially distanced changing areas within the gym • Gymnasts to arrive dressed in gym kit • Wearing slip on footwear if possible • Individual socially distanced plastic changing boxes • One-way walkway around the gym • Gym split into coloured zones • Each zone split into 6 socially distanced SPOTS • Gymnastics classes run in circuits. No waiting in lines • Keep all doors open where possible to aid ventilation 	<p>All changing areas clearly colour coded and numbered</p> <p>One-way system in the gym clearly marked</p> <p>All zones clearly marked</p> <p>All spots clearly marked</p> <p>All coaches briefed on the new procedures at the start of each session / via email</p> <p>Use WAIT ROTATE info graphics and video to explain how the sessions will run</p> <p>All gymnasts / parents briefed on the new procedures using infographics and video</p> <p>*Email / PSG COVID-19 Statement</p>	<p>Head coach, staff and H&S officer</p>	<p>On going</p>	
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<p>Spread of Covid-19 Coronavirus</p> <p>Symptoms of Covid-19</p>	<p>Participants and coaches. Risk of catching or spreading Covid-19</p>	<p>Symptoms of Covid-19</p> <ul style="list-style-type: none"> • If a child or coach becomes unwell with a new continuous cough or a high temperature in the gym, they will be sent home and advised to follow the COVID-19 guidance for households with possible coronavirus infection • If a gymnast is awaiting collection they should be isolated in the kitchen / office • If they need to go to the bathroom while waiting to be collected, use the boy's toilet. The toilet should then remain closed until it has been cleaned and disinfected • Gloves and mask should be worn by the coach attending the gymnast if a 2-meter distance cannot be maintained • Clean the affected area in the gym using Government guidelines • Contact Public Health Authority to discuss the case, identify people who have been in contact with the suspected case and will take advice on any further actions or precautions that should be taken 	<p>All coaches briefed on the new procedures – Read, Understand and agree to adhere to the PSG COVID Statement Coaches via LoveAdmin online account</p> <p>Registers taken at every session – including Bubble information</p> <p>Information on coaches who attend every session</p> <p>Contact numbers available on secure LoveAdmin system for coaches to access</p> <p>Inform parents of emergency contact number for gym 077 6480 1832 via email</p> <p>All gymnasts / parents briefed on the new procedures using infographics and video</p> <p>*Email / PSG COVID-19 Statement</p>	<p>Head coach, staff and H&S officer</p>	<p>On going</p>	
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<p>Spread of Covid-19 Coronavirus</p> <p>Confirmed Case of Covid-19</p>	<p>Participants and coaches. Risk of catching or spreading Covid-19</p>	<p>Confirmed Case of Covid-19</p> <ul style="list-style-type: none"> Gymnasts or Coaches that are confirmed positive should contact PSG immediately Where the gymnast / coach is confirmed positive, the rest of their PSG Bubble should be either contacted or sent home and advised to self-isolate for 14 days, and encouraged to test for COVID-19 The other household members of that wider Bubble do not need to self-isolate unless the gymnast or coach they live with in that group subsequently develops symptoms Where the gymnast / coach tests negative, they can return to the gym, and the fellow Bubble members can end their self-isolation A confirmed case at PSG will result in Public Health being contacted immediately An emergency deep clean would be organised in the gym. Public Health may recommend a wider gym closure. <p>https://www.publichealth.hscni.net/</p>	<p>All coaches briefed on the new procedures at the start of each session / via email</p> <p>Registers taken at every session – Including Bubble information</p> <p>Information on coaches who attend every session</p> <p>Contact numbers available on secure LoveAdmin system for coaches to access</p> <p>Inform parents of emergency contact number for gym 077 6480 1832 via email</p> <p>All gymnasts / parents briefed on the new procedures using infographics and video</p> <p>*Email / PSG COVID-19 Statement</p>	<p>Head coach, staff and H&S officer</p>	<p>On going</p>	
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<p>Spread of Covid-19 Coronavirus</p> <p>Inadequate toilet procedures</p>	<p>Participants and coaches. Risk of catching or spreading Covid-19</p>	<p>Toilet</p> <ul style="list-style-type: none"> • Chaperone (Additional PSG coach) to supervise usage of toilets • Chaperone to check levels of soap / paper towels • Clear signage on washing hands • Electric hand dryers to be disconnected and paper towels with lidded bins provided • Open all windows where possible • Leave main entry door to toilets open where possible • Remove benches 	<p>Coaches to be briefed on toilet procedure</p> <p>Staff and gymnasts to be reminded on a regular basis to wash their hands for 20 seconds with water and soap. Also, to hand sanitise as required</p> <p>All gymnasts / parents briefed on the new procedures using infographics and video</p> <p>*Email / PSG COVID-19 Statement</p>	<p>Head coach, staff and H&S officer</p>	<p>On going</p>	
