

Coronavirus (COVID-19) Risk assessment		
Setting: Woodstock Gymnastics Club	Assessment by: Hanniah Brooks – Head Coach	 <b>WOODSTOCK</b> GYMNASTIC CLUB
Date: June 2020 Review Date: August 2020	<b>Red</b> – high risk <b>Yellow</b> – medium risk <b>Green</b> - little or no risk	

Focus	Area of consideration	Recommendation	Risks and level of risks
Children	Drop off	<ul style="list-style-type: none"> <li>Families to be given a specific entrance to use. Social distancing to be adhered to at all times.</li> <li>Parents to drop and pick up the children at the same door each time. Parents are to demonstrate social distancing at all times, cones/chalk markings on the floor will demonstrate 2 meters. A member of staff will be at the front door to welcome children and take the register. Bags to go into individual trays outside of the building.</li> <li>Only children who are symptom free or have completed the required isolation period attend camp.</li> <li>On arrival at camp, it is reasonable to ask if parents, children or any member of the household have any of the symptoms of COVID-19 (high temperature or a persistent cough). If the answer is yes, they should not be allowed to leave their child at camp. The child cannot return until a negative test result has been confirmed and agreed return with camp manager or current isolation guidelines followed.</li> <li>No toys, teddys (or similar) to be brought in from home.</li> </ul>	<ul style="list-style-type: none"> <li><b>PARENTS ARE NOT PERMITTED TO ENTER THE BUILDING.</b></li> <li><b>Families will not stick to staggered times or use good time management</b></li> <li><b>Families will not stick to social distancing</b></li> <li><b>Families will not be truthful about household health</b></li> <li><b>Children will want toys/teddies/blankets from home, raising risk of contamination</b></li> <li><b>Only 1 adult per family to drop off/collect, limit siblings that come with them where possible.</b></li> <li><b>Staff will not challenge families about health</b></li> <li><b>Hands will not be washed thoroughly</b></li> <li><b>Children will touch face, hands, mouth</b></li> <li><b>Non-essential travel and social interaction guidelines not followed by staff and families</b></li> <li><b>Families not telling us children have had medication</b></li> <li><b>Enough staff in to ensure children can adapt easier to routine changes</b></li> </ul>

		<ul style="list-style-type: none"> <li>• Children to enter the building and staff take them to wash hands thoroughly on arrival at camp, when moving from inside/outside and before eating.</li> <li>• Encourage children to avoid touching their face, eyes, nose and mouth.</li> <li>• All children coming to camp should avoid all non-essential public transport travel, and outside of camp hours, follow national guidelines for social interaction.</li> <li>• Any child who has been told to shield or who is clinically vulnerable or live in a household with someone who has been advised to shield or is clinically vulnerable cannot attend camp.</li> <li>• Any child who has taken any form of paracetamol or ibuprofen will not be allowed into camp for 48hours after symptoms have ended.</li> <li>• Any child who displays signs of a cold will not be allowed into camp until 48hours after symptoms have ended and a negative test result.</li> <li>• Children taking time to settle after prolonged break from gymnastics and change in routine.</li> <li>• Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child.</li> <li>• Aim to limit drop off and pick up to <u>1 adult per family</u>.</li> </ul>	
	Physical distancing/ grouping	<ul style="list-style-type: none"> <li>• Childrens sessions will be organised into small groups of attendance, wherever possible these small groups or “bubbles” should not mix during the week.</li> <li>• Care routines including provision of food should be within the space allocated to each “bubble” wherever possible.</li> <li>• The use of communal internal spaces should be restricted as much as possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Parents need for childcare, will need to be juggled against ratios and “bubbles”.</li> <li>• Staff mixing with different “bubbles” and cross contamination.</li> <li>• Lack of space to have multiple bubbles</li> </ul>

