

RISK ASSESSMENT FORM

Assessment No:C19-43	Locations/ Dept Jean Brown Arena	Persons Involved in or affected by task:	
Assessment Date:1 st September 2020	Assessor's Name: Wayne Alexander		
Task/ Activity/ Area Assessed Jean Brown Indoor Arena - Gymnastics	Employees		X
	Visitors		X
	Contractors		
	Members of the public		X
	Others		

What are the hazards?	Who might be harmed, and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
COVID-19	Staff, members, hirers contractors by becoming contaminated from equipment, touchpoints and surfaces and via droplets from sneezing, coughing, sweating, and exhaling while exercising by someone who has COVID-19	Queuing system with 2 metre distancing along the JB Corrdior.	Member communication advising of the new design of the gym and requirements upon re-opening	MR	September 2020	✓
		Floor and wall signage to be fixed in agreed locations to enforce one-way system (outside the hall) implemented to maintain 2m social distancing while.	Send regular communications to staff, members, hirers, and contractors of COVID-19 guidelines.	MR	July/August 2020	Ongoing
		Designated toilets for gymnasts have been allocated throughout the session. Ladies and mens toilets are also available. All toilets are cleaned and sanitized regularly throughout the day.	Staff training for cleaners, duty staff and receptionists to understand the COVID -19 policies and procedures.	WA / Jan	June / July	✓
		Cleaners are onsite throughout opening hours and are cleaning touchpoints and equipment where necessary before and after sessions.	Relevant staff will be trained on the cleaning of reusable PPE	WA / Senior Management	July/August	Ongoing
		Hand sanitizing dispensers positioned at each entry/exit point.				

		<p>Signage to be placed at all entrances and exits re-enforcing the COVID-19 procedures.</p> <p>Doors will be kept open during opening times to reduce touchpoint areas where possible.</p> <p>Groups of 15 maintained within a bubble for each lesson. Stations have been reduced to 4 to assist with social distancing.</p> <p>Coaching staff and gymnasts asked to wash hands or use hand sanitizing before and after each lesson.</p> <p>Online payments made available for all payments of courses and membership.</p> <p>No parents or spectators are allowed within the equipment areas within the hall. Allocated seating on bleachers are available. Parents are to respect social distancing guidance and are to leave a minimum of two empty seats between them and the next person/group.</p> <p>Guidance is provided on what to do if a child or family member has signs or symptoms of the Coronavirus.</p> <p>Chairs and benches have been moved removed.</p> <p>Fogging machines will be used when and where necessary to disinfectant large areas.</p> <p>Natural ventilation to remain open at 100% to allow air to circulate. Review Government / UK active guidelines.</p> <p>PPE items to be provided to all cleaners, including disposable head caps, face masks, gloves, apron and show covers.</p>	<p>clothing following government guidance.</p> <p>Gymnastics coaches/Assist coaches to complete induction of COVID-19 measures</p>	<p>Gymnastics Development & Assistant</p>	<p>9 August 2020</p>	<p><i>Training scheduled</i></p>
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		Monitor Government guidance and make necessary changes as the situation changes.				
Gymnastics Activity	Risk of injury through inadequate teaching and accident.	<p>Qualified 1st Aider is on-site at all times.</p> <p>All injures reported.</p> <p>Programmed sessions are controlled and organized.</p> <p>Coaching staff fully trained and qualified.</p> <p>Notices state that members and their guests are reminded that it is their responsibility to ensure that their medical condition is satisfactory for the activity they wish to pursue.</p>				
Slips, trips and falls, equipment left in the hall; benches & chairs, chalk on the floor.	Staff and members of the public may be injured if they trip over objects, or slip on spillages, e.g. drinks.	<p>Court checked before play can start.</p> <p>Staff clean up spillages immediately and leave the floor dry. Slip signs to be put out to advise users of the surface being wet.</p> <p>Covers are fitted over the holes for badminton and netball posts.</p> <p>Bins are provided in each section of the hall to prevent rubbish on the playing surface.</p>				
Manual Handling, setting up and putting away equipment	Staff risk injuries or back pain from handling heavy/bulky objects.	At least one member of the duty team to co-ordinate operation. Staff trained in manual handling techniques.				
Lighting/Cables and Rigs falling and causing harm	Users, visitors and staff	Annual visual checks being completed. Regular maintenance and service checks completed on cables, hoists, lights and rigs				

Action required (note any temporary action / control measures required):	Action Review Date	Action Completed (Name and title) / Date
Further actions that may require longer-term consideration:	Action Review Date	Action Completed (Name and title) / Date

Signature: <i>Wayne Alexander</i>	Date: 1 September 2020
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Assessment Review Date (as required): 31 August 2021

New risk assessment required: No

Completed by (Name):

Signature:

Assessment Review Date (as required):

New risk assessment required: Yes / No

Completed by (Name):

Signature: