



Step Forward Plan



Sample Risk Assessment Form [B]

CLUB SUPPORT PACKAGE

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**

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

England

Business Support Partners at British Gymnastics on **business-support@british-gymnastics.org**

Scotland

Club Business Manager Steven Maloney **steven@scottishgymnastics.org**

Wales

Contact your relevant Club Development Officer via: **development@welshgymnastics.org**

Northern Ireland

British Gymnastics Northern Ireland team on **northernireland@british-gymnastics.org**

Version 1 – 27/07/2020



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Risk Assessment Form

Form 07-002

Risk Assessment Number:	Date of Assessment:	Additional Information Check sheet/Risk assessments required.	RISK RATINGS AS EXAMPLE ONLY																																												
Task / Work Activity / Work Area Assessed: Training Sessions / Corona Virus	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"/>																																													
<table border="1" style="width: 100%; text-align: center;"> <tr> <th colspan="5">Worst Case Outcome</th> <th colspan="5">Likelihood</th> <th colspan="3">Risk Rating Outcome X Likelihood</th> </tr> <tr> <td>10</td><td>8</td><td>5</td><td>3</td><td>1</td> <td>10</td><td>8</td><td>5</td><td>2</td><td>1</td> <td>High</td><td>Medium</td><td>Low</td> </tr> <tr> <td>Fatality</td><td>Severe Injury</td><td>Lost time Injury</td><td>Minor Injury</td><td>No Injury</td> <td>Certain</td><td>Very likely</td><td>likely</td><td>Unlikely</td><td>Remote</td> <td>50-100</td><td>20-49</td><td>1-19</td> </tr> </table>			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	<p>Each club's director / head coach should name an existing member of staff who is responsible for the implementation of Covid-19 guidelines. They will be responsible for oversight of the Covid-19 risk assessments, ensuring the necessary level of risk mitigations are in place and the minimum guidance are achieved has taken place and that staff, members and visitors can adhere to their guidance responsibilities within local constraints.</p>					
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																																			
Staff. Gymnasts	Re-opening following shut down of indoor sport facilities. <ul style="list-style-type: none"> ▪ Death ▪ Serious ill health ▪ Infection 	<ol style="list-style-type: none"> 1. A thorough deep clean of the premises must be undertaken before reoccupation. 2. The deep clean on the premises must focus on high frequency touch points including banisters, handles, taps and surfaces. Vacuum and mop floors, cleaning surfaces in kitchens and bathrooms. 							5 Lost Time Injury	5 Likely	25 Medium	Y All staff, gymnasts, and facility staff to																																			

	transmission of the virus	<p>a. https://www.gov.uk/government/publications/Covid-19-decontamination-in-non-healthcare-settings/Covid-19-decontamination-in-non-healthcare-settings</p> <p>3. Separate cleaning schedule available for equipment.</p> <p>4. Ensuring hand washing/sanitising stations are available for use.</p> <p>5. Ensuring that prior to the resumption of training, all gymnasts and staff who are engaged in the training environment are formally appraised of the risks and all mitigating steps being taken. It will be for individual sports to agree with their gymnasts any conditions for their return.</p>				be appraised of risk and risk mitigation
Staff. Gymnasts	<ul style="list-style-type: none"> ▪ Death ▪ Serious ill health ▪ Infection / transmission of the virus <p>Person responsible for Covid-19</p>	<p>6. Each organisation should have a named person who is responsible for Covid-19, familiar with the emerging evidence related to post-Covid-19 pathology, who is expected to:</p> <p>6a. Lead on ensuring any suspected or confirmed Covid-19 cases are managed in line with the sport's Covid-19 case management protocols and current government guidance.</p> <p>6b Have an oversight of the return to training of any gymnasts with suspected or confirmed cases of Covid-19.</p> <p>6c. Support the head coach and directors with any medical aspects of the risk assessment and mitigation process.</p>	5 Lost Time Injury	5 Likely	25 Medium	Y
Staff. Gymnasts	<p>Gymnasts arriving on site.</p> <ul style="list-style-type: none"> ▪ Death ▪ Serious ill health ▪ Infection / transmission of the virus 	<p>7. Training sessions to be staggered to avoid cross over.</p> <p>8. One-way system will be utilized where possible, clear signage displayed to show staff and gymnastics the entry and exit routes.</p> <p>9. Gymnast to enter premises alone, no parents or observers will be allowed into the premises.</p> <p>10. Gymnasts to come arrive in training kit.</p> <p>11. Gymnasts/staff to enter the premises individually.</p>	5 Lost Time Injury	5 Likely	25 Medium	Y Information relayed to coaches/trainers Gymnasts