	<ul style="list-style-type: none"> <li>Outdoor spaces should be divided up to be used by different “bubbles”.</li> </ul>	
Gymnastics sessions	<ul style="list-style-type: none"> <li>Implement social distancing where possible:             <ol style="list-style-type: none"> <li>Small groups</li> <li>Parents to leave the site promptly after dropping off children.</li> </ol> </li> <li>Minimise the resources available to those that can be cleaned effectively.</li> <li>Cleaning of apparatus after each rotation.</li> <li>Double up of apparatus to reduce the number of children sharing equipment.</li> <li>Ensure children wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing.</li> </ul>	<ul style="list-style-type: none"> <li>Social distancing is virtually impossible with Primary age children.</li> <li>Parents will gather in social groups outside premises.</li> <li>Children will not understand they cannot mix with other bubbles or the importance of using only the equipment they are given at that time.</li> </ul>
Childrens Wellbeing and education	<ul style="list-style-type: none"> <li>Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.</li> <li>Children should be supported to understand the changes and challenges they may be encountering as a result of COVID-19 and staff need to ensure they are aware of children’s attachments and their need for emotional support at this time.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to encourage hand washing and importance of this - sing ‘Happy Birthday’ twice / 20 seconds.</li> <li>Staff awareness of childrens needs and abilities</li> <li>Staff awareness of children needing more reassurance</li> <li>Follow current guidance on changes relevant to Covid 19 response.</li> </ul>
Toileting and cleaning up of accidents.	<ul style="list-style-type: none"> <li>Children should be supported to do as much for themselves as possible.</li> <li>Limit number of children using sinks, one per sink. Take small groups and do not all go at once.</li> <li>Children should not attend if unwell.</li> <li>If an accident happens whilst it is dealt with no one else should use the bathroom.</li> <li>Once the child has been sorted out then the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> </ul>	<ul style="list-style-type: none"> <li>Children struggle to wait their turn.</li> <li>Not being cleaned properly</li> <li>Children must be accompanied when using the toilet to ensure prompt cleaning and limit contact between children in bathroom</li> </ul>

	<p>If a child starts displaying symptoms.</p>	<ul style="list-style-type: none"> <li>• Children should use the toilet/s allocated to their bubble.</li> <li>• If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate per the guidelines.</li> <li>• A child awaiting collection should be moved, if possible and appropriate, to a room where they can be isolated behind a closed door. If it is not possible to isolate them move them to an area which is at least 2 metres away from other people. A window should be opened for ventilation. If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</li> </ul> <p>If clinical advice is needed, the setting staff, parent or guardian should go online to NHS 111 (or call 111 if they don't have internet access)</p>	<ul style="list-style-type: none"> <li>• Parents must agree to prompt collection within the disclaimer, before child attends camp. If a parent cannot agree to prompt pick up, then the child cannot attend camp.</li> <li>• Parents to confirm emergency contact details before child attends, to ensure we have correct telephone numbers.</li> </ul>
Workforce	Attendance	<ul style="list-style-type: none"> <li>• Staff should only attend camp if they are symptom free, have completed the required isolation period or achieved a negative test result.</li> <li>• Risk assessing with health questionnaire for staff.</li> <li>• Consideration should be given to limiting the number of staff in camp at any one time to only those required to care for the expected occupancy levels on any given day.</li> <li>• All staff coming to camp should avoid all non-essential public transport travel, whenever possible and outside of camp hours, should minimise social interactions, as per the national guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to be vigilant on health and stay away if unwell.</li> <li>• Testing is available to all key workers and their households.</li> <li>• Current government guidance to be followed.</li> <li>• Staff to receive a copy of policy and risk assessment documents before return. A copy will be retained at camp and signed by all staff to say that they have received and read a copy.</li> </ul>

		<ul style="list-style-type: none"> <li>• Staff should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of the children and themselves.</li> </ul>	
Food Preparation, snack and lunches		<ul style="list-style-type: none"> <li>• Be mindful of the number of children in the food area.</li> <li>• Spread tables out, children sat as spread out as possible.</li> <li>• No food/drinks provided by camp.</li> <li>• Children to bring their own snack in a separate labelled sandwich bag</li> <li>• Staff and Children MUST wash hands before prep or eating</li> <li>• Staff and children MUST wash hands after eating.</li> <li>• Adults to handle eaten food as little as possible.</li> <li>• Children and adults to be responsible for their own food rubbish.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular hand washing before prep and eating.</li> <li>• Regular hand washing after eating.</li> <li>• Children and staff to put their own rubbish in the bin.</li> <li>• If children are very messy, staff need to use appropriate PPE to clean.</li> <li>• Limited space for eating. Children at various stages of being self-sufficient. Younger children may struggle with basic table manners and cough, spit food out.</li> </ul>
Workforce and Parents	Physical distancing/grouping	<ul style="list-style-type: none"> <li>• Wherever possible, staff should remain with their designated bubble/ small group of children.</li> <li>• On the designated member of staff should support a child performing a skill if required.</li> <li>• Social distancing must be maintained during breaks.</li> <li>• Staff members should avoid physical contact with each other including handshakes, hugs etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Physical distancing is impossible if supporting a gymnasts doing a skill</li> <li>• Social distancing between primary age children is no realistic, even though staff can be vigilant and minimise it in many situations.</li> </ul>
	Training	<ul style="list-style-type: none"> <li>• All staff members must receive appropriate instruction and training on infection control and the standard operation procedure and risk assessments within which they will be operate.</li> </ul>	<ul style="list-style-type: none"> <li>• Training available online for infection control and covid 19. Woodstock Gymnastics Club to provide material for staff to read and staff must sign before the start of camp to confirm they have read and understood the information.</li> </ul>
Parents and Visitors	Communication	<ul style="list-style-type: none"> <li>• Parents should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of their children and themselves.</li> </ul>	<ul style="list-style-type: none"> <li>• Policies and disclaimer to be sent out to each family at the time of booking.</li> <li>• All families to return a signed contract before return</li> </ul>

