



## COVID Risk Assessment



Step 1 - Prepare

Step 2 - Resume

Step 3 - Rebuild





<b>Risk Assessment Number:</b> 6	<b>Date of Assessment:</b> 23.04.21	<b>Additional Information check sheet/risk assessments required.</b>		
<b>Task / Work Activity / Work Area Assessed:</b> Trampoline Gymnastics in the Centre	<b>Assessment carried out by:</b> Isobel Milns-Smith & Stephen Ward	<b>Substances Hazardous to Health:</b> <b>Manual Handling:</b> <b>Display Screen Equipment:</b> <b>New and Expectant Mothers:</b> <b>Young Persons:</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

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 by the Activity	Identified Hazards	Control Measures Already in Place	Outcome	Likelihood	Risk Rating	Further action required? Yes/No
Staff, Gymnasts, Parents	Preparing for return – the Centre having been shut for 5 months.	<ul style="list-style-type: none"> <li>The following Tests carried out: Gas, Electrical, Fire and Water (in particular around Legionella).</li> <li>COSHH carried out on all cleaning products and sanitisers that will be used.</li> <li>Safety data sheet of all chemicals required.</li> <li>Clear Cleaning Protocol to be developed and staff training provided.</li> <li>Supplies of Hand Sanitiser and appropriate PPE to be purchased and installed where necessary.</li> </ul>	4 Severe Injury	3 Likely	12 Medium	N



		<ul style="list-style-type: none"> <li>• Using Biotabs and X-Mist (they kill 99.9% of bacterial and viruses on packaging and should conform to EN14476 standard or any detergent is followed by chlorine releasing agent) and sanitiser (at least 70% alcohol content).</li> <li>• Check with coaches regarding any allergies to cleaning products or PPE and allocate day-to-day asks appropriately.</li> <li>• Deep clean and tidy of the full facility prior to re-opening.</li> <li>• Facility checked for any pests that may have arrived during lockdown and if located appropriately removed.</li> <li>• Set up and markings of physical distancing on the floor along with setting up station locations.</li> <li>• Set up and sanitiser stations.</li> <li>• Additional hand washing stations to be installed.</li> <li>• Putting up appropriate posters for public information.</li> </ul>				
<p>Staff, Gymnasts Parents</p>	<p>Preparing for return – minimise risk of injury after 5 months off.</p>	<ul style="list-style-type: none"> <li>• Offered zoom and outdoor training to all gymnasts to help prepare them both physically and mental for the return.</li> <li>• Given clear, straight forward information of what to expect on the return to training.</li> <li>• Everyone to have access to all documentation and plans Sparta has for returning post lockdown.</li> <li>• Given clear information around the symptoms of COVID-19.</li> <li>• Follow Scottish Gymnastics Guidelines around Safeguarding during Zoom calls.</li> <li>• Mandatory staff training prior to restarting.</li> <li>• All coaches who are First Aiders given additional training around treating a casualty with suspected COVID-19.</li> <li>• Plan the class structure to allow for longer time required in starting and ending a session.</li> <li>• Develop activities for all gymnasts to do between</li> </ul>	<p>4 Severe Injury</p>	<p>3 Likely</p>	<p>12 Medium</p>	<p>N</p>



		<p>shots.</p> <ul style="list-style-type: none"> <li>• Develop fixed warm ups and cool downs for all levels.</li> <li>• Develop a video explaining how all Sparta Sessions will run.</li> </ul>				
<p>Staff, Gymnasts Parents</p>	<p>Gymnasts and Parents arriving on site</p> <p>(Possible cross contamination)</p>	<ul style="list-style-type: none"> <li>• No cross over of training sessions.</li> <li>• Previous class must have left before the next class can enter.</li> <li>• Gymnasts that arrive early are not allowed to enter the gym.</li> <li>• Gymnasts should queue outside prior to coming into the class – 1 grown up can stand with them max.</li> <li>• If a gymnast arrives late they can enter the Centre but must wash their hands immediately and inform the coach in charge.</li> <li>• 5 minutes at the beginning and end of each sessions devoted to leaving and entering the building.</li> <li>• Gymnasts and coaches 5 years and older must wear a face covering on entering the building and until they are called over to warm up (unless they have an exemption).</li> <li>• As with normal class procedure registers are taken (to help with Test and Protect) and held for at least 21 days.</li> <li>• Class changes are allowed but not make up sessions.</li> <li>• Gymnasts should come in their training clothes as no changing facilities will be open.</li> <li>• Parents to use a drop off and collect system. Parents are not to wait inside the gym whilst training is taking place. Coaches will sign gymnasts out after sessions. Viewing areas are closed.</li> <li>• No cash payments.</li> <li>• Sanitising of equipment will take place in between sessions.</li> <li>• Gymnasts will not be allowed to train if any of their family members are in self isolation. Gymnasts will be</li> </ul>	<p>5 Fatality</p>	<p>4 Very Likely</p>	<p>20 High</p>	<p>N</p>




