

**HSE Risk assessment template**

 **Company name: John Taylor MAT – East Staffs Gym Club Assessment carried out by (name/school): Ann Lowe**

 **Date of next review: TBC Date assessment was carried out: 16th June 2020**

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| --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing to control the risks?** | **What further action do you need to take to control the risks?** | **Who needs to carry out the action?** | **When is the action needed by?** | **Done** |

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| **Spread** | Coaches | **PERSONAL HYGIENE** |   |   |   |   |
| **of Covid-19** | Gymnasts | • Soap and water available | Check supply | Coach/Sch | each day |   |
|   |   | • Disposable hand towels | Check supply | Coach/Sch | each day |   |
|   | Vulnerable groups | • Hand sanitiser on entry | Check supply | School | each day |   |
|   |   |  Not with an open wound | Send home | Club | each class |   |
|   | Anyone else who  | • Hand sanitisers at each | 6 Sanitisers & refill bottle bought | Club |   | Yes |
|   | comes in contact  |  piece of apparatus for | Coaches check they are full and | Club | each day |   |
|   | with the above |  use between each rotation | supervise use. Parents to be given | Club | each rotation |   |
|   |   |   | ingredients in case of allergy? |   |   |   |
|   |   | •Tissues in disposable bag | Check enough Tissues & bags | Club | each day | Yes |
|   |   | • Posters as reminders | 6 large posters made or bought | Club | by start date |   |
|   |   | **CLEANING PRIOR TO START** |   |   |   |   |
|   | Cleaners | • Gym, office and corridor | Check with Premises Manager | School | by start date | Yes |
|   |   | • Changing rooms & toilets | Check with Premises Manager | School | by start date | Yes |
|   |   | • Toilets | Flushed regularly during lockdown | School | each day | Yes |
|   |   | • Large equipment | Brushed, wiped & vacuumed as in | Club | by start date |   |
|   |   |   | Gymnova recommendations |   |   |   |
|   |   | • Small equipment | Wiped following BG advise | Club | by start date |   |
|  |   | **MAINTENANCE** |   |   |   |   |
|   | Contractors and | • Fire equipment  | Tested | School | by start date |   |
|   | Site Manager | • Electricity | Tested and certificate produced | School | by start date |   |
|   |   | • Telephone | Tested | School | by start date |   |
|   |   | • Heating | Tested | School | by start date |   |
|   |   | **ON-GOING CLEANING** |   |   |   |   |
|   | Cleaners | • Whole area cleaned daily | Check with Premises Manager | School | each day |   |
|   | Coaches | • Equipment | Wiped down after each class | Club | end of day |   |
|   |   | • All handles, doors, surfaces | Wiped down at end of evening/Sat | Club | end of day |   |
|   |   | • Toilets  | Flushed several times during day | Club | end of day |   |
|   |   | **VENTILATION** |   |   |   |   |
|   | Maintenance | • Free passage of air | All windows and doors to be kept  | School | each day |   |
|   |   |  No air conditioning | open prior to & during classes | Club | each class |   |

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| **Spread** |   | **SOCIAL DISTANCING** |   |   |   |   |
| **of Covid-19** | Gymnasts | • Reduced numbers to | Only small groups in at a time | Club | prior to start |   |
|   |   |  comply with Gov orders | Registers to be adapted |   |   |   |
|   |   | • Review start & finish times | Sufficient time between groups to | Club/sch | prior to start |   |
|   |   |   | reduce numbers on site & to clean |   |   |   |
|   |   | • Corridor restrictions | No parents allowed in | Club | prior to start |   |
|   |   |   | Posters clearly displayed |   |   |   |
|   | Parents | • Waiting to enter from | 2 metre markings to keep distance | School | prior to start |   |
|   |   |  outside | 2 m from door & 2 m back  |   |   |   |
|   |   | • Only 1 gymnast in at a time | Parents wait outside with child in | Club | each class |   |
|   |   |   | car or to the left (when facing entry) of the main door. Move to |   |   |   |
|   |   |   | marks on ground when available |   |   |   |
|   |   |   |  |   |   |   |
|   | Coaches | • Child enters and uses the | 1 coach supervises from a distance | Coach | each class |   |
|   |   |  sanitiser |   |   |   |   |
|   |   | • Child removes shoes and | 1 coach supervises from a distance | Coach | each class |   |
|   |   |  walks to gym door. |   |   |   |   |
|   |   | • Markers around the | Large numbered crosses to be | Club | prior to start |   |
|   |   |  perimeter of the gym | put on benches 2 metres apart |   |   |   |
|   |   | • Gymnast told which | 1 coach supervises from a distance | Coach | each class |   |
|   |   |  numbered cross to go to |   |   |   |   |
|   |   | • Gymnast stays till told | Large numbered crosses to be | Coach in | each class |   |
|   |   |  to go to cross on floor | put on floor 2 metres apart | charge |   |   |
|   |   | • Gymnasts kept 2m apart | All activities carefully prepared and | Coach in | each class |   |
|   |   |   | supervised to ensure distancing | charge |   |   |
|   |   | • Dispersal | Gymnasts return to their numbered  | Coach in | each class |   |
|   |   |   | cross on the bench. Pick up shoes: | charge |   |   |
|   |   |   | wait to be told when to leave by far |   |   |   |
|   |   |   | fire exit. Parents to queue by steps |   |   |   |
|   |   |   | Sanitiser provided on leaving | Club | prior to start |   |
|   |   | • Personal hygiene | Only 1 child at a time to toilet | Coach | each class |   |
|   |   |   | Club to devise a way to monitor | Club | prior to start |   |
|   |   | • Cleaning between groups | All equipment to be sprayed and | All | between |   |
|   |   |   | wiped over. Handles etc wiped. | coaches | each group |   |
|   |   |   | Toilets flushed & surfaces sprayed |   |   |   |