



# Step Forward Plan



## Sample Risk Assessment Form [A]

This Agility sample risk assessment form may be used for your guidance.  
This is a sample ONLY and is not an exhaustive list.

If you would like any further information or support, you can access expert Health and Safety support from our partner, Agility Risk & Compliance Ltd (Agility) through the British Gymnastics dedicated helpline: **01527 571 612**.

Using our dedicated helpline, Agility can offer you support and guidance in response to any queries you may have around this area. Any additional support can also be sought from the dedicated team at Agility, but you may be charged separately. This line is open Monday to Friday from 8.30am – 5pm.

There is an after hours' service via a mobile number provided at the time of calling. Alternatively, you can email your query to: [bg.hs.advice@agilityrac.com](mailto:bg.hs.advice@agilityrac.com)

If you require any further advice or support you can contact:

### England

Business Support Partners at British Gymnastics on [business-support@british-gymnastics.org](mailto:business-support@british-gymnastics.org)

### Scotland

Club Business Manager Steven Maloney [steven@scottishgymnastics.org](mailto:steven@scottishgymnastics.org)

### Wales

Contact your relevant Club Development Officer via: [development@welshgymnastics.org](mailto:development@welshgymnastics.org)

### Northern Ireland

British Gymnastics Northern Ireland team on [northernireland@british-gymnastics.org](mailto:northernireland@british-gymnastics.org)

Version 2 – 27/07/2020

## Risk Assessment Form

This form is a sample only and is not an exhaustive list.

### Form 07-002

Risk Assessment Number:		Date of Assessment:		Additional Information Check sheet/Risk assessments required.					<div style="border: 1px solid red; padding: 5px; color: red; font-weight: bold;">RISK RATINGS AS EXAMPLE ONLY</div>			
Task / Work Activity / Work Area Assessed:		Assessment Carried By:		Substances Hazardous to Health: <input type="checkbox"/> Manual Handling: <input type="checkbox"/> Display Screen Equipment: <input type="checkbox"/> New and Expectant Mothers: <input type="checkbox"/> Young Persons: <input type="checkbox"/>								
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
Persons affected by the Activity	Identified Hazards	Control Measures Already in Place			Outcome	Likelihood	Risk Rating	Is further action required Yes/No				
					RISK RATINGS AS EXAMPLE ONLY	RISK RATINGS AS EXAMPLE ONLY	RISK RATINGS AS EXAMPLE ONLY					
Staff, Children Parents	Children and Parents arriving on site  (Possible cross contamination)	<ul style="list-style-type: none"> <li>• Training sessions to be staggered to avoid cross over</li> <li>• Cafes and Restaurants are to be closed</li> <li>• Gymnasts should come in their gear as no changing facilities will be open</li> </ul>			5 Lost Time Injury	5 Likely	25 Medium	Y				

		<ul style="list-style-type: none"> <li>• Training sessions to be reduced to a minimum number</li> <li>• 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>• Sanitising 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 be lined up and taken to wash their hands after the session ends</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>				
Staff, Children Parents	Droplets or virus being live on equipment (high touch area)	<ul style="list-style-type: none"> <li>• All equipment will be cleaned but beams will not be used unless a suitable cleaner is available 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> </ul>	5 Lost Time Injury	5 Likely	25 Medium	Y

**RISK RATINGS AS  
EXAMPLE ONLY**

<p>Staff, Children Parents</p>	<p>Droplets or virus being live on equipment (high touch area)</p>	<ul style="list-style-type: none"> <li>• All equipment will be cleaned but beams will not be used unless a suitable cleaner is available that will not ruin fabrics</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> <li>• Every time buzzer is called, disinfection / anti-bacterial spray will be wiped on to buzzer</li> </ul>	<p>5 Lost Time Injury</p>	<p>5 Likely</p>	<p>25 Medium</p>	<p>Y</p>
<p><b>RISK RATINGS AS EXAMPLE ONLY</b></p>						
<p>Staff, Children Parents</p>	<p>Leaving the Gym</p>	<ul style="list-style-type: none"> <li>• Line children up and take them all to wash their hands altogether, then change clothes and sanitise hands</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>	<p>5 Lost Time Injury</p>	<p>5 Likely</p>	<p>25 Medium</p>	<p>Y</p>
<p>Staff, Children Parents</p>	<p>Sneezing, Coughing</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>	<p>5 Lost Time Injury</p>	<p>5 Likely</p>	<p>25 Medium</p>	<p>Y</p>

<p>Staff, Children Parents</p>	<p>Identification of potential infection:</p> <ul style="list-style-type: none"> <li>• Cough</li> <li>• Fever</li> <li>• Shortness of breath</li> <li>• Sore Throat</li> </ul>	<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> <li>• No participation by any child should any family member in the household be self-isolating</li> </ul>	<p>5 Lost Time Injury</p>	<p>5 Likely</p>	<p>25 Medium</p>	<p>Y</p>
<p>Staff, Children Parents</p>	<p>Returning from a category 1 country</p>	<p><b><u>Category 1 Countries</u></b> Travelers 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><b><u>Category 2 Countries</u></b> Travelers do not need to undertake any special measures, but if they develop symptoms, they should self-isolate and call NHS 111.</p>	<p>5 Lost Time Injury</p>	<p>5 Likely</p>	<p>25 Medium</p>	<p>N</p>

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## 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. handwashing</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:               <ul style="list-style-type: none"> <li>-Isolate the individual at least 2 meters away from other people,</li> <li>-Go to an isolation room or area behind a closed door such as a sick bay, or office,</li> <li>-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.</li> </ul> </li> <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>			

<b>Risk Assessment Reviews</b>			
Suggested Review Date: (either after significant changes, completed actions or annually)			
Risk Assessment Reviewed by:		Risk Assessment Reviewed by:	
Date:		Date:	
Comments:		Comments:	
Next Suggested Review Date:		Next Suggested Review Date:	
Risk Assessment Reviewed by:		Risk Assessment Reviewed by:	
Date:		Date:	
Comments:		Comments:	
Next Suggested Review Date:		Next Suggested Review Date:	