				RISK RATINGS AS EXAMPLE ONLY			
		<p>12. Gymnasts/Staff to use the hand sanitiser station at entrance before commencing into the training area.</p> <p>13. Gymnasts will be required to leave the gym individually, or with guidance marshals.</p>					
Staff. Gymnasts	<p>Returning to training/coaching after isolation.</p> <ul style="list-style-type: none"> ▪ Death ▪ Serious ill health ▪ Infection / transmission of the virus 	<p>14. Staff who are returning to the training environment from isolation due to suspected or confirmed cases of Covid-19 or other Covid-19 related reasons should be assessed prior to return.</p> <p>15. Gymnasts who are returning to the training environment from isolation due to suspected or confirmed cases of Covid-19 or other Covid-19 related reasons must do so under the direction of a responsible person, familiar with the emerging evidence related to post- Covid-19 pathology and following the most up to date return to training steps.</p>	5	5	25	Y	
Staff. Gymnasts	<p>Social Distancing</p> <ul style="list-style-type: none"> ▪ Death ▪ Serious ill health ▪ Infection / transmission of the virus 	<p>16. All gymnasts and staff should adhere to government rules on social distancing when travelling to and from the training venue and should not come within the 2m social distancing range of anyone outside their household whilst travelling to and from training. Keep up to date with social distancing guidance at www.gov.uk.</p> <p>17. Social distancing will continue to be the expectation.</p> <p>18. Ensuring that there is no swapping between designated 'small clusters' or between 'larger groups' unless strictly required for realistic training. Any such swapping should be meticulously recorded. This is to reduce the risk of whole squad impact in the event of an gymnast contracting Covid-19</p> <p>19. Good ventilation within training area</p>	5	5	25	Y	Monitor training

Staff. Gymnasts	Suspected case of Covid-19 <ul style="list-style-type: none"> Death Serious ill health Infection / transmission of the virus 	20. Should a known or suspected Covid-19 case occur in the training environment or an individual be identified as a contact of a known case the individual/s in question should be placed in isolation and follow the PHE guidelines. The person responsible for Covid-19 should be immediately informed if not involved with identifying and isolating the case at the training venue.	5 Lost Time Injury	5 Likely	25 Medium	Y Ensure an isolation room is available
			RISK RATINGS AS EXAMPLE ONLY			
Staff. Gymnasts	Clinically or Extremely Vulnerable gymnasts <ul style="list-style-type: none"> Death Serious ill health Infection / transmission of the virus 	21. Gymnasts or staff deemed 'clinically extremely vulnerable' should continue to follow government advice. This currently includes maintaining 'shielding' and therefore, should not return to organised training outside of the home. 22. Clinically extremely vulnerable individuals or those continuing to live with anyone deemed clinically extremely vulnerable should not be engaged in the training environment in line with current government advice.	5 Lost Time Injury	5 Likely	25 Medium	Y Ensure that staff and gymnasts fill in a questionnaire
Staff. Gymnasts	Sneezing, Coughing <ul style="list-style-type: none"> Death Serious ill health Infection / transmission of the virus 	23. Good hygiene practice in place. 24. Tissues available 25. Hand wash stations available for use. 26. Bins are cleaned after each training session. 27. Cough and sneeze into the crook of their elbow, use a separate bathroom if possible	5 Lost Time Injury	5 Likely	25 Medium	Y Good use of posters and supply of tissue.
Staff. Gymnasts	Hygiene <ul style="list-style-type: none"> Death Serious ill health Infection / transmission of the virus 	28. Hand sanitization stations at the entrance to the building and on each floor to promote good hygiene. 29. Antibacterial soap in toilets 30. NHS signage displayed in toilets and around buildings 20 second-hand washing. 31. Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities.				Y Good display of signage