		<p>lined up and taken to wash their hands before and after the session.</p> <ul style="list-style-type: none"> <li>• Must bring their own water bottles.</li> <li>• Must not bring food into the building unless for medical reasons.</li> </ul>				
Staff	Arriving on site	<ul style="list-style-type: none"> <li>• Arrive in the entrance door.</li> <li>• Wash hands when entering and exiting the building, before and after consuming food, and between classes.</li> <li>• Minimise travel to work on public transport where possible.</li> </ul>	4 Severe Injury	4 Very Likely	16 High	N
Staff, Gymnasts, Parents	Droplets or virus being live on equipment (high touch area)	<ul style="list-style-type: none"> <li>• All equipment will be cleaned.</li> <li>• Push in mats to be cleaned between each gymnast's turn on the trampoline.</li> <li>• Mats will be wiped down after every session, before a new class starts.</li> <li>• Pit out of order.</li> <li>• Sign off that equipment has been wiped down before start of next session.</li> </ul>	5 Fatality	4 Very Likely	20 High	N
Staff, Gymnasts, Parents	Physical distancing during training	<ul style="list-style-type: none"> <li>• Capacity for the building is 61 (577m<sup>2</sup> divided by 9m<sup>2</sup> – as laid out by SportScotland to allow for space for each person and enough air flow for each person).</li> <li>• Maximum in training of 1 coach and 5 gymnasts to a trampoline.</li> <li>• Parents to stay outside and at least 2m from other households – minimal setting foot inside e.g. if first aid is required.</li> <li>• Gymnasts under 18 are not required to physically distance but those aged 18 and older (including coaches) must remain 2m apart at all times.</li> <li>• Coaches must use hand sanitiser between coaching each gymnasts.</li> <li>• Between shots on the trampoline they can:               <ul style="list-style-type: none"> <li>○ Activity/workout sheets</li> <li>○ Word searches</li> </ul> </li> </ul>	4 Severe Injury	4 Very Likely	16 High	N



		<ul style="list-style-type: none"> <li>○ Colouring in (bringing their own pens)</li> <li>○ Fill in their diaries</li> <li>○ Spots on the carpet for them or they can sit on the chairs.</li> </ul> <ul style="list-style-type: none"> <li>● Gymnasts must use hand sanitiser before getting on the trampoline.</li> <li>● Coaches cannot help gymnasts up onto the trampolines they must use the coaching blocks instead.</li> <li>● There will be no spare trampoline(s) in operation regardless of class size.</li> <li>● First Aiders must wear gloves and face covering if dealing with a first aid incident.</li> <li>● During training music can be played but it must remain at a low level.</li> </ul>				
Gymnasts aged 18+	Training during Level 3 restrictions	<ul style="list-style-type: none"> <li>● No group classes can operate when Level 3 restrictions are in place.</li> <li>● Only 2 households (max 6 people) can be involved in each bubble. One person in that bubble must be a qualified coach.</li> <li>● An over 18 gymnast can train independently whilst other training is going on but must be in a separate training area (e.g. different trampoline) and must be under the supervision of a coach. The supervising coach may at the same time be working with a group of under 18 gymnasts.</li> <li>● Over 18 gymnasts must be doing skills that do not require supporting or catching.</li> <li>● Over 18 gymnasts must be 2m away from all other participants in the Centre at all times.</li> </ul>	5 Fatality	4 Very Likely	20 High	N
Staff, Gymnasts, Parents	Leaving the Gym	<ul style="list-style-type: none"> <li>● 5 minutes at the beginning and end of each sessions devoted to leaving and entering the building.</li> <li>● Gymnasts and coaches 5 years and older must wear a face covering on after the leave the floor area/trampolines and until they leave the building</li> </ul>	5 Fatality	4 Very Likely	20 High	N



