



## Risk Assessment Form Template

You will find the below template risk assessment form which can be used and amended to suit the requirements of your club and activities.

If you would like any further information or support, you can access expert Health and Safety support from our partner, Agility Risk & Compliance Ltd (Agility) through the British Gymnastics dedicated helpline: **01527 571 612**.

Using our dedicated helpline, Agility can offer you support and guidance in response to any queries you may have around this area. Any additional support can also be sought from the dedicated team at Agility, but you may be charged separately. This line is open Monday to Friday from 8.30am – 5pm.

There is an after hours' service via a mobile number provided at the time of calling. Alternatively, you can email your query to: [bg.hs.advice@agilityrac.com](mailto:bg.hs.advice@agilityrac.com)

If you require any further advice or support, you can contact:

**Working together  
for a safe return  
to gymnastics**

**British  
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GYMNASTICS**

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**Welsh  
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Cymru**



**England**

Business Support Partners at British Gymnastics on [business-support@british-gymnastics.org](mailto:business-support@british-gymnastics.org)

**Scotland**

Club Business Manager Steven Maloney [steven@scottishgymnastics.org](mailto:steven@scottishgymnastics.org)

**Wales**

Contact your relevant Club Development Officer.

**Northern Ireland**

British Gymnastics Northern Ireland team on [northernireland@british-gymnastics.org](mailto:northernireland@british-gymnastics.org)

Version 1 – 10/06/2020



## Bolton Gymnastics Club Risk Assessment Form (1/2)

<b>Risk Assessment Number:</b>	<b>Date of Assessment:</b>	<b>Additional Information check sheet/risk assessments required.</b>		
<b>Task / Work Activity / Work Area Assessed:</b>	<b>Assessment carried out by:</b> Olivia Brown Jessica Walsh Victoria Walsh	<b>Substances Hazardous to Health:</b> <input type="checkbox"/> <b>Manual Handling:</b> <input type="checkbox"/> <b>Display Screen Equipment:</b> <input type="checkbox"/> <b>New and Expectant Mothers:</b> <input type="checkbox"/> <b>Young Persons:</b> <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, Children Parents	Children and Parents arriving on site  (possible cross contamination)	<ul style="list-style-type: none"> <li>Training sessions to be staggered to avoid cross over</li> <li>Children to arrive 10 minutes before allocated session and wait in cars to be collected</li> <li>Cafe and viewing area are to be closed – vending machines will be out of use</li> <li>Gymnasts should come dressed for training as no changing facilities will be available</li> <li>Training sessions to be reduced to a minimum</li> </ul>	3 Lost Time Injury	3 Likely	12 Medium	Y



		<p>number</p> <ul style="list-style-type: none"> <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</li> <li>• Sanitising of equipment will take place in between sessions</li> <li>• Children will not be allowed to train if any of their family members are in self isolation. Children will be lined up and taken to wash their hands after the session ends</li> <li>• Parents and coaches are reminded that anyone at home who is deemed vulnerable (new and expectant mother, elderly) should not attend any sessions until further notice</li> </ul>				
Staff, Children Parents	Virus being live on equipment (high touch areas) – transfer of bodily fluids	<ul style="list-style-type: none"> <li>• All equipment will be cleaned but beams will not be used unless a suitable cleaner is available that will not ruin fabrics</li> <li>• Mats will be wiped down after every session, before a new class starts</li> <li>• Sign off which equipment has been wiped down before start of next session</li> <li>• Every handle will be cleaned and doors kept open where possible so no one needs to use handles – push pads to open the doors in the gym</li> </ul>	3 Lost Time Injury	3 Likely	12 Medium	Y



