

RISK ASSESSMENT

TETBURY GYMNASTICS CLUB

Venue:
Sir William Romney's School,
Tetbury

Assessment by:
Neal Berry & Helen Berry

Date:
18/04/2021

Activity being assessed:
Gymnastics sessions in gym hall



Review Date:
01/09/2023



Hazard / Risk	Who is at Risk?	Control Measures <i>(Brief description and/or reference to source of information).</i>	Likelihood (See matrix)	Severity (See matrix)	Risk Rating (See matrix)
Lack of qualified coaches Injury	Gymnasts	<ul style="list-style-type: none"> A minimum British Gymnastics level 2 coach/activity instructor must be present at all sessions and takes the lead. Coaches who have completed the British Gymnastics 'Gymnastics Helper' course or the obsolete British Gymnastics 'Core Proficiency' course must be supervised by a minimum British Gymnastics level 2 coach/activity instructor. If no British Gymnastics level 2 or above coach/activity instructor – no session. Current British Gymnastics coach to gymnast ratios are met at all times. 	Rare	Major	Moderate (4)
Lack of adult supervision Unable to manage in an emergency	All	<ul style="list-style-type: none"> Where the coaching staff does not include 2 18+ adults, a chaperone is required for the session to run. If there are not 2 adults present – no session. 	Rare	Major	Moderate (4)
Gymnastics sessions a) Injury during set up / set down b) Injury during activity	Coaches Gymnasts	<ul style="list-style-type: none"> Gymnastics equipment setup / set down – only permitted with qualified and insured British Gymnastics Coaches present. All gymnastics activities to be carried out in line with all best practice guidelines set out by British Gymnastics which all qualified coaches have been advised on during their qualification process. British Gymnastics club insurances in place and all coaches membership insurance in place before any activity happens in the gym. All gymnasts required to be coached by a suitably insured coach who is qualified to coach to the level of participation. Regular inspection and annual maintenance of all gymnastics equipment. Appropriate spotting aids, including crash mats and floor mats deployed throughout the entire gymnastics area (where appropriate). 	Unlikely	Minor	Moderate (4)

		<ul style="list-style-type: none"> • Full visual inspection of all apparatus and gymnastics area carried out at regular intervals throughout the session, and any irregularities or problems addressed. 			
Air track a) Injury during set up / set down b) Injury during activity	Coaches Gymnasts	<ul style="list-style-type: none"> • Moved from storage area on wheeled trolley and at least two coaches to unroll. • Inflated and checked for damage before session begins • Fan located to one side of the air track away from mounting points for gymnasts and inflating tube fully extended. • Set up with no trailing cables in walk-ways or activity areas. • Gymnasts must only use the air track under the instruction of a qualified coach. • Air track deflated and switched off when not in use. • Spotting aids and floor mats / crash mats at either end to prevent roll off injury. • To set down - Unplugged and disconnected first allowing time for the air to fully escape. At least two people fold and roll up and rolled onto the trolley. Wheeled trolley used to transfer the air track back to the storage area. 	Possible	Minor	Moderate (6)
14-16 year old coaches / Young Leader / Volunteers Injury - Children/young people are more at risk for injuries sustained at work due to youth and lack of experience in the workplace.	Young Leaders / Volunteers	<ul style="list-style-type: none"> • 14-16 year old coaches / Young leaders / volunteers should have completed the relevant application form. • Any necessary checks eg. DBS / Safeguarding to be in place before working within a session. • Should have British gymnastics membership. • Young leaders / volunteers are counted within the number of allowed gymnasts within the session that they are working in. • Young leaders should not undertake cleaning duties. • 14-16 year old coaches only undertake light cleaning duties. • Work under the direct supervision of the lead coach. • Anyone under the age of 16 should not lift heavy equipment. 	Unlikely	Minor	Moderate (4)
Fire Injury through burns / smoke inhalation	Coaches Gymnasts	<ul style="list-style-type: none"> • Clear evacuation procedure as per SWR building evacuation plan - assembly point on tennis courts. • Procedure communicated to gymnasts at the start of each term • Regular planned fire drills. • Access to fire exits kept clear at all times. • Door through to main hall to be checked as unlocked during set up. If not unlocked, caretaker to be contacted to request unlock and report to Chair. • Alarm system and fire extinguishers maintained by SWR. • Coaches main priority is to evacuate and maintain the safety of gymnasts and themselves. • Registers should be collected by lead coach and toilets checked and all gymnasts and coaches to be accounted for following evacuation. • Emergency services to be called if necessary. 	Rare	Catastrophic	Moderate (5)

