

RISK ASSESSMENT FORM

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| Assessment No:42 | Locations/ Dept Jean Brown Arena | Persons Involved in or affected by task: | |
| Assessment Date: 21/09/2020 | Assessor's Name: Wayne Alexander | | |
| Task/ Activity/ Area Assessed | | Employees | X |
| Jean Brown Indoor Arena - Trampoline | | 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 | <p>Queuing system with 2m distancing along the JB corridor.</p> <p>Floor and wall signage to be fixed in agreed locations to enforce one-way system (inside and outside the hall) implemented to maintain 2m social distancing.</p> <p>Hand Dispensers positioned at each entry/exit point for both users and staff.</p> <p>Coaching staff and participants are asked to wash hands or use the hand sanitizer before and after each lesson.</p> <p>Cleaners are onsite throughout opening hours and are cleaning touchpoints and equipment where necessary before and after sessions.</p> <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.</p> <p>Booking system configuration changed to control capacity per hour to help</p> | <p>Member communication advising of requirements upon re-opening</p> <p>Send regular communications to staff, members, hirers, and contractors of COVID-19 guidelines.</p> <p>Staff training for cleaners, duty staff and receptionists to understand the COVID -19 policies and procedures.</p> <p>All staff will be trained on the cleaning of reusable PPE clothing following government guidance.</p> | <p>MR</p> <p>MR</p> <p>Management</p> <p>WA / Jan</p> | <p>July 2020</p> <p>July/August 2020</p> <p>June / July 2020</p> <p>June / July</p> | <p>✓</p> <p><i>Ongoing</i></p> <p>✓</p> <p>✓</p> |

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| | | <p>sustain social distancing during opening hours.</p> <p>Bookings to be staggered to reduce numbers at the changeover.</p> <p>No selling of equipment. Members are to provide and only use their own.</p> <p>No spectators</p> <p>Curtains to remain shut to provide three separate playing areas.</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. Training will be provided on the cleaning of shields and the disposal of disposal PPE items.</p> | | | | |
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| | | <p>We will continue to monitor British Gymnastics guidance on helping clubs reopen safely via their Step Forward Plan.</p> <p>Monitor Government guidance and make necessary changes as the situation changes.</p> | | | | |
| Trampoline Activity | Risk of injury through inadequate teaching and accident. | <p>Coaches trained and fully qualified. High level of information, instruction, supervision and coaching. Strict compliance with gymnastics code of practice.</p> <p>Qualified 1st Aider on site at all times. All injuries reported.</p> <p>Controlled and organized sessions. Coaching staff fully trained.</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> | | | | |
| Manual Handling, Setting up, putting away equipment, lifting children | Staff risk injuries or back pain from handling heavy/bulky objects. | <p>Coaches, helpers and at least 1 member of duty team to co-ordinate operation.</p> <p>Heavy items to be set up by staff who have received manual handling training and training on trampoline set up and set down.</p> | | | | |

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| Equipment and Lay Out | Staff and members of the public risk injuries. | <p>Use all available matting and end decks. Qualified coaches to be present prior to set up and to stay with activity at all times.</p> <p>Qualified 1st Aider on shift at all times.</p> <p>Compliance with British gymnastics code of practice.</p> <p>Trampoline coaches must complete regular checks of equipment, any faulty equipment is taken out of use and reported.</p> | | | | |
| Working with children | | All staff trained and fully qualified. All staff successfully CRB checked. | | | | |
| Lights | Risk of injury through hitting lights if not lowered | Lights raised during activity. | | | | |

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

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| Assessment Review Date (as required): 20/09/2021 | Assessment Review Date (as required): |
| New risk assessment required: Yes / No | New risk assessment required: Yes / No |
| Completed by (Name): | Completed by (Name): |
| Signature: | Signature: |

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| Signature: <i>Wayne Alexander</i> | Date: 21/09/20 |
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