<p>Spread of Covid-19 Coronavirus</p> <p>Use of public transport</p>	<p>Participants and coaches. Risk of catching or spreading Covid-19</p>	<p>Use of public transport</p> <ul style="list-style-type: none"> • Members should be encouraged to follow the Governments advice on transport: • https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers • Encourage parents, coaches and gymnasts to walk or cycle where possible 	<p>All gymnasts / parents briefed on the new procedures using infographics and video</p> <p>*Email / PSG COVID-19 Statement</p>	<p>Head coach, staff and H&S officer</p>	<p>On going</p>	

<p>Spread of Covid-19 Coronavirus</p> <p>Inadequate arrival / dispersal procedures</p> <p>Unable to maintain social distancing</p>	<p>Participants and coaches. Risk of catching or spreading Covid-19</p> <p>Road accidents</p>	<p>Arrival / Dispersal</p> <ul style="list-style-type: none"> • Stagger start times of classes • Limit to one parent accompanying gymnast drop off / pick up • Siblings may accompany the parent where absolutely necessary • Arrange additional staff to supervise drop off / pick up • Have additional trained staff always available in case of staff absences • Staff to collect / supervise gymnasts from agreed collection point and take into facility • Use multiple entrances / exits to prevent parents / gymnasts “bunching up” • Frequent communication to parents / gymnasts on appropriate social distancing • Provide socially distanced waiting lines and waiting spots • Gymnasts / coaches to sanitise their hands on entering / leaving the facility 	<p>All coaches briefed on the new procedures at the start of each session / via email</p> <p>All gymnasts / parents briefed on the new procedures using infographics and video</p> <p>All waiting spots clearly marked</p> <p>*Email / PSG COVID-19 Statement</p>	<p>Head coach, staff and H&S officer</p>	<p>On going</p>	
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<p>Spread of Covid-19 Coronavirus</p> <p>Inadequate First Aid procedures</p>	<p>Participants and coaches. Risk of catching or spreading Covid-19</p> <p>Parents / Gymnasts / Coaches not receiving first aid due to social distancing</p>	<p>First Aid</p> <ul style="list-style-type: none"> • PSG should identify an individual to be responsible for first aid (provision, equipment and facilities) • Accident reporting procedures to remain unchanged • The minimum number of first aiders (1) must be on site at all times • Low risk first aid equipment (e.g. box of plasters, sick bowls) should be made available in office • First Aid continue as normal with the below aspects to be used when needed <ul style="list-style-type: none"> ○ Gloves for general first aid ○ Face masks for general first aid ○ Resus masks for emergency first aid (all to be provided) • PPE to be available for first aiders: fluid-resistant surgical mask, disposable gloves, disposable apron and fluid-resistant surgical face mask • This equipment should be kept apart from standard first aid equipment and only used when a suspected CV-19 case following Government guidelines 	<p>Ensure all lead coaches are first aid trained</p> <p>All coaches briefed on the new procedures at the start of each session / via email</p> <p>All gymnasts / parents briefed on the new procedures using infographics and video</p> <p>*Email / PSG COVID-19 Statement</p> <p>Chaperone to administer first aid</p> <p>The chaperone should always be a trained First Aider</p>	<p>Head coach, staff and H&S officer</p>	<p>On going</p>	
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<p>Spread of Covid-19 Coronavirus</p> <p>Inadequate Fire / Evacuation procedures</p>	<p>Participants and coaches</p>	<p>Fire / Evacuation procedures</p> <p>PSG must relook at their fire plan and fire risk assessment to ensure any changes captured in this document are reflected in updated procedures. This might include:</p> <ul style="list-style-type: none"> • updated evacuation areas • updated registration details • updated responsibilities for staff <p>All changes to fire /evacuation procedures must be communicated to all staff, pupils and parents before returning to gymnastics</p>	<p>All coaches briefed on the new procedures at the start of each session / via email</p> <p>All gymnasts / parents briefed on the new procedures using infographics and video</p> <p>*Email / PSG COVID-19 Statement</p>	<p>Head coach, staff and H&S officer</p>	<p>On going</p>	
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<p>Coaches not able to spot due to social distancing regulations</p> <p>Injury</p>	<p>Participants</p>	<ul style="list-style-type: none"> • Coaches may be required to wear face masks (dependant on Government advice) • NO SPOTTING will be given during the session • Coaches will guide gymnasts with verbal commands only • However, if a gymnast is performing a skill and is in need of emergency support, due to risk of injury – the coach will step in to manually spot • Coaches will be responsible for planning ALL socially distanced lesson plans • Coaches will be responsible for risk assessing ALL socially distanced lesson plans • PSG to follow British Gymnastics guidance for endorsed activity, ensuring activity choices are made to minimise the injury and illness risk/NHS burden • Any larger apparatus considered dangerous will not be used – and labelled appropriately • Any skills considered dangerous, out of the gymnast's comfort zone or requiring manual support will not be included in lesson plans • After returning to activity after lockdown / isolation gymnasts 	<p>All coaches briefed on the new procedures and are aware of British Gymnastics guidelines via email</p> <p>Coaches will be briefed on how to risk assess the gymnastics sessions – Zoom meeting</p> <p>All gymnasts / parents briefed on the new procedures using infographics and video</p> <p>*Email / PSG COVID-19 Statement</p>	<p>Head coach, staff and H&S officer</p>	<p>On going</p>	
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		will be assessed by the coach. Gymnasts will only be allowed to perform skills / activities considered safe / suitable for their level of fitness				
Waiting Sun burn Rain	Participants and coaches	<ul style="list-style-type: none"> • Participants to be advised to arrive at PSG suitably dressed • Participants and coaches to wear sunscreen where appropriate • Participants and coaches to wear sun hats where appropriate • Participants and coaches to bring umbrellas / waterproofs where appropriate • Participants to use changing box for dry items. Place lid on box to store wet items (umbrellas, shoes, waterproofs) on a rainy day 	<p>All coaches briefed on the new procedures at the start of each session / via email</p> <p>All gymnasts / parents briefed on the new procedures using infographics and video</p> <p>*Email / PSG COVID-19 Statement</p>	Head coach, staff and H&S officer	On going	
Dehydration	Participants and coaches	<ul style="list-style-type: none"> • Participants to have their own source of hydration in a sealed bottle • No sharing of water bottles will be allowed • If participant forgets a drink, PSG will supply disposable paper cups 	<p>All coaches briefed on the new procedures</p> <p>All gymnasts / parents briefed on the new procedures using infographics and video</p> <p>*Email / PSG COVID-19 Statement</p>	Head coach, staff and H&S officer	On going	

<p>Poor Time Keeping</p> <p>Arriving Early /Late for Pick Up Drop Off</p>	<p>Participants and coaches</p>	<ul style="list-style-type: none"> • Participants to be advised good time keeping is essential to the safe running of the club • Participants to be advised to arrive 5 minutes early for drop off and pick up • The chaperone will 'deal' with all late arrivals / pick ups • Gymnasts will not be left unsupervised at any time • Any gymnast arriving more than 15 minutes late will not be able to join in with the class 	<p>All coaches briefed on the new procedures at the start of each session / via email</p> <p>All gymnasts / parents briefed on the new procedures using infographics and video</p> <p>*Email / PSG COVID-19 Statement</p>	<p>Head coach, staff and H&S officer</p>	<p>On going</p>	
<p>Spread of Covid-19 Coronavirus</p> <p>Facility</p>		<p>Facility</p> <ul style="list-style-type: none"> • Checklist to be followed to ensure all statutory checks have been completed and are up to date • Standard daily checklists for facilities completed as usual and documented • Fire alarm system should be fully tested as usual • All access control arrangements and external opening fire doors double checked to ensure all working 	<p>All coaches briefed on the new procedures at the start of each session / via email</p> <p>Create / re look at H & S check lists</p> <p>*Email / PSG COVID-19 Statement</p>	<p>Head coach, staff and H&S officer</p>	<p>On going</p>	

<p>Spread of Covid-19 Coronavirus</p> <p>Facility - Staff</p>		<p>Facility – Staff Responsibilities</p> <ul style="list-style-type: none"> • Maintain health & safety compliance checks and routine site safety inspections (to be recorded). These include but are not limited to: <ul style="list-style-type: none"> · Water hygiene/legionella · Gas safety · Electrical safety · Fire safety security · Heating Ventilation · Daily & monthly site safety checks • Schedule a rota for daily cleaning tasks • Support PSG with any and all ad-hoc cleaning requests • Regular monitoring of stock levels for cleaning supplies • Assist with advising and implementing government covid-19 guidelines as necessary, to include installing 2 metre safe distance markers, displaying posters, etc. • Assist in the smooth running of the club 	<p>All coaches briefed on the new procedures at the start of each session / via email</p> <p>Create / re look at H & S check lists</p> <p>*Email / PSG COVID-19 Statement</p>	<p>Head coach, staff and H&S officer</p>	<p>On going</p>	
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