Risk Assessment Guidance

The assessor can assign values for the hazard severity (a) and likelihood of occurrence (b)  
(taking into account the frequency and duration of exposure) on a scale of 1 to 5,   
then multiply them together to give the rating band:

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| --- | --- |
| Hazard Severity (a) | Likelihood of Occurrence (b) |
|
| 1 – Trivial (eg discomfort, slight bruising, self-help recovery) **2 – Minor** (eg small cut, abrasion, basic first aid need)  **3 – Moderate** (eg strain, sprain, incapacitation > 3 days)  **4 – Serious** (eg fracture, hospitalisation >24 hrs, incapacitation >4 weeks)  **5 – Fatal** (single or multiple) | **1 – Remote** (almost never)  **2 – Unlikely** (occurs rarely)  **3 – Possible** (could occur, but uncommon)  **4 – Likely** (recurrent but not frequent)  **5 – Very likely** (occurs frequently) |

The risk rating (high, medium or low) indicates the level of   
response required to be taken when designing the action plan.

**Trivial**

**Minor**

**Moderate**

**Serious**

**Fatal**

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| --- | --- | --- |
| Rating Bands (a x b) | | |
| **LOW RISK**  **(1 – 8)** | **MEDIUM RISK**  **(9 - 12)** | **HIGH RISK**  **(15 - 25)** |
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| Continue, but review periodically to ensure controls remain effective | Continue, but implement additional reasonably practicable controls where possible and monitor regularly | -STOP THE ACTIVITY-  Identify new controls. Activity must not proceed until risks are reduced to a low or medium level |

**Remote**

**Unlikely**

**Possible**

**Likely**

**Very likely**

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| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| **2** | **4** | **6** | **8** | **10** |
| **3** | **6** | **9** | **12** | **15** |
| **4** | **8** | **12** | **16** | **20** |
| **5** | **10** | **15** | **20** | **25** |

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| Risk Assessment Record | | |
| Risk Assessment of:  Gymnastics training sessions and competitions | Assessor(s):  Emily Parkinson | Date:  26/09/2021 |
| Overview of activity / location / equipment / conditions being assessed: | All activities undertaken with gymnastics club members (training sessions, competitions, socials etc) | |
| Generic or specific assessment?  Generic | Context of assessment:  Easing of covid restrictions in England - stage 4 of government roadmap | |

