

**Birmingham Flames - Risk Assessment (including COVID outbreak / spread management)**

**Date of Risk Assessment: 19 July 2021**

**(using updated and new British Gymnastics Guidance and government latest road map stage)**

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary	How will you put the assessment into action?		
How? Walk around gym; ask coaches; check manufacturers instructions; BG guidance	Who? Some gymnasts have particular needs; gymnasts and coaches; parents and members of the public; other hirers of the facility and centre staff	What is in place already to reduce likelihood of harm	Compare what already doing with good practice	Prioritise highest risks first		
				Action by	By when	Done
Risk of accidental injury through trips and falls on uneven matting	Gymnasts and coaches	<p>Gymnasts and coaches required to walk around gym and pay attention to floor matting and landing areas</p> <p>Supervision of gymnasts at all times in the gym</p> <p>Only approved activities to be undertaken (BG requirement to minimize risk)</p> <p>First aid trained coach / volunteer always available in building – first aiders to remain socially distant unless situation requires close examination or hands on care to be provided.</p>	Wherever possible avoid different level of matting – occurrence / risk minimized as far as possible in design of centre	AL / University	No specific date as the issue will continue where there are uneven surfaces	Ongoing
		First aid kit in Flames cupboard in gym	First aid kit to include masks, gloves and hand gel	AL	September 2020	Completed September 2020

		Defib available on outside of building by front door				
Risk of injury through poor quality safety mats, landing mats, or lack of maintenance of environment, matting and other equipment (e.g. slippery surfaces on vault, bars and beam when worn)	Gymnasts through use of slippery surfaces and when landing on poor quality foam within safety mats and in pits	New equipment installed in 2017, with some additional equipment in 2019, some older equipment is also still in use and will need to continue to be monitored	Maintain equipment and environment through general repairs and club to report damage	University	Ongoing annual checks and recommendation for replacement programme	Ongoing
Risk of unidentified wear leading to unexpected equipment failure	Gymnasts and coaches at risk if sudden equipment failure	Ensure kit is checked before start of every session, and complete pre-session checks	Immediate urgent reports to be reported by phone to security, other concerns raised via email to centre management	AL	Commenced September 2017	Ongoing process
Risk of injury (e.g. splinter) through equipment being used inappropriately by other users (e.g. leaving splinters on floor mats)	Gymnasts	Equipment maintenance programme	Remove all equipment likely to splinter and remind all hirers to avoid placing wooden equipment on floor matting	University		Complete, and ongoing maintenance checks and disposal of damaged equipment
Safeguarding 1 - Risk of people not involved in the session entering the building – security and safety risk	Gymnasts, coaches, parents	Swipe card entry for club officials only, signing in process, club volunteer in foyer	Whilst the reception is being covered by a volunteer, the door will be left open to allow flow of air and reduced need for touch by participants. The door will be closed when no volunteer reception is available.	AL /Volunteer reception rota	Commenced September 2017	Ongoing
Safeguarding 2 - Risk of gymnasts not being adequately supervised during lunch breaks (Saturday training sessions only)	Gymnasts leaving the building with strangers or being injured whilst playing	Gymnasts are supervised (line of sight) by parents/ adults and/or adult coaches – Gymnasts are required to stay in designated area and coaches sit in a place where gymnasts can be observed	None, Gymnasts are clear (and regularly reminded) that they must not leave the area without speaking with a coach first	AL / coaches who are in charge of any Saturday session	Ongoing	Complete and ongoing

		but not restricting their play Older gymnasts sit in the same area as younger gymnasts offering supervision and a source of support Chaperone present				
Coach failure to follow government guidelines re social distancing and hand hygiene	Gymnasts, coaches, risk of catching or spreading C19	All coaches briefed by BG re coaching arrangements – 19 July 2021 BG latest guidance places no restriction on handling of gymnasts or use of shared equipment  Ratio of coaches / adults and participants meet BG guidelines  Social distancing will continue to be encouraged  Hand sanitizer available  All adults encouraged to wear face coverings at all times in the building and coaches to wear face coverings whenever in close contact with gymnasts or other coaches  Gymnasts to work in groups in line with BG guidance	Regular encouragement to gymnasts to maintain social distance    Floor area to continue to be marked for Baby Gym sessions to continue to encourage social distancing  All coaches were provided with a reusable face covering in December 2020  Session plan allows for management of numbers into groups of no more than 8 per apparatus / coach	AL / all coaches   AL  AL  All coaches  AL	Ongoing   Ongoing  Ongoing  Ongoing  ongoing	Ongoing    use of Velcro stars introduced October 2020  Ongoing  ongoing

Participant failure to follow government guidelines re social distancing and hand hygiene		<p>Ratio of coaches / adults and participants meet BG guidelines</p> <p>Hand sanitizer available and coaches and gymnasts will be encouraged to use regularly and especially when moving between apparatus</p>	<p>8 gymnasts per coach</p> <p>All coaches to remain vigilant to maintain good hand hygiene</p>	AL		Complete and ongoing
Safeguarding 3	Coaches and participants	<p>Ensure there is always a designated adult chaperone available whilst no spectators are in the building. Chaperone rota in place.</p> <p>All coaches to have DBS Checks in place and completed all required BG mandated training (including child protection/safeguarding)</p> <p>Plan in place to detail action taken if coach or participants are approached by an unknown member of the public. The plan to be kept in the policy folder in the waiting area</p>	<p>To be placed in folder on return to gym</p>	<p>Parent volunteer</p> <p>AL/Club welfare officer</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Completed and ongoing</p> <p>Completed and ongoing</p> <p>Currently only chaperones and coaches are able to enter the building except during parent supported Baby Gym sessions</p>

Hydration	Participants, coaches, cross contamination risk, dehydration risk	Participants to have their own source of hydration in a sealed bottle  Sharing of water bottles will be discouraged	Include info to parents	AL	Circulated to parents before re-opening	Completed
Use of apparatus / equipment	Participants, coaches	Some equipment cannot be sanitized / cleaned therefore all participants and coaches will be expected to wash hands / sanitise following any session (ie between apparatus) due to the risk of contamination / transmission of the virus to others	'Clean as you use' arrangements to ensure apparatus is cleaned at the end of each session - Matting and other apparatus hard surfaces will be wiped clean each session where possible (plastic mats only), Uni to supply wipes	AL / all coaches	Each session	Completed and ongoing
Entering the building / returning to activity / coaching after isolation	Risk of transmission of virus to others	Coaches and participants will be required to isolate in accordance with government guidance and be well before returning to the centre  All participants, coaches and gymnasts will be required to sign in, and for contact details to be recorded (and stored for a maximum of 21 days) to enable test and trace contacting when required  All adults will be encouraged to wear a face covering when	Parents and coaches to inform head coach whenever they are advised to isolate, and to stay away from the centre until period of isolation is complete  Sign in process in place. QR code displayed by the Uni and coaches / adults	All parents / coaches / gymnasts  As appropriate	As required  From 12 April 2021	Completed and ongoing  Completed

		entering the building, in the waiting and reception areas upstairs and when leaving the building at the end of the session	encouraged to check in using the NHS test and trace app.  Information sent to parents and coaches  Posters are displayed (uni posters) and messages sent to parents and coaches to ask them to download app and use QR code to check in (non-mandatory)	All adults entering the building  All adults entering the building	From 24 September 2020  27 September 2020  26 September 2020	Completed
<b>Review Date:</b>			<b>November 2021 or sooner if BG and/or government guidance changes</b>			
<b>References</b>			<a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities</a>			
			British Gymnasts-  <a href="https://www.british-gymnastics.org/step-forward/places/introduction">https://www.british-gymnastics.org/step-forward/places/introduction</a>  <a href="https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/covid-19/11431-step-forward-plan-version-4/file">https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/covid-19/11431-step-forward-plan-version-4/file</a>  <a href="https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/covid-19/11431-step-forward-plan-version-4">https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/covid-19/11431-step-forward-plan-version-4</a>  NEW July 2021: <a href="https://www.british-gymnastics.org/step-forward">https://www.british-gymnastics.org/step-forward</a>  NEW July 2021: <a href="https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/covid-19/11431-step-forward-plan-version-4/file">https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/covid-19/11431-step-forward-plan-version-4/file</a>			
			University of Birmingham, Sport & Fitness Post Covid Building Risk Assessment			
<b>Parent guide</b>			<a href="https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/covid-19/step-forward/people/11891-rtcc-parent-and-gymnast-guide/file">https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/covid-19/step-forward/people/11891-rtcc-parent-and-gymnast-guide/file</a>			
<b>Code of behaviour</b>			<a href="https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/covid-19/step-forward/people/11882-covid-19-code-of-behaviour/file">https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/covid-19/step-forward/people/11882-covid-19-code-of-behaviour/file</a>			

<b>Self screen checklist</b>	<a href="https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/covid-19/step-forward/people/11893-self-screening-survey/file">https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/covid-19/step-forward/people/11893-self-screening-survey/file</a>
<b>Opt in agreement</b>	<a href="https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/covid-19/step-forward/people/11886-opt-in-agreement/file">https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/covid-19/step-forward/people/11886-opt-in-agreement/file</a>
<b>Coach checklist</b>	<a href="https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/covid-19/step-forward/people/11911-return-to-coach-contact-coach-checklist/file">https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/covid-19/step-forward/people/11911-return-to-coach-contact-coach-checklist/file</a>
<b>BG template risk assessment</b>	<a href="https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/11894-return-to-coach-contact-sample-risk-assessment/file">https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/11894-return-to-coach-contact-sample-risk-assessment/file</a>
<b>Return to coach contact framework action plan</b>	<a href="https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/covid-19/step-forward/people/11890-rtcc-framework-action-plan/file">https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/covid-19/step-forward/people/11890-rtcc-framework-action-plan/file</a>
<b>Use of foam pits</b>	<a href="https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/covid-19/step-forward/places/11924-2021-02-25-sfp-pit-guidance-v1-0/file">https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/covid-19/step-forward/places/11924-2021-02-25-sfp-pit-guidance-v1-0/file</a>
<b>Club checklist</b>	<a href="https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/covid-19/step-forward/people/11880-club-checklist/file">https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/covid-19/step-forward/people/11880-club-checklist/file</a>