



## **Risk Assessment for re-opening after partial closure.**

Following the Government and BG guidelines, LAGAD has implemented a comprehensive risk assessment to identify, assess, manage and monitor the potential risks of cross contamination from re-opening our classes during the current Pandemic:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings and equipment
- minimising contact and mixing

During the process, LAGAD has been able to assign a number of controls to manage the impact of each risk. We were able to utilise certain controls already in place and when necessary we have implemented new measures to allow us to protect our coaches, children and community. The range of these measures vary from making physical adaptations to maintain social distancing, to delivering training to look after the mental health of our teams.

We have tried to be as exhaustive as possible. Rest assured, we have put in place all reasonable practicable steps and controls since the safety and wellbeing of our children are paramount. Despite the measures in place some risks remain high because of the highly contagious nature of the COVID-19 virus. However, we will be monitoring these controls on a weekly basis to respond to and adapt to the new challenges as they manifest.

In completing this Risk Assessment, LAGAD seeks to ensure that the guidance given by the DfE and Sport England has been considered, implemented, and/or improved. It is recognised that NO risk assessment can remove risk altogether, but that if the range of measures recommended in their guidance is implemented, then the risk of transmission is reduced. "A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced". (DfE - Covid 19, Implementing Protective Measures in Education and Childcare Settings June 2019).

The ultimate assessment of Residual Risk is based on this assertion.

*Jessica Shenton,*

LAGAD Director

## **Hazard 1: Risk of illness to vulnerable staff, children and family members through direct and indirect transmission of the virus.**

Assessment date:

Completed by:

Monitored: Weekly

Population at risk: YES

Level of Risk: **VERY HIