

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

Date of Risk Assessment: 16 May 2021

(using updated and new British Gymnastics Guidance dated 4/3/21 and 15/3/2021 and updated government guidance from 17 May 2021)

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		
				<b>Action by</b>	<b>By when</b>	<b>Done</b>
Risk of accidental injury through trips and falls on uneven matting	Gymnasts and coaches	Gymnasts and coaches required to walk around gym and pay attention to floor matting and landing areas	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
		Supervision of gymnasts at all times in the gym				
		Only approved activities to be undertaken (BG requirement to minimize risk)				
		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.				
		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				
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 – 15 March 2021 guidance now allows coaches to undertake manual support work (avoiding hand to hand contact but allowing hand to limb/torso/shoulder) and face to face proximity for more than 3 seconds	Regular reminder to gymnasts of the need to socially distance Manual support was permitted after 2 weeks of controls on returning to indoor training (in line with BG guidance), with full opt-in consent documentation in place, and in phase 2 (from 17 May) allows up to 15 mins close contact per day across any number of groups and coach wearing face covering and using hand hygiene as in guidance	AL / all coaches	Ongoing	Ongoing
		Ratio of coaches / adults and participants meet government / BG guidelines		AL	Ongoing	Completed September 2020
		Social distancing will continue until guidance changes	Floor area to be marked to continue to encourage adequate social distancing (velcro stars) (particularly with younger gymnasts)	AL /Uni	Ongoing	
		Hand sanitizer available		All coaches	On re-opening	use of Velcro stars introduced October 2020
		All adults to wear face coverings at all times in the building	All coaches were provided with a reusable face covering in December 2020	All coaches	Whenever moving about the building	
	In line with new govt guidance re secondary school children not wearing face coverings in school, older	All gymnasts (except pre-school) were provided with a reusable face covering in December 2020 and can wear these	Gymnasts	ongoing	Ongoing	

		<p>gymnasts are no longer required to wear face coverings</p> <p>Gymnasts to work in groups of no more than 8 and have enough space to socially distance</p> <p>Coaches and volunteers encouraged to take up the national self testing opportunities (LFD testing) and vaccination programmes</p> <p>Coaches and volunteers encouraged to log in using the NHS test and trace app when in the building</p>	<p>or any other face covering if they choose.</p> <p>Session plan allows for management of numbers into groups of no more than 8 per apparatus / coach</p>			
Participant failure to follow government guidelines re social distancing and hand hygiene		<p>Ratio of coaches / adults and participants meet government / BG guidelines</p> <p>Social distancing will continue until guidance changes</p> <p>Hand sanitizer available</p> <p>Gymnasts to work in groups of no more than 8 and have enough space to socially distance</p> <p>Space to be identified for gymnasts waiting for</p>	<p>8 gymnasts per coach</p> <p>All coaches to remain vigilant to checking that they and all gymnasts follow 'hands, face, space' guidance</p> <p>Gymnasts 'queue' on floor area and on vault run up –</p>	AL		Complete and ongoing

		apparatus / turn (vault run is area of greatest risk, gymnasts to use corridor and return to queue via changing room / corridor)	corridor space available as required			
Safeguarding 3	Coaches and participants	<p>Ensure there is always a designated adult chaperone available</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>Chaperone rota as required</p> <p>To be placed in folder on return to gym</p>	<p>Parent volunteer</p> <p>AL</p>	<p>Prior to return to gym</p> <p>On return to gym</p>	<p>Completed and ongoing</p> <p>Completed and ongoing</p> <p>Currently only chaperones and coaches are able to enter the building</p>
Hydration	Participants, coaches, cross contamination risk, dehydration risk	<p>Participants to have their own source of hydration in a sealed bottle</p> <p>No sharing of water bottles will be allowed</p>	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	'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	AL / all coaches	Each session	Completed and ongoing

		<p>apparatus) due to the risk of contamination / transmission of the virus to others</p> <p>Use of pits has been agreed by BG and guidance provided to clubs on the safe reintroduction of pit use. The pit must be 'zoned' into 3 separate areas (tumble strip landing, trampoline landing, and bars landing /area). Gymnasts must not move from one zone to another. After each use, the pit zone/area must remain unused for a full minute</p> <p>See BG guidance for all detail re laundering of kit (all included in parent guide)</p>	<p>(plastic mats only), Uni to supply wipes</p> <p>Minute timers purchased and will be used each time a gymnast leaves the pit before the next gymnast enters</p>	<p>AL / all coaches</p>	<p>Each session until guidance changes</p>	<p>To be introduced from 12 April 2021 until guidance changes</p>
<p>Entering the building / returning to activity / coaching after isolation</p>	<p>Risk of transmission of virus to others</p>	<p>Coaches and participants will be required to isolate in accordance with government guidance and be well before returning to the centre</p> <p>Any gymnast or coach returning after isolation following a positive test must not engage in manual coaching (i.e. physical support being given /received) until 2</p>	<p>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</p>	<p>All parents / coaches / gymnasts</p> <p>As appropriate</p>	<p>As required</p> <p>From 12 April 2021</p>	<p>Completed and ongoing</p>

		<p>weeks after return to the gym (BG guidance)</p> <p>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</p> <p>All adults to wear a face covering when entering the building, in the waiting and reception areas upstairs and when leaving the building at the end of the session</p>	<p>Sign in process in place. QR code to be displayed by the Uni and coaches / adults / young people over 16 encouraged to check in using the NHS test and trace app.</p> <p>Information sent to parents and coaches</p> <p>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)</p>	<p>All adults / young people over 16 entering the building</p> <p>All adults entering the building</p>	<p>From 24 September 2020</p> <p>27 September 2020</p> <p>Revised from 17 May in line with new govt guidance</p>	<p>Completed</p> <p>Completed</p>
<b>Review Date:</b>			<b>September 2021 or sooner if BG and/or government guidance changes</b>			
<b>References</b>			<p><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></p> <p>British Gymnasts-</p> <p><a href="https://www.british-gymnastics.org/step-forward/places/introduction">https://www.british-gymnastics.org/step-forward/places/introduction</a></p> <p><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></p> <p><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></p>			
			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>