		<ul style="list-style-type: none"> <li>Woodstock Gymnastics Club to clearly and promptly keep all staff informed of changes and details of policies etc.</li> </ul>	
	Visits	<ul style="list-style-type: none"> <li>Attendance to camp should be restricted to children and staff as far as practically possible and visitors should not be permitted to the building unless essential (e.g. essential building maintenance).</li> <li>Where essential visits are required these should be made outside of the usual camp hours where possible.</li> </ul>	<ul style="list-style-type: none"> <li>Produce virtual tour to send out prior of camp to familiarise children with the camp layout etc.</li> <li>Unannounced visitors not to be admitted</li> <li>Visitors by appointment only</li> </ul>
Travel	Travel associated with camp operations	<ul style="list-style-type: none"> <li>Wherever possible staff and parents should travel to the camp using their own transport. If public transport is necessary, current guidance on the use of public transport must be followed.</li> </ul>	<ul style="list-style-type: none"> <li>Guidance not followed</li> </ul>
PPE	Both Workforce and children	<ul style="list-style-type: none"> <li>Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus.</li> <li>The majority of staff at camp will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including: <ul style="list-style-type: none"> <li>Those whose care routinely already involves the use of PPE due to their care needs should continue to receive their care in the same way</li> <li>If someone becomes unwell with symptoms of coronavirus whilst at camp and needs direct</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</li> <li>Disposable gloves, apron and fluid resistant mask to be available to staff to use appropriately.</li> <li>Staff to be aware that PPE supplies are available and must be used appropriately i.e. one pair of gloves at a time. Facemasks only when a child becomes unwell.</li> <li>PPE may not be available to purchase or be in short supply. Should this happen and all reasonable attempts to get more fails then camp should close.</li> <li>All PPE, personal and camps, should be used according to current guidelines. The touching of masks/shields should be treated</li> </ul>

		<p>personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</p>	<p>in the same way as touching a face. Hands will require washing for at least 20 seconds.</p>
Cleaning	Undertake regular cleaning	<ul style="list-style-type: none"> <li>• Clean AND disinfect frequently touched surfaces throughout the day.</li> <li>• This includes tables, chairs, resources, equipment, apparatus, doorknobs, light switches, countertops, handles, toilets, taps, and sinks.</li> <li>• Wear one pair of disposable gloves for cleaning and dispose of immediately after cleaning.</li> <li>• Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products you normally use.</li> <li>• Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaning not completed thoroughly</li> <li>• Cleaning supplies not available</li> <li>• Cleaning implemented before closure to be continued.</li> <li>• Soft toys and furnishings to be removed where possible.</li> <li>• Resources not in use should be behind plastic covers and disinfected before use.</li> </ul>
Cleaning REVIEWS:	Cleaning of electronics	<ul style="list-style-type: none"> <li>• Regularly clean electronics, such as tablets, touch screens, keyboards, and telephones throughout the day.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
	Disposal of potentially contaminated waste	<ul style="list-style-type: none"> <li>• Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until: <ul style="list-style-type: none"> <li>1) the individual tests negative; waste can then be put in with the normal waste</li> </ul> </li> <li>• the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste</li> </ul>	<ul style="list-style-type: none"> <li>• storage issues</li> </ul>
REVIEWED BY:		Sign and Date:	COMMENTS:
Hannah Brooks (Head Coach)		July 2020	