Staff, Children Parents	Leaving the gym	<ul style="list-style-type: none"> <li>Line children up and take them all to wash their hands altogether, then change clothes and sanitise hands</li> <li>Children who are not collected at said time will be moved to an isolated area so not to cross contaminate with newcomers</li> </ul>	3 Lost Time Injury	3 Likely	12 Medium	Y
Staff, Children 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>	3 Lost Time Injury	3 Likely	12 Medium	Y
Staff, Children Parents	<p>Identification of potential infection:</p> <ul style="list-style-type: none"> <li>Cough</li> <li>Fever</li> <li>Shortness of breath</li> <li>Sore Throat</li> </ul>	<ul style="list-style-type: none"> <li>Isolation area available to accommodate person/s</li> <li>Session will be cancelled, and the risk assessment reviewed</li> <li>Temperature taken at drop off point – (35-37°)</li> <li>Children must wear a mask or face covering when entering the building and storage room</li> <li>No participation by any child should any family member in the household be self-isolating</li> </ul>	3 Lost Time Injury	3 Likely	12 Medium	Y



		<ul style="list-style-type: none"> <li>• Training to identify signs Flowchart of appropriate action steps (following NHS guidelines) to be put up around the gym, and training provided for coaches and staff.</li> </ul> <p>Example: If an athlete develops a high temperature or a persistent cough while at the gym, they should: -Return home immediately</p> <ul style="list-style-type: none"> <li>• Avoid touching anything -They must then follow the guidance on self-isolation and not return to the gym until their period of self-isolation has been completed.</li> <li>• All athletes in the same session as that athlete will be asked to return home immediately and self-isolate for 14 days Staff to clean all areas where the athlete has been, following their removal from the gym, wearing PPE and under instruction</li> </ul>				
Staff, Children Parents	Returning from a category 1 country	<ul style="list-style-type: none"> <li>• Travelers should follow advised government guidelines which are relevant to their time of travel</li> <li>• Category 1 Countries</li> <li>• 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.</li> <li>• Category 2 Countries</li> <li>• Travelers do not need to undertake any special measures, but if they develop symptoms, they should self-isolate and call NHS 111.</li> </ul>	3 Lost Time Injury	3 Likely	12 Medium	



<p>Athletes, Staff, Coaches</p>	<p>Preparation of toilet facilities</p>	<ul style="list-style-type: none"> <li>Maintenance of a robust daily cleaning schedule including monitoring and cleaning toilet facilities before, during and after sessions.</li> <li>Max number of athletes using toilet facilities at the same time (number to be determined based on venue size) Signage on doors and walls reminding athletes to wash hands thoroughly using soap and water for 20 seconds.</li> <li>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. Ask athletes to go to the toilet before they arrive at the gym to minimise the use of the washroom facilities</li> </ul>	<p>3 Lost Time Injury</p>	<p>3 Likely</p>	<p>12 Medium</p>	
<p>Athletes Staff Coaches Parents / Guardians</p>	<p>Pre-planned timetable to allow social distancing measures</p>	<p>Introduce staggered start and finish times to reduce congestion and contact Reduce the number of classes offered to allow time for required cleaning between classes</p>	<p>3 Lost Time Injury</p>	<p>3 Likely</p>	<p>12 Medium</p>	
<p>Staff, Coaches</p>	<p>Traffic in and out increasing risk of infection</p>	<ul style="list-style-type: none"> <li>Clear training and communication with staff on their roles, protocol and any PPE measures. No spotting, handshakes, hi5's or hugs</li> </ul> <p>All parents/guardians will be asked to complete a registration and waiver form on their first session back</p> <ul style="list-style-type: none"> <li>Ensure all athletes contact details are up to date for contact tracing and contact all those who had been in the gym with the infected person. Use the</li> </ul>	<p>3 Lost Time Injury</p>	<p>3 Likely</p>	<p>12 Medium</p>	



