

Wirral Gymnastics Club: Covid-19 Secure Risk Assessment

Location: Wirral Gymnastics Club, 24 Church Street, Birkenhead, CH41 5EQ					Assessor: Aisha Stalker							
Assessment date: 28/08/2020			Last updated: 21/12/2020			Risk assessment full review date: ongoing, in line with any changes to the Government guidance						
Worst Case Outcome					Likelihood					Risk Rating (Outcome x Likelihood)		
5	4	3	2	1	5	4	3	2	1	High	Medium	Low
Fatality	Severe Injury	Lost time Injury	Minor Injury	No Injury	Certain	Very likely	Likely	Unlikely	Remote	13-25	5-12	1-4
Persons Affected	Identified Hazards	Control Measures Already in Place							Outcome	Likelihood	Risk Rating	Further action required?
All club members	New Covid-19-related procedures may take time to be established and understood by coaches and members	<p>In light of the government guidance released on 12/10/2020 which places the location of our club inside a 'Very High' risk area, all Covid-19 safety policies have been reviewed. As all guidance has been strictly adhered to, WGC is satisfied that we can continue to run all children's classes in a safe and secure manner. All members have been emailed to remind them of the current policies, and to advise them that adults must now also wear a mask while dropping off and collecting children outside in the car park.</p> <p>Our adult gymnastics and GymFit classes will remain postponed, until such time as the government guidance surrounding over 18s sports changes.</p> <p>Procedures will continue to be monitored against any changes to the Government's guidelines and will be updated accordingly. Members will be informed by email of any necessary changes. Informational posters are clearly displayed throughout the building to remind members of the key messages. Any new members will be fully briefed by email prior to their first session.</p>							1	1	LOW	No
All club members	Potential for a club member to be carrying Covid-19 asymptotically and pass this on to another member	<p>All classes are operating with reduced capacity to allow each gymnast and coach to work with a spacing of at least 2 metres around them. The appropriate spacing will be marked out with clearly visible coloured spots and/ or Velcro. Each gymnast will have an allocated 2 metre space to work in. All gymnasts and coaches will remain 2 metres apart for the duration of the session, except in the case of emergency (e.g. serious accident, fire or break-in).</p> <p>The number of people in the building will be restricted so that each person has at least 100 square feet of useable space. To facilitate</p>							5	1	LOW-MED	No

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		<p>this, parents and carers will not be permitted inside, and all pick-ups and drop-offs will take place outside in the private car park.</p> <p>As the Government's guidance (at time of writing) indicates that temperature checks are not a reliable way to identify Covid-19 in children, WGC will use other methods to protect members. All gymnasts and coaches must disinfect their hands thoroughly with soap and water or hand gel immediately upon entry to the building. All new members will be informed prior to their first session that they will not be permitted into the building if they display any Covid-19 symptoms, if any of their family members are in self isolation or if they have returned from a category 1 country.</p>				
All club members	Potential for congregations outside the gym (e.g. during pick-ups and drop-offs) putting those directly outside the building at risk	<p>The class schedule has been amended so that all start and finish times are staggered, and a 15-minute gap has been added between each class to reduce congestion. Those working solely in the main (floor) room will use a separate entrance to those working solely in the equipment room, to avoid any mixing between different groups.</p> <p>A large pick-up and drop-off area has been left empty in the private car park to allow parents and carers to stay 2 metres apart whilst waiting for the gymnasts. All parents are also requested to wear a mask whilst inside the car park.</p>	5	1	LOW-MED	No
All those in the gym	Potential for the virus to be spread via direct contact in the building	As well as all gymnasts and coaches remaining 2 metres apart, there will be no supporting of gymnastics skills except in the event of an emergency catch where lack of intervention would seriously endanger the person in question. Until this rule is revoked, gymnasts will only complete skills which the qualified coaches are satisfied that they can carry out successfully without assistance.	5	1	LOW-MED	No
All those in the gym	Potential for virus to spread via hands even after hands have been washed on entry	There are now automatic hand sanitising stations at several points in the building. Paper towel dispensers have been installed in the toilets in place of traditional reusable hand towels so that no member need use the same item to dry their hands.	5	1	LOW-MED	No
All those in the gym	Potential for people from different households to come closer than 2 metres outside of the main training session	All gymnasts and coaches will remain in their allocated spaces during the session. Only one gymnast/ household at a time will be permitted to use the toilets, get a drink or collect their belongings to ensure that everyone can stay 2 metres apart at all times.	5	1	LOW-MED	No
All those in the gym	Potential for the virus to linger on surfaces and therefore pass from one group to another	The coaching team have agreed to start earlier and finish later than the gymnasts to allow extra time for thorough cleaning. All coaches have been fully briefed on cleaning requirements and have a Cleaning Checklist to complete at the beginning and end of each day, and in the 15-minute gap between each session. The checklist adheres to the Cleaning Guidance issued by British Gymnastics and will ensure that all equipment and 'high touch' areas (e.g. doorways,	5	1	LOW-MED	No

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		<p>toilets, sinks) are thoroughly disinfected before the next group enter the building. All cleaning products have been carefully selected to ensure their effectiveness against Covid-19 and other common bacteria and viruses.</p> <p>To avoid any unnecessary cross-contamination and reduce cleaning requirements between sessions, all non-essential areas have been closed off, including the kitchen and changing rooms. Only one person/ household will be permitted to operate the telephone during each session, and this will be disinfected before it is used by anyone else.</p>				
All those in the gym	Potential for the virus to be passed from person to person via gymnastics equipment	<p>Any hand apparatus or equipment that cannot be disinfected between groups will not be used until government guidelines are updated to allow this. Wipeable mats will be placed over the vaults and beams and will be disinfected between each group. 4-piece squad gymnasts will prioritise metal bar over wooden. In the event that one group touches a piece of equipment which cannot be safely disinfected, no other gymnast or coach from outside of their household may touch it for the rest of that day.</p> <p>Squad gymnasts with the need for specific individual equipment (e.g. gloves and straps, ankle weights, chalk) have been asked to bring their own and take them home to be washed or disinfected between sessions.</p>	5	1	LOW-MED	No
All those in the gym	Potential for the virus to be carried into the gym via clothing and other personal belongings	<p>Only limited items are permitted inside the building (such as shoes, water bottles and medication). Gymnasts have been asked to leave all other items with their parents or carers. New members will be informed of this procedure prior to their first session.</p> <p>Lost property will be placed in a sealed bag by a coach wearing gloves and will be left in a separate area to avoid contamination until the owner can reclaim it.</p>	5	1	LOW-MED	No
All those in the gym	Potential for the virus to spread via airborne droplets	<p>All members will remain 2 metres apart, both outside and inside the building and will be discouraged from shouting. Any music played during the session will be at a low level so that coaches do not have to unduly raise their voices.</p> <p>All adults (except staff) will be required to wear a mask at all times whilst inside the building and car park. Adults not wearing a mask will not be permitted to enter the building, unless they can produce a valid medical exemption certificate.</p>	5	1	LOW-MED	No