		<ul style="list-style-type: none"> No-one to return to the building until it is deemed safe by the lead coach. 			
COSHH Injury caused by hazardous chemicals	Coaches Gymnasts	<ul style="list-style-type: none"> Refer to separate risk assessment for use of fogger and associated chemicals. No other cleaning products to contain harmful or irritant chemicals. All cleaning products to be stored securely during gymnastics session. Disposable gloves and aprons to be worn when cleaning and disposed of safely once cleaning is complete. Staff trained in club cleaning policies and procedures. Aktovora hand sanitiser used - plant based with no alcohol and no known irritants. 	Possible	Moderate	Moderate (9)
Illness / Accidents Injury	Coaches Gymnasts	<ul style="list-style-type: none"> At least one qualified over 18 first aider on site during all gymnastics activity. Appropriately stocked first aid kit available. Checked at the start of each new term and topped up accordingly. Emergency contact numbers readily available but in line with GDPR. Accidents/injuries recorded using first aid forms and communicated to parents. All accidents/injuries to be reviewed and reported under RIDDOR and to British Gymnastics as necessary. Club keeps anonymised record of accidents/injuries/near misses to make improvements. 	Likely	Minor	Moderate (8)
Un-DBSed adult as part of the team (eg chaperones, committee member) Safeguarding risk	Young people	<ul style="list-style-type: none"> Chaperones are required to read the information on our website before carrying out their duty. Committee members/volunteers are reminded that they should not leave themselves in a position alone with a young person. Chaperones must not use mobile phones or tablets during the session. 	Unlikely	Major	Moderate (8)
Open Sessions Accident/injury – increased risk as visitors can cause a distraction, addition young people in the room under parental care.	All	<ul style="list-style-type: none"> Parents/carers reminded that they must sit quietly and watch the activities. Parents/carers responsible for any non-gymnast siblings throughout the session and are reminded that they must not attempt to use any of the gymnastic equipment. Notices informing parents/carers that visitors must not use mobile phones or tablets during the session. Coaches to remind gymnasts that they should concentrate on what they are doing and not their family. 	Possible	Minor	Moderate (6)
COVID-19 a) Illness b) Lack of coaches	All	<ul style="list-style-type: none"> All persons entering and exiting the gym will be required to use hand sanitiser. Parents advised that gymnasts must not attend with any COVID symptoms. Gymnasts should be made aware to notify coaches if they feel unwell during the session. 	Unlikely	Major	Moderate (8)

		<ul style="list-style-type: none"> • Gymnasts are advised to bring their own named water bottle. • Gymnasts have a designated box for their belongings. • Coaches may wear face coverings during sessions if they wish- • Encourage coughing/sneezing into crook of elbow. 			
Failure of equipment Injury	All	<ul style="list-style-type: none"> • Equipment is tested on a regular basis and a record kept by the club. • Visual checks are carried out by coaches as equipment is set up. • Any equipment that is faulty or whether a coach is unsure if it is safe to use should not be used. This should be marked as faulty to inform other coaches, as well as being reported to the Health & Safety Officer. 	Unlikely	Major	Moderate (8)
GDPR breach a) Fine b) Reputational damage	All	<ul style="list-style-type: none"> • Committee and coaches trained in GDPR and procedures in place accordingly. • Confidential paperwork to be kept within a folder when not in use and locked away between sessions. • GDPR breaches should be reported to the Data Protection Officer via the club email. 	Possible	Minor	Moderate (6)

REVIEWS:		
DATE OF REVIEW: 06/09/2021	REVIEWED BY: Anne Anderson	COMMENTS: Reduced Covid restrictions and a move back to the school gym means this risk assessment has been updated.
DATE OF REVIEW: 29/08/2022	REVIEWED BY: Anne Anderson	COMMENTS: Reduced Covid restrictions further as well as reintroducing the open sessions for parents/carers. Also addition of un-DBSed adult as part of the team (eg chaperone), lack of qualified coaches, lack of adult supervision, equipment failure and GDPR breach.
DATE OF REVIEW:	REVIEWED BY:	COMMENTS:

		Consequences				
		Insignificant (1) No injuries / minimal financial loss	Minor (2) First aid treatment / medium financial loss	Moderate (3) Medical treatment / high financial loss	Major (4) Hospitalable / large financial loss	Catastrophic (5) Death / massive financial loss
Likelihood	Almost Certain (5) Often occurs / once a week	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	Likely (4) Could easily happen / once a month	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	Possible (3) Could happen or known it to happen / once a year	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely (2) Hasn't happened yet but could / once every 10 years	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	Rare (1) Conceivable but only on extreme circumstances / once in 100 years	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)