



COVID-19 Risk Assessment Form

BEST Centre incorporating Burnley Gymnastics Club, Springs BEST Karate Club and Burnley BEST TT Club

This is additional to our existing Risk Assessment for the centre & all its activities.

Version 1 – 15/07/2020



Risk Assessment Form

This form is an additional Risk Assessment Specific to Covid-19 and is not an exhaustive list.

Form V1

Risk Assessment Number: V1		Date of Assessment: 15/7/2020		Generic Risk assessment covers other areas:								
Task / Work Activity / Work Area Assessed: Covid-19 Procedures		Assessment Carried By: D. Wright		Substances Hazardous to Health: Manual Handling: Fire Exit & Procedures Violence and threats								
Worst Case Outcome					Likelihood					Risk Rating Outcome X Likelihood		
10	8	5	3	1	10	8	5	2	1	High	Medium	Low
Fatality	Severe Injury	Lost time Injury	Minor Injury	No Injury	Certain	Very likely	likely	Unlikely	Remote	50-100	20-49	1-19
Persons affected by the Activity	Identified Hazards	Control Measures Already in Place				Outcome	Likelihood	Risk Rating	Is further action required Yes/No			
Staff, Children Parents	Children and Parents arriving on site (Possible cross contamination)	<ul style="list-style-type: none"> • Training sessions to be staggered to avoid cross over • Gymnasts should come in their gear ready as no changing facilities will be open • Training programme changes to accommodate phased return for all participants. • Parents to use a drop off and collect system. 				5 Lost Time Injury	5 Likely	25 Medium	Y			

		<p>Parents are not to wait inside the gym or corridors whilst training is taking place.</p> <ul style="list-style-type: none"> • Coaches will sign gymnasts out after sessions. • Viewing areas are open for parents/guardians of participants with pre-existing health conditions. • On entrance to the gym corridor and also prior to entering the room upstairs. • Any spectators must sign the track and trace logbook. • Sanitising of equipment will take place in between sessions with time allowance in place between classes. • 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 before & after the session ends. • Parents and coaches are reminded that anyone at home who is deemed vulnerable or shielded (new and expectant mother, elderly) should not attend any sessions until further notice. 				
Staff, Children Parents	Droplets or virus being live on equipment (high touch area)	<ul style="list-style-type: none"> • All equipment will be cleaned prior and after each use. (time allowance has been put in place with new programme). • Mats will be wiped down after every session, before a new class starts. • Additional checks that equipment has been wiped down before start of next session to be made by the Head Coach. 	5 Lost Time Injury	5 Likely	25 Medium	Y

Staff, Children Parents	Droplets or virus being live on equipment (high touch area)	<ul style="list-style-type: none"> All equipment will be cleaned but some will not be used unless a suitable cleaner is available that will not ruin fabrics. Every handle will be cleaned and doors kept propped open where possible so no one needs to use handles. Toilet lights will always be switched on to avoid touching light switches. 	5 Lost Time Injury	5 Likely	25 Medium	Y
Staff, Children Parents	Leaving the Gym	<ul style="list-style-type: none"> Line children up and sanitise of hands should take place prior to leaving through the exit. Children who are not collected at said time will be moved to an isolated area so not to cross contaminate with newcomers. Parents must leave an up to date contact number and email address on all participant registers. 	5 Lost Time Injury	5 Likely	25 Medium	Y
Staff, Children Parents	Personal Hygiene, Sneezing, Coughing.	<ul style="list-style-type: none"> Good hygiene practice in place. All participants must arrive clean and tidy with clean apparel for that sport. Tissues available. Hand wash stations available for use Bins are cleaned after each day. Cough and sneeze into the crook of their elbow and use a separate bathroom if possible. Anyone showing signs of illness will be asked to wait in the isolation area and parents informed for collection. 	5 Lost Time Injury	5 Likely	25 Medium	Y

<p>Staff, Children Parents</p>	<p>Identification of potential infection:</p> <ul style="list-style-type: none"> • Cough • Fever • Shortness of breath • Sore Throat 	<ul style="list-style-type: none"> • Isolation area available to accommodate person/s • Session will be moved areas until cleaning has been carried out in that area. • Risk assessment reviewed regularly. • No participation by any child should any family member in the household be self-isolating • Medication must be kept in a clear bag and marked with participants name on. • No personal items should be brought or left on site. • Drinks should be placed in the cubby holes as directed by the coaches. • Any items left at the end of the session will be placed in the bin. Lost property system is on hold. • No food and drink should be brought into the spectator areas. Any person found with external food or drink will be asked to leave. 	<p>5 Lost Time Injury</p>	<p>5 Likely</p>	<p>25 Medium</p>	<p>Y</p>
<p>Staff, Children Parents</p>	<p>Returning from a category 1 country</p>	<p><u>Category 1 Countries</u> 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><u>Category 2 Countries</u> Travelers do not need to undertake any special measures, but if they develop symptoms, they should self-isolate and call NHS 111.</p>	<p>5 Lost Time Injury</p>	<p>5 Likely</p>	<p>25 Medium</p>	<p>N</p>

Risk Assessment Form Cont.

Further Control Measures	Further Control Measures Follow Up		
	Allocated to (Name)	Target date	Date completed
<ul style="list-style-type: none"> Parents to be advised that a drop off and collect system will be implemented, viewing areas will be closed. Parents must wait in vehicles where possible with engines turned off for environmental reasons. Produce a walk through video of new procedures. 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 Staff members to sign an inspection sheet to show that the equipment has been cleaned and wiped down after every session Display posters for good hygiene, i.e. handwashing & sanitising 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"> -Isolate the individual at least 2 meters away from other people, -Go to an isolation room or area behind a closed door such as a sick bay, or office, -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. Site closure may be advised by Public Health England 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: https://111.nhs.uk/covid-19 	KS	25/07/2020	

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

SAMPLE