		<p>(unless they have an exemption).</p> <ul style="list-style-type: none"> <li>Line gymnasts up and take them all to wash their hands, then change clothes and sanitise hands.</li> <li>Leave through the exit door.</li> <li>Gymnasts who are not collected at said time will be moved to an isolated area so not to cross contaminate with newcomers.</li> </ul>				
Staff, Gymnasts, Parents	Transition between classes	<ul style="list-style-type: none"> <li>One coach will be responsible for the group leaving and once coach will be responsible for the group arriving.</li> <li>The remaining coaches will be responsible for cleaning the Centre between each class, including and not limited to – all touch points and hard surfaces.</li> </ul>	5 Fatality	4 Very Likely	20 High	N
Staff, Gymnasts, Parents	Sneezing, Coughing	<ul style="list-style-type: none"> <li>Good hygiene practice in place.</li> <li>Tissues available.</li> <li>Hand wash stations available for use.</li> <li>Bins are cleaned after each training session.</li> <li>Cough and sneeze into the crook of their elbow and use a separate bathroom if possible.</li> </ul>	5 Fatality	4 Very Likely	20 High	N
Staff, Gymnasts, Parents	<p>Identification of potential infection:</p> <ul style="list-style-type: none"> <li>a high temperature</li> <li>a new, continuous cough</li> <li>a loss or change to your sense of smell or taste</li> </ul>	<ul style="list-style-type: none"> <li>Staff training to spot symptoms.</li> <li>Make sure the Centre is well ventilated during all classes (within temperature guidelines).</li> <li>Isolation area available to accommodate person/s.</li> <li>Session will be cancelled, and the risk assessment reviewed.</li> <li>No participation by any child should any family member in the household be self-isolating.</li> </ul>	5 Fatality	4 Very Likely	20 High	N

 Staff	Cleaning Protocol	<ul style="list-style-type: none"> <li>• Biotab used on all surfaces except the trampoline beds which will fogged with X-Mist once a week.</li> <li>• On the carpet put light mists of Biotab should be used at the end of each day.</li> <li>• Make sure surfaces are dry before use (slip hazard).</li> <li>• All cleaning waste to be separately bagged, labelled and dated. Not put out for disposal for 72 hours.</li> <li>• As well as the between class protocol staff will take part in a deeper clean the Centre before and after every class and day.</li> <li>• When hovering use a HEPA filter.</li> </ul>	4 Severe Injury	3 Likely	12 Medium	N
Staff, Gymnasts, Parents	Returning from a category 1 country	<p><b>Category 1 Countries</b> Travelers should self-isolate, even if asymptomatic, and use the 111 online coronavirus service to find out what to do next. Go home or to your destination and then self-isolate.</p> <p><b>Category 2 Countries</b> Travelers do not need to undertake any special measures, but if they develop symptoms, they should self-isolate and call NHS 111.</p>	4 Severe Injury	3 Likely	12 Medium	N
Private Lets, Hall hire	All coaches and organisers of our private lets or hall hire	All outside users must complete a training induction on the cleaning procedures, including training on using the products and sign off to ensure compliance with this risk assessment.	5 Fatality	4 Very Likely	20 High	N
Gymnasts, Coaches signed off through performance exemptions	Training whilst Level 4 restrictions are in place	The club will comply with Scottish Gymnastics guidance and close its operations during a level 4 lockdown; only those gymnasts/coaches signed off through performance exemptions will be permitted to continue to train.	5 Fatality	4 Very Likely	20 High	N





Further Control Measures	Further Control Measures Follow up		
	Allocated to (name)	Target date	Date completed

## Risk Assessment Reviews

Suggested Review Date (either after significant changes, actions completed, or annually):		<b>31.07.21</b>	
Risk Assessment Reviewed by (name):	<b>Isobel Milns-Smith</b>	Risk Assessment Reviewed by (name):	<b>Isobel Milns-Smith</b>
Date:	<b>30.06.20</b>	Date:	<b>27.08.20</b>
Comments:	<b>Updated in line with Government guidelines update.</b>	Comments:	<b>Updated in line with Government guidelines update.</b>
Next Suggested Review Date:	<b>31.07.21</b>	Next Suggested Review Date:	<b>31.10.21</b>
Risk Assessment Reviewed by (name):	<b>Isobel Milns-Smith</b>	Risk Assessment Reviewed by (name):	<b>Isobel Milns-Smith</b>
Date:	<b>02.10.20</b>	Date:	<b>22.12.20</b>
Comments:	<b>Updated to reflect changes for over 18 gymnasts.</b>	Comments:	<b>Updated to meet Performance Centre requirements.</b>
Next Suggested Review Date:	<b>31.12.20</b>	Next Suggested Review Date:	<b>26.04.21</b>
Risk Assessment Reviewed by (name):	<b>Isobel Milns-Smith</b>	Risk Assessment Reviewed by (name):	
Date:	<b>23.04.21</b>	Date:	
Comments:	<b>Updated guidance to reflect revised levels</b>	Comments:	
Next Suggested Review Date:	<b>17.04.21</b>	Next Suggested Review Date:	