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		<p>Staff will be required to wear a mask whilst in the car park, whilst entering and exiting the building and whilst admitting/ dismissing gymnasts at the doorway. Masks will not be compulsory for staff when they are coaching a session, but may be worn if preferred.</p> <p>As per the government guidelines, masks will not be compulsory for children, but may be worn if preferred.</p>				
All those in the gym	Potential for the virus to spread to/ by someone delivering non-Covid-related First Aid	Coaches will be encouraged to deliver First Aid from a distance wherever possible. Masks and gloves are readily available in case someone needs more direct medical assistance. Coaches will be asked to make use of these where appropriate.	5	1	LOW-MED	No
All those in the gym	Potential for a gymnast in an earlier group to mix with a subsequent session due to late collection	The child in question will be moved to a separate room to wait for their parent/ carer to collect them, to ensure that they do not mix with the next group coming in.	5	1	LOW-MED	No
All those in the gym	Potential for a Covid-19 positive test result to be given, or a serious concern to be raised, after the person has been inside the building	<p>WGC already keeps comprehensive, up-to-date attendance registers, and will continue to do so to assist with tracking those who may have come into contact with a confirmed or suspected case of Covid-19. To adhere to data protection regulations, all members have been informed by email of our new Covid-19 Privacy Notice. New members will be informed prior to their first session.</p> <p>The NHS Test and Trace QR Code will be clearly displayed in both entranceways: one for those entering the main (floor) room and one for those entering the equipment room.</p> <p>All areas which this person has come into contact with will be cleaned immediately by an adult wearing gloves and an apron as a minimum (as per the government guidelines). All who have come into contact with this person must wash their hands immediately and the gymnasts' parents/ carers will be notified.</p>	5	1	LOW-MED	No
All those in the gym	Potential for someone to start displaying symptoms of Covid-19 during a training session	<p>If the person displaying symptoms is an adult, they will be asked to leave the building immediately and self-isolate for 7 days.</p> <p>If the person displaying symptoms is a child, they will be isolated from the group in a separate, designated space away from all other members and supervised by an adult wearing a mask and gloves. The child's emergency contacts will be phoned immediately to collect them.</p> <p>All areas which this person has come into contact with will be cleaned immediately by an adult wearing gloves and an apron as a minimum (as per the government guidelines). All who have come</p>	5	1	LOW-MED	No

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		into contact with this person must wash their hands immediately and the gymnasts' parents/ carers will be notified.				
All those in the gym	Risk of poor ventilation providing the virus optimal conditions to spread	All useable doors are propped open each day to aid ventilation and to reduce the need for members to touch them.	5	1	LOW-MED	No
All those in the gym	Risk of bacteria (e.g. Legionella) being transmitted via water supplies due to the prolonged closure leaving water supplies stagnant	Prior to reopening, all taps were run and all toilets flushed to remove stagnant water and reduce the risk of any harmful bacteria remaining in the water supply. All hot taps were run at a minimum of 60 degrees Celsius.	4	1	LOW-MED	No
Anyone involved in cleaning the gym	Risk of physical harm caused by more frequent use and new selection of Covid-19-related cleaning products	A COSHH risk assessment has been completed to inform those using each cleaning product of any potential risks and allow them to select adequate protection before they begin.	2	1	LOW-MED	No

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Further Control Measures	Allocated to (name)	Target date	Date completed
<p>All new members (including coaches) will be informed by email of the following prior to their first session:</p> <ul style="list-style-type: none"> • All new procedures, including entrance and exit points • That no member is permitted into the building if they display any Covid-19 symptoms, if any of their family members are in self isolation or if they have returned from a category 1 country • That only necessary items may be brought into the gym • That punctual drop-offs and collections are a vital component of the new Covid-19 safety procedures • WGC's Covid-19 Privacy Notice 	Aisha Stalker	Target date for each new member differs, but no later than 24 hours prior to their first session	Ongoing
<p>The NHS Test and Trace QR Code will be clearly displayed in both entranceways: one for those entering the main (floor) room and one for those entering the equipment room.</p>	Aisha Stalker	24/09/20	24/09/20
<p>All adults will be informed by email that they must wear a mask whilst dropping off and collecting their children in the car park.</p>	Aisha Stalker	13/10/20	13/10/20
<p>All new coaches will be given a full briefing prior to their first session, including:</p> <ul style="list-style-type: none"> • The points made above that must be raised with all members • The new cleaning requirements and how to fill in the Cleaning Checklist • The use of masks and gloves if direct First Aid is needed and cannot be provided from a distance • That there can be no physical supporting of gymnastics skills until further notice 	Michelle Stalker	Target date for each coach differs, but no later than 24 hours prior to their first session	Ongoing