| # | Hazard(s) identified | Persons affected | Existing controls & measures | A | B | A x B | Additional controls required | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| COVID-19 | | | | | | | | |
| NGB Guidelines: <https://www.british-gymnastics.org/home-country-guidance>  <https://www.british-gymnastics.org/step-forward-faqs>  - Maintaining appropriate cleaning regimes and cleaning surfaces that people touch regularly  - Keeping occupied spaces well ventilated and identifying poorly-ventilated areas in the venue and taking steps to improve air flow  - no spectators.  - Members experiencing COVID-like symptoms will not be allowed to enter the gym  -The club will follow the University and DSDR Covid guidance  -The club will adhere to any facility capacity restriction for the facilities used  (Updated 26/09/21) | | | | | | | | |
| 1 | Transmission of COVID-19 at Baskerville’s | Baskerville’s Staff  Participants | * New procedures in place in the gym following British Gymnastics and Government guidelines (see attached RA from Baskerville’s) * Monday sessions (beginner/intermediate) split into 2 staggered sessions each led by a designated coach and including a max. of 32 participants (2x32) * Thursday sessions (advanced) capped at 20 participants | 4 | 3 | 12 | * Participants to sign-up to sessions beforehand. Participant info will be communicated to Baskerville’s for Track & Trace purposes. * Info on new procedures to be sent to participants before they attend a session | |
| 2 | Transmission of COVID-19 in the dojo (STV) | STV Staff  Participants | * New procedures and RA in place in the STV * Cap number of participants according to STV guidelines on maximum capacity * Ensure participants wash their hands before and after each session * Committee to clean mats using the equipment supplied by the SU before and after each session | 4 | 3 | 12 | * Participants to sign-up to sessions beforehand. Participant info will be communicated to the STV for Track & Trace purposes. * Info on new procedures to be sent to participants before they attend a session | |
| 3 | Transmission of COVID-19 during socials | Participants | * Socials moved to online platforms wherever possible * In-person socials to follow government covid guidelines | 4 | 3 | 12 | * Participants to sign-up for in-person socials to ensure appropriate numbers * Ensure socials are adapted or cancelled if government guidelines change | |
| SECTION 1: Baskerville’s sessions | | | | | | | | |
| 1 | Fire in gym | Everybody | * Fire exits clearly signposted * Fire alarm regularly checked | 5 | 1 | 5 | * N/A | |
| 2 | Equipment malfunction | Participants | * Equipment is regularly checked and maintained by Baskervilles coaches * Equipment setups are visually checked before each use | 3 | 2 | 6 | * N/A | |
| 3 | Inadequate personal attire and training gear | Participants | * Ensure all participants are wearing appropriate clothing for activities * Ensure all participants remove jewellery before session * Long hair is tied back | 2 | 3 | 6 | * N/A | |
| 4 | Injury from performing skills | Participants | * All stations will have a qualified coach to teach and supervise gymnasts * Progressive preparatory moves will be used to teach a new skill, involving slow progression using the specialised protective equipment available in the gym (mats, foam pits, etc.) * Use of spotter with correct spotting technique when gymnasts are first performing a new move or are not feeling confident * The warmup will be led by a qualified coach * If an accident does occur, ensure the completion of an appropriate Accident Report form and forward it to the Students Union * First aiders are always available, and first aid kits and ice packs are readily available in gym | 4 | 2 | 8 | * N/A | |
| 5 | Injury from spotting skills | Coaches | * Coaches are sufficiently qualified before coaching relevant skills | 3 | 2 | 6 | * N/A | |
|  |  |  |  |  |  |  |  | |
| SECTION 2: External Competitions | | | | | | | | |
| 1 | Injury whilst participating in competitions | Competitors | * Participants are entered into the appropriate level * Participants advised not to compete skills they are not confident on * Competition organisers have the right to prevent people competing in unsuitable ability levels | 4 | 2 | 8 | * N/A | |
| 2 | Accident during transport to away competitions | Competitors | * Only use suitably qualified drivers (if using cars/minibuses) * Ensure SU policies are followed (e.g. registering personal cars if used) | 5 | 1 | 5 | * N/A | |
| SECTION 3: STV (Dojo) Skills practice | | | | | | | | |
| 1 | Injury from performing skills | Participants | * All sessions to begin with warmup exercises and end with a cooldown * Only basic gymnastics skills to be taught during lessons in the dojo * Gymnasts will only be allowed to practice level appropriate skills * If an accident does occur, ensure the completion of an appropriate Accident Report form and forward it to the Students Union * First aid kits are widely available around the STV * If necessary, get an STV staff member from reception and/or contact campus security at 01225 385349 * Procedure below   [**https://www.thesubath.com/pageassets/resources/sport/First-Aid-STV-poster.pdf**](https://www.thesubath.com/pageassets/resources/sport/First-Aid-STV-poster.pdf) | 3 | 3 | 9 | * N/A | |
| 2 | Slips/Trips and Falls | Participants | * Check the mats are fully dry before use | 2 | 2 | 4 | * N/A | |
| 3 | Fire in STV | Everyone | * Fire exits clearly signposted * Fire alarm regularly checked | 5 | 1 | 5 | * N/A | |
| SECTION 4: Virtual sessions | | | | | | | | |
| 1 | Lack of space | Participants  Others in the household | * Proposed flexibility and fitness exercises will be suitable for small spaces * Participants advised to remove any loose or obstructive objects from their immediate surroundings | 3 | 2 | 6 | * N/A | |
| 2 | Injury from performing exercise | Participant | * Where an exercise is deemed above beginner level, alternative exercises will be proposed | 3 | 2 | 6 | * N/A | |
| SECTION 5: Socials | | | | | | | | |
| 1 | Club socials | All attendants | * Participants advised to not drink excessively or behave in a manner that will bring the club or university into disrepute * Club social sec responsible for ensuring no one feels pressured to drink and ensure everyone is included in a friendly atmosphere | 3 | 2 | 6 | * N/A | |
|  | Assessor name:  Emily Parkinson | |  | Review date: 26/09/21 | | | |

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| Risk Assessment Action Plan | | | | | | | |
| Action Plan in respect of: | | | | | | Prepared by: | |
| Ref no. | Action to be taken, incl. Cost | | By whom | Target date | Review date | Outcome at review date | |
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| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: | | Date: | | | Print name: | | Date |