<p>Staff. Gymnasts</p>	<p>Housekeeping</p> <ul style="list-style-type: none"> ▪ Death ▪ Serious ill health ▪ Infection / transmission of the virus 	<p>32. Focused cleaning program in place focus on high frequency touch points including banisters, handles, taps and surfaces. Vacuum and mop floors, cleaning surfaces in kitchens and bathrooms.</p> <p>33. Cleaning schedule of equipment on a separate document.</p> <p>34. Clean as you go policy in place</p> <p>35. Bins are cleaned out after each training session.</p>	<p>5 Lost Time Injury</p>	<p>5 Likely</p>	<p>25 Medium</p>	<p>Y Staff member in charge to complete Start and End of day checklist</p>
<p>Staff. Gymnasts</p>	<p>Cleaning Waste Management</p> <ul style="list-style-type: none"> ▪ Death ▪ Serious ill health ▪ Infection / transmission of the virus 	<p>36. Cleaning an area with normal household disinfectant after someone with suspected coronavirus (Covid-19) has left will reduce the risk of passing the infection on to other people</p> <p>37. Wear disposable nitrile gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</p> <p>38. Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles</p> <p>39. Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</p>	<p>5 Lost Time Injury</p>	<p>5 Likely</p>	<p>25 Medium</p>	<p>Y PPE to be made available. Bin checks Daily check sheet</p>

**RISK RATINGS AS
EXAMPLE ONLY**

<p>Staff. Gymnasts</p>	<p>Common Areas</p> <ul style="list-style-type: none"> ▪ Change rooms ▪ Toilets ▪ Canteens ▪ Death ▪ Serious ill health ▪ Infection / transmission of the virus 	<p>40. Staggering break times to reduce pressure on breakrooms. 41. Encouraging staff to stay on-site during working hours. 42. Considering use of social distance marking for other common areas such as toilets, showers, lockers and changing room 43. Canteens and vending machines will not be operational. 44. Toilets are cleaned after each gymnast uses – encouraging gymnasts to use toilet before entering facility 45. Assess the occupancy of viewing areas based on the total numbers allowed in the facility based on the government guidance. 46. Kitchens will only be available to staff members. 47. Coaches/gymnasts to arrive in training kit.</p>	<p>5 Lost Time Injury</p>	<p>5 Likely</p>	<p>25 Medium</p>	<p>Close off areas – good marking to show area out of bounds.</p>
<p>RISK RATINGS AS EXAMPLE ONLY</p>						
<p>Staff. Gymnasts</p>	<p>First Aid</p> <ul style="list-style-type: none"> ▪ Death ▪ Serious ill health ▪ Infection / transmission of the virus 	<p>48. First aiders to familiarise themselves with the symptoms of Covid-19. 49. First aid equipment to be checked and additional nitrile gloved and sanitizer to be made available. 50. First aiders to try and maintain social distancing measures, where treatment of an injured person doesn't allow this 51. In an emergency, for example, an accident, fire, or break-in, people do not have to stay 2m apart if it would be unsafe. 52. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.</p>	<p>5 Lost Time Injury</p>	<p>5 Likely</p>	<p>25 Medium</p>	<p>N</p>
<p>Staff. Gymnasts</p>	<p>Medical attention – Sporting injuries.</p> <ul style="list-style-type: none"> ▪ Death ▪ Serious ill health ▪ Infection / transmission of the virus 	<p>53. Ensuring local emergency medical assistance can be accessed in the event of a potential life or limb threatening injury requiring immediate extrication and urgent medical care or hospitalisation.</p>	<p>5 Lost Time Injury</p>	<p>5 Likely</p>	<p>25 Medium</p>	<p>N</p>

Risk Assessment Form Cont.

Further Control Measures		Further Control Measures Follow up			
		Allocated (Name)	to	Target date	Date completed
Risk Assessment Reviews					
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:			