



Step Forward Plan



Return to Gymnastics – Information for host venues

Version 1 – October 2020

PLEASE NOTE

This document is for guidance purposes only and will be updated when any further specific information is released from the government about the sports sector and any changes made to advice, guidance, or law relative to a phased return to activity. The document does not supersede any laws or local government decisions in your area.

We understand that most Scottish Gymnastics registered clubs do not operate out of their own dedicated facility and will hire a space in another venue. Host venues may be school halls, leisure centres, community centres, village / church halls, and some clubs may even hire a space within another dedicated gymnastics facility.

**Working together
for a safe return
to gymnastics**

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This document includes information for host venues on what guidance Scottish Gymnastics registered clubs and partners have been provided with to reopen and resume activity safely. It is important that the host venue and the registered club keep up to date with the latest Government guidance.

What guidance should Scottish Gymnastics registered clubs follow?

Scottish Gymnastics has provided all registered clubs with access to our Step Forward Plan which provides direction for our gymnastics community on what steps should be taken, and when, in line with Government advice to prepare, resume and rebuild operations. The plan highlights key actions, considerations and signposts relevant external documentation, guidance, and law in alignment with government requirements and recommendations.

To ensure a safe return to gymnastics, all member clubs and registered partners are required to:

- Follow guidance from the [Government](#), [Public Health Scotland](#) and the [Health & Safety Executive](#) before planning and resuming gymnastics activity.
- Complete a Covid-19 risk assessment (or update existing risk assessments).
- Appoint a competent Covid-19 representative or officer, who is responsible for ensuring the appropriate risk assessments are carried out and the control measures are in place and being followed.
- Demonstrate increased hygiene measures including frequent cleaning of equipment and/or the venue and handwashing or sanitising procedures throughout the venue and sessions.
- Meet the [Scottish Gymnastics](#) guidance for capacity within their sessions and comply with current social distancing regulations whilst ensuring Scottish Gymnastics gymnast to coach/teacher ratios and safeguarding policies (and all other usual policies) are followed at all times.
- Regularly communicate and publish information on adapted operating procedures and risk assessments that reduce the risks of transmission to all workforce, members, and stakeholders.

What information can the host venue request from the club?

- Covid-19 specific risk assessment, including number of gymnasts and coaching staff in each session.
- Name and contact details for Covid-19 representative or officer.
- Adapted operating procedures.
- Scottish Gymnastics Step Forward Plan self-declaration outlining the completion of necessary steps to ensure a safe reopening.
- Cleaning schedule.
- Timetable of sessions or activities, including session plans detailing how social distancing will be achieved throughout.

Joint responsibilities between the host venue and club

An agreement needs to be created between the club and the host venue to specify responsibilities in alignment with both the club's and the venue's plans and operational procedures. Clear communication is vital between the club and the host venue to ensure all policies are adhered to and responsibilities are clearly defined.

- Each venue must assess their capacity based on Government guidelines and work collaboratively with the club to agree on the total capacity acceptable given the activities planned, equipment available and procedures suggested with consideration given to all other activities likely to take place within the venue. It is advisable to ensure a written agreement is in place.

- While it is still important that the club takes responsibility for ensuring changes to risk assessments and carrying out a new risk assessment to add in any changes or adaptations to the club's operations, there may be things such as cleaning before and after the session that either the club or venue is responsible for. This includes health and safety and ensuring that anybody who is handling chemicals within their centre has had the correct training and access to the appropriate PPE.
- There are some aspects of the cleaning and maintenance of the equipment and facility that the venue may be solely responsible for, so it is vital that there is clear communication between the club and the venue to establish each other's responsibilities and ensure that a safe environment is provided for all members and workforce.
- Agree who is responsible for first aid and create an action plan between the club and host venue to ensure government guidelines are followed when administering first aid. More information can be found: [resus.org](https://www.resus.org) and [HSE Covid-19 first aid](https://www.hse.ie/eng/health/19/covid19/190101.htm).
- Agree a process for keeping both club and host venue informed with details of reported symptoms or positive Covid-19 tests.

Club responsibilities

Risk assessment

Clubs are responsible for the completion of Covid-19 specific risk assessments to mitigate risk of transmission and publish / make available the significant findings of the risk assessment, including but not exhaustive of the below:

Communication

- It is important that any changes that will be made to the club/venue operations are communicated to all members to ensure that they are aware of all new procedures and any changes to the gymnastics programme.
- Clubs must communicate with their coaches and workforce to ensure they are prepared to return; they understand all new processes and policies and any additional training is undertaken.

Capacity for gymnastics delivery

- The maximum capacity in gyms and indoor sports halls should be based on the Scottish Government requirement for physical distancing.
- Check the facility capacity with the venue/ facility provider.
- Scottish Gymnastics gymnast to coach / teacher ratios and safeguarding policies should always be adhered to.

Cleaning

- Clubs have been provided with cleaning guidance information, this includes suggested recommendations to assist with creating cleaning plans and risk assessments on cleaning within the club.
- Clubs will need to have a schedule and risk assessment for cleaning in place for all equipment and gymnastics areas. They must ensure that all workforce are aware of their responsibilities and are up to date with all training. This remains the club's individual responsibility based on users, cleaning policy and equipment being used.
- Appropriate PPE must be provided where necessary.

Timetabling

- Consideration should be given to staggered timetables ensuring there is no cross over with start and finish times to reduce the risk of congestion on entering and exiting the area, allowing adequate time for cleaning processes to be completed.

- Where possible clubs should plan for coaches and gymnasts to remain within the same groups to reduce the risk of transmission.

Gymnastics activity

Social distancing and hygiene regulations must be adhered to.

- Where possible one-way systems should be introduced throughout the venue and gymnastics area to minimise congestion in any communal areas.
- Social distancing must always be adhered to and no contact, close spotting or supporting is permitted between coaches and gymnasts, or gymnasts and gymnasts until the government remove / review social distancing requirements even whilst wearing PPE. Activity delivered should be appropriate for socially distanced coaching.
- Scottish Government guidance does make it compulsory for coaches to wear a mask / face covering, unless they are exempted. Gymnasts are not permitted to wear a mask or face covering during activity but must wear a mask or face covering whilst indoors, before and after activity or when in non-playing areas of the facility unless exempted. Children under five years of age are not required to wear a face covering.

Equipment & apparatus

- Clubs are advised to minimise using hard-to-clean equipment or apparatus and to minimise multiple users touching the same surfaces. Consideration should also be given to whether any equipment or mats (particularly items that cannot be cleaned and disinfected) can be removed from general use and stored safely.
- Clubs should carefully review their use of hand equipment and toys (preschool/recreational sessions) with the associated cleaning needs and risks according to the materials they are made of and any cleaning related instructions. Sessions should prioritise apparatus free activities or activities with wooden or plastic equipment (plastic balls instead of beanbags).
- Clubs are advised to remove communal chalk bowls and where the use of chalk is necessary, gymnasts use their own chalk, in a clearly labelled container and not share the chalk with anybody else.

Test and Protect

- The club has a responsibility to maintain registers of staff and members who are in the venue and a note of the date and time they have been in the venue.
- Screening policies will vary between clubs, but it is likely they will have some form of screening for anyone entering the gymnastics area. This could be a Covid-19 questionnaire or a temperature check.

Further support

We're pleased to see that many of our gymnasts are now able to make their return to gymnastics following lockdown and the impact of the coronavirus (Covid-19). To support this, we have provided some guidance to parents and gymnasts about what to think about and what to expect when returning to gymnastics.

[Parents' Guide](#)

[Gymnasts' Guide](#)

We have also produced Home Country Guidance which are available for you to view:

[Home Country Guidance](#)

Covid-19 Concerns

If you are concerned about any matters regarding Covid-19 within the club, in the first instance contact the clubs Covid-19 representative to resolve any issues. If you require support from Scottish Gymnastics, please contact our Development Team at development@scottishgymnastics.org.

More information can be found from the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647

Welfare and Safeguarding concerns

If an incident or concern is important and you think a child is in immediate danger of abuse or at risk of significant harm or are in need of protection, call the Police on 999 and/or your local Social Services. To report safeguarding concerns, in the first instance contact the club's Safeguarding Officer.

Further information regarding the safeguarding and protection of children can be found on the [Scottish Gymnastics website](#).