Athletes Staff Coaches	Behaviour and conduct within the building	<p>NHS track and trace service to inform them of the incident and provide any relevant details. Make clear to athletes and staff who have been in contact with the effected athlete that they must not attend the gym and isolate for 14 days</p> <ul style="list-style-type: none"><li>• All attending athletes are sent clear guidance on the measures that will be in place. Instructional videos showing how the space is to be navigated, hygiene measures</li><li>• etc For cheerleading No stunting, pyramids, spotting, handshakes, hi5's or hugs</li><li>• No physical support from coaches unless it's to avoid a fatal accident.</li><li>• Signage on walls and markers on the floor to indicate instructions athletes should follow</li><li>• Create signage Ensure there are tissues, bins and hand sanitizer available</li><li>• Additional signage reinforcing measures such as handwashing, coughing into elbow and the 'Catch It. Bin It. Kill It' message to be put up around the gym.</li><li>• Messaging regarding hygiene requirements are sent to athletes ahead of their return Coaches to remind athletes about hygiene at the start of the session</li><li>• Social distancing markers on the floor will show athletes how to move around the gym and where to train on the mat. Social distancing rules will be communicated to athletes prior to attending</li></ul>	3 Lost Time Injury	3 Likely	12 Medium	
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Athletes, Coaches	Storage of personal property during sessions	<ul style="list-style-type: none"> <li>No changing facilities</li> <li>Athletes will be asked to bring the minimum required with them and to come dressed for class. They will be ask to bring a plastic storage box where all their belongings can be put inside including shoes.</li> <li>The club has also provided boxes that can be used and will be sanitised after ever session.</li> <li>Water bottles to be kept on the box next to the athlete in their designated space (Velcro star on the floor).</li> <li>No eating in the gym</li> </ul>	3 Lost Time Injury	3 Likely	12 Medium	
Athletes	An athlete injures themselves during training, requiring medical assistance	<ul style="list-style-type: none"> <li>First aiders will be equipped with adequate PPE (facemasks, gloves, mouth shield for CPR) If a First Aider feels uncomfortable to approach the injured athlete, the coach must call the parent for collection or in the case of emergency, 999 Coaches will have athletes contact details and medical notes readily accessible on location to either call parents or assist paramedics with information</li> </ul>	3 Lost Time Injury	3 Likely	12 Medium	
Coaches, Staff	Carpark procedure	<ul style="list-style-type: none"> <li>Car park will be cordoned off with cones and barriers</li> <li>Athletes will be escorted down a pedestrian path which is clearly marked out and signposted accompanied by a coach</li> </ul>	3 Lost Time Injury	3 Likely	12 Medium	



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**Template Risk Assessment Form (2/2)**

Further Control Measures	Further Control Measures Follow up		
	Allocated to	Target date	Date completed
<ul style="list-style-type: none"><li>Parents to be advised that a drop off and collect system will be implemented, viewing areas will be</li></ul>			



<p>closed. Parents must wait in vehicles</p> <ul style="list-style-type: none"> <li>• Where children are not collected straight after a training session, the child will need to be moved to an isolated room where they can wait for their parents so as not to have any cross over with arriving children</li> <li>• Staff members to sign an inspection sheet to show that the equipment has been cleaned and wiped down after every session</li> <li>• Display posters for good hygiene, i.e. handwashing</li> <li>• Managers are to be informed of procedure in case of an employee becoming ill while at work. This will include the following key points as follows: <ul style="list-style-type: none"> <li>-Isolate the individual at least 2 meters away from other people,</li> <li>-Go to an isolation room or area behind a closed door such as a sick bay, or office,</li> <li>-The affected child or staff member is to avoid touching anything, cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow and use a separate bathroom if possible.</li> </ul> </li> <li>• Site closure may be advised by Public Health England</li> <li>• Members of staff or family members who think they may be infected to carry out the self-assessment on the NHS website before arriving at the gym and to follow guidance:</li> </ul>	<p><b>Victoria Walsh</b></p>	<p><b>August 2020</b></p>	

**Risk Assessment Reviews**

Suggested Review Date (either after significant changes, actions completed, or annually):			
Risk Assessment Reviewed by (name):		Risk Assessment Reviewed by (name):	
Date:		Date:	
Comments:		Comments:	
Next Suggested Review Date:		Next Suggested Review Date:	



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