

**RISK ASSESSMENT NUMBER:** C19-01

**CLUB VENUE:** Hazlemere Youth Centre

**COVID 19 RISK ASSESSMENT – Date: 24/8/2020**

*Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.*

**SPRINGBUCKS GYMNASTICS CLUB:** risk assessed for returning to weekly training sessions in the Autumn Term

**ASSESSMENT CARRIED OUT BY:** Ruth Drysdale-Middleton

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| **What are the Hazards?** | **Who might be harmed?** | **Controls required** | **Additional Comments** | **Actioned by Who?** | **Actioned When?** | **Done** |
| Spread of the coronavirus Harm and increased adversity in households due to lockdownNew or worsening mental health issues due to Coronavirus and lockdown | * Staff / coaches
* Contractors (Admin/IT)
* Volunteers
* Gymnasts
* Parents or those who drop the gymnasts off at club
* Siblings / Family members
* Vulnerable groups: the elderly, pregnant women, those with existing underlying health conditions

**ANYONE WHO IS AT RISK, OR LIVES WITH SOMEONE WHO IS CONSIDERED TO BE AT RISK SHOULD NOT ATTEND THE CLUB*** Gymnasts
* Junior coaches
* Coaches/Staff
* Contractors
* Volunteers
* Gymnasts
* Parents
 | **Hand Washing/Sanitizing*** Hand washing facilities with soap and water in place. (A sink in each of the three toilets and a portable sink by the front door of the centre)
* Stringent hand washing taking place - Hand washing guidance posters up in toilets and around the centre
* Drying of hands with individuals’ personal towel or paper towels
* Staff encouraged to protect the skin by applying emollient cream regularly
* Gel sanitisers carried by coach and also available upon entry into the youth centre – hands and feet sanitised by gymnasts before and after using any equipment station

**Cleaning*** Cleaning / disinfecting of all door handles, light switches, alarm keypad and toilets on entry to and exit of the centre
* High touch points of toilets to be wiped down with disinfectant in between each class
* Carpet floor mats, run ups, springboards and trampoline beds to be steam cleaned before the start of each club night
* All mats, beams, bars, trampoline pads etc to be wiped with antibac spray before the start of each club session
* Coaches to wipe down equipment between rotations so that it is clean before the next group or class uses it
* Suade beams, vaulting box, green floppy mats and 2inch light blue fabric mats not to be used currently due to impracticalities of cleaning
* HYC Centre has also put a modified weekly cleaning schedule in place in light of Covid-19 and the centre will be cleaned between user groups.

**Ventilation*** Keep all doors and windows in the centre open for rooms being used during club sessions to maximize fresh air flow and ventilation

**Social Distancing*** Reduced class numbers to reflect the new reduced building capacity that has been worked out in accordance with social distancing guidance for indoor leisure / community spaces
* Reduced group sizes for gymnastics will be groups of 5 to rotate around gym with 1 coach per group to enable social distancing on each apparatus.
* Arrival / Drop off with 15 min intervals so that busy times are staggered
* Parents will be asked to pick up and drop off with only one parent present and no siblings if at all possible
* One-way systems will be in place and clearly marked around the youth centre and the gym
* The use of floor spots and spacers will help with social distancing during queuing for and using all apparatus
* Equipment set ups will be spaced apart and room left for gymnasts to queue and coaches to stand and move around their group while keeping their distance
* Equipment set ups and skills practiced upon our return will be kept simple to enable gymnasts to rebuild their strength, flexibility, fitness and skill level gradually after the long break and meaning coaches do not need to physically support the gymnasts

**PPE***Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours – for sports in particular the government has recommended that individuals DO NOT WEAR a face mask as it reduces the amount of oxygen getting into the body at a time when the body requires more than usual.** Disposable face masks will be available to coaches in their cleaning box should they need to get closer than 2m to a gymnast for any reason
* Disposable gloves will also be in each coaches cleaning box for them to wear when wiping down & disinfecting equipment etc.
* PPE will be available for the first aider and lead session coach should they need to wear it to deal with a child who is injured or starts to feel poorly during their class

**Transport to and from Club*** Coaches, parents and gymnasts should only use public transport when travelling to and from the club if absolutely necessary.
* If possible, avoid giving lifts to those outside of your family group. If you do need to give someone a lift then open the windows and consider wearing a mask.

**Symptoms of Covid-19*** Gymnasts or coaches with any sign of Covid-19 symptoms or has tested positive, and whose household members show any symptoms or have tested positive should not attend club – please stay at home and follow government guidelines. They should not attend the club until their quarantine has finished and they and/or members of their household are no longer showing any symptoms.
* Each club member will have their temperature taken by the coach at the sign in desk. Any individual with a temperature of over 37.8°C will be sent home and not allowed into the club.
* If an individual becomes unwell with a new continuous cough or a high temperature at club they must:
	+ Move to the quarantine area and wait for their emergency contact person to pick them up. The coach supervising should wear PPE if they are unable to keep a 2m distance for any reason.
	+ Leave Immediately if they have their own transport and return home.
	+ Avoid touching anything and wash their hands regularly
	+ If they cough or sneeze this should be done into a tissue and put straight into a bin
* Anyone who has been in contact with the sick person does not need to leave unless they also develop symptoms but they must wash their hands thoroughly
* Any areas that have been used by the sick person must be closed off and not used again until the areas have been cleaned and disinfected
* Anyone who exhibits Covid-19 symptoms should be sent home and self-isolate for 7 days, and book a test. Their household members should self-isolate for 14 days.
* If someone tests negative then is feeling better they can return to club and their household can end their isolation. If they test negative but are still unwell they should not return until they have recovered.
* If someone tests positive, the NHS Test and Trace will speak directly to those they have been in contact with – this may mean those individuals may also need to self-isolate for 14 days.
* If a member of staff has come into contact with someone who has tested positive with Covid-19 they must follow the government guidance and quarantine for 14 days.

**ANYONE WHO IS AT RISK, OR LIVES WITH SOMEONE WHO IS CONSIDERED TO BE AT RISK SHOULD NOT ATTEND THE CLUB****Safeguarding*** Staff to be aware of the possible increase in safeguarding issues that may arise due to lockdown and to be extra vigilant in this area
* Safeguarding issues to be addressed and reported in the same manner through the clubs safe guarding and welfare officer, and the local safeguarding services

**Mental Health*** Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help

 * Coaches recommended to do the UK Coaching mental health awareness course which is available for free until the end of August 2020
* Upon returning to club focus with be on FUN, FRIENDSHIP, and FUNDAMENTAL SKILLS with an emphasis on lots of praise and encouragement and setting and achieving simple short term goals to help with building confidence, enjoyment and motivation
 | Coaches and gymnasts to wash their hands upon arrival, and coaches also between each session and when leaving the centre for 20 seconds with water and soap and drying properly with disposable towels or their own individual towel. They must sanitize their hands if this is not possible.Coaches and gymnasts reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the gym – a box in each coaches cleaning kit.Encourage staff to report any problems and carry out skin checks – a pump bottle of hand cream kept with each coaches cleaning kit and gymnasts encouraged to have hand cream in their bagsTo help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice – verbally and through posters, leaflets and other materials are available for display.Doors to be kept open throughout the centre and lights on throughout club sessions (NB a club session would be one who evening of classes, e.g. Mon 3.45 – 6.45pm)Coaches toilet cleaning rota in place – sheet on toilet door to tick off when cleaning has been done and kept as a recordGeneral cleaning prompt sheet listing jobs to be signed by lead coach as cleaning jobs happen throughout each club session and kept as a recordEvery coach given a cleaning box to use during sessions including: Hand sanitizer, hand cream, tissues, antibac wipes, antibac spray and disposable cloth (washed before each club session), disposable gloves, disposable masks, bin bag for rubbish.Waste bins available around the gym and emptied regularlyClass times will be staggered to enable coaches to clean properly between classes – 15 mins between classes is recommended by UK Gymnastics.Reducing the number of persons in any work area / at each equipment station around the gym to comply with the 2-metre (6.5 foot) gap recommended by the Public Health AgencyNew Covid Secure Hall capacity worked out by Hazlemere Youth Centre Committee for gymnastics = 25 max in the hall at any one timeMaximum suggested number of people in the hall for Springbucks classes will be: 25* 10 in trampolining group (8 children/2 coaches)
* 2 groups of 6 for gymnastics (15 children/3 coaches per class)
* Plus one lead session coach

Staggered arrival & pick up times and the use of different doors for drop off and pick up will enable better social distancing for both parents and gymnast at these busy times.These groups of 15 are further broken down into smaller groups with one coach that they will rotate around the gym and work with Those attending will be keep in consistent classes and will not move between groups.Coaches and gymnasts must arrive changed and ready for their sessions and not change on site as we are only allowed one person in each toilet at a time.Parents are encouraged to limit the number of settings their child attends as far as possible.Gymnasts and coaches DO NOT need to wear facemasks or gloves during class, however if a parent or an individual wants to then they can do as long as they are aware that it can restrict their breathing and they may need to sit down and take it off if they start to feel at all strange.The Centre have requested that any coaches **not actively involved** in the session wear a face shield – this will also help if they need to move closer to any of the gymnasts for any reason, such as to wipe down equipment or assist a distressed child etc.The coach signing children into and out of sessions will always be wearning a face shield.Any PPE used by an individual must be put on and taken off correctly and safely disposed of once used.Any reusable face masks worn and then taken off must then be stored away in the individuals personal bag immediately after which the individual should go and wash their hands.Current government advice if you do not have a car is to walk or cycle when you can rather than take public transport if at all possible.*The main symptoms of Covid-19 are a high temperature, a new continuous cough and a loss of or change to your sense of smell or taste.***Individuals should check the NHS website and get a Covid test if they have symptoms**Club thermometre available on the door at sign in for coach on reception to use.The key code room’ has been identified as our quarentine area should anyone develop symtoms while on site and need to wait for pick up – there is a window in the door to enable the lead session coach to supervise remotely without being in the same room. A chair will be set aside close to the door and the poorly individual asked to remain in that chair to limit the cleaning needed once they have left. The fire door can be opened for good air flow and for a parent to pick up from so that neither the sick individual or their parent need to go through the centre after isolating.If the poorly individual needs to use the toilet before they are picked up or leave the centre they must use the DISABLED toilet at the very end of the corridor, which should then be cleaned and disinfected before being used by anyone else.*If advised that a member of staff or public has developed Covid-19 and were recently on club premises the club manager will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.* [*https://www.publichealth.hscni.net/*](https://www.publichealth.hscni.net/)Bernados have recently launched a ‘See, Hear, Respond’ programme to provide support for children and young people experiencing harm and increased adversity during lockdown who may not be being seen by schools or other key agencies.Reference -<https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/> [www.hseni.gov.uk/stress](http://www.hseni.gov.uk/stress) | HYC to provide extra portable sink and hand sanitizer stationsRuth Middleton to buy and organise coaches cleaning kitsCoaches and gymnastsHYC to organise new cleaning rotaRuth Middleton - To buy and organise coaches cleaning kits & communicate cleaning arrangements with staffLead Session Coach - To take responsibility that cleaning is being done in accordance with the risk assessmentCoaches - To get familiar with and take responsibility for the clearning they are given to do each club sessionLead Session CoachHYC – to work out and communicate the new max building capacityRuth Middleton – to work out and organise new class sizes and club session structure and communicate with parents and coachesLead Session Coach and all coaches - To ensure social distancing takes place during club sessions and at drop off and pick upRuth Middleton – to buy / supply any PPE that might be needed at club sessionsLead Session Coach and Coaches – safe use and disposal of PPEParents and coachesParents, coaches and gymnastsCoaches, club welfare officerClub Manager,Lead Session Coach and all Coaches | Prior to opening on 21st SeptemberPrior to opening on 21st SeptemberONGOING -Upon entry to the centreBefore moving to a new station in the gymUpon leaving the centrePrior to opening on 21st SeptPrior to opening on 21st SeptONGOINGONGOINGONGOINGBy mid/late August 2020By late August 2020ONGOING Prior to opening on 21st September 2020ONGOINGONGOINGONGOINGONGOINGONGOING |  |

**RISK ASSESSMENT REVIEWS – recommended that these are done every 3 months minimum initially. First review date suggested as mid October 2020**

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| NAME | DATE | COMMENTS | NEXT REVIEW DATE? |
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