

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

Date of Risk Assessment: March / April 2021 (awaiting further British Gymnastics Guidance)

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?		
<p>How? Walk around gym; ask coaches; check manufacturers instructions; BG guidance</p>	<p>Who? Some gymnasts have particular needs; gymnasts and coaches; parents and members of the public; other hirers of the facility and centre staff</p>	<p>What is in place already to reduce likelihood of harm</p>	<p>Compare what already doing with good practice</p>	<p>Prioritise highest risks first</p>		
				Action by	By when	Done
<p>Risk of accidental injury through trips and falls on uneven matting</p>	<p>Gymnasts and coaches</p>	<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> <p>First aid kit in Flames cupboard in gym</p> <p>Defib available on outside of building by front door</p>	<p>Wherever possible avoid different level of matting – occurrence / risk minimized as far as possible in design of centre</p> <p>First aid kit to include masks, gloves and hand gel</p>	<p>AL / University</p> <p>AL</p>	<p>No specific date as the issue will continue where there are uneven surfaces</p> <p>September 2020</p>	<p>Ongoing</p> <p>Completed September 2020</p>

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 gymnasts but not restricting their play Older gymnasts sit in the same area as	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

		younger gymnasts offering supervision and a source of support				
Coach failure to follow government guidelines re social distancing and hand hygiene (<i>currently no hands on coach support is permitted and activities are to be kept a level that gymnasts can perform without support</i>)	Gymnasts, coaches, risk of catching or spreading C19	All coaches briefed by BG re coaching arrangements Ratio of coaches / adults and participants meet government / BG guidelines Social distancing will continue until guidance changes Hand sanitizer available All adults to wear face coverings at all times in the building Older gymnasts to wear face coverings whilst moving about the building but not whilst performing gymnastics activities (unless BG guidance changes) Gymnasts to work in groups of no more than 6 and have enough space to socially distance	Regular reminder to gymnasts of the need to socially distance Leaflet to be prepared for coaches, gymnasts and parents to raise awareness of current arrangements Consider marking floor area to encourage adequate social distancing (floor tape) All coaches were provided with a reusable face covering in December 2020 All gymnasts (except pre-school) were provided with a reusable face covering in December 2020 Session plan allows for management of numbers into groups of no more than 6 per apparatus / coach	AL / all coaches AL AL /Uni All coaches All older gymnasts (over 12 yrs) AL	Ongoing By re-opening By reopening Whenever in the gillett centre Whenever moving about the building ongoing	Ongoing Completed September 2020 Additional use of Velcro stars introduced October 2020 Ongoing
Participant failure to follow government guidelines re social distancing and hand hygiene		Ratio of coaches / adults and participants meet government / BG guidelines	All coaches to remain vigilant to checking that	AL		Complete and ongoing

		<p>Social distancing will continue until guidance changes</p> <p>Hand sanitizer available</p> <p>Gymnasts to work in groups of no more than 6 and have enough space to socially distance</p> <p>Space to be identified for gymnasts waiting for apparatus / turn (vault run is area of greatest risk, gymnasts to use corridor and return to queue via changing room / corridor</p>	<p>they and all gymnasts follow 'hands, face, space' guidance</p> <p>Gymnasts 'queue' on floor area and on vault run up – corridor space available as required</p>			
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	Participants to have their own source of hydration in a sealed bottle No sharing of water bottles will be allowed	Include info in leaflet being developed	AL	Before reopening	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 and young people over 11 to wear a face covering when entering the building, in the	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 to be displayed by the Uni and coaches / adults / young people over 16 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	All parents / coaches / gymnasts All adults / young people over 16 entering the building All adults / young people over 16 entering the building	As required From 24 September 2020 27 September 2020 26 September 2020	Completed and ongoing Completed Completed

		waiting and reception areas upstairs and when leaving the building at the end of the session	QR code to check in (non-mandatory)			
Review Date:			September 2021 or sooner if government guidance changes			
References			https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities			
			British Gymnasts- https://www.british-gymnastics.org/step-forward/places/introduction https://www.british-gymnastics.org/documents/clubs-schools-and-leisure-centres/covid-19/11431-step-forward-plan-version-4/file			
			University of Birmingham, Sport & Fitness Post Covid Building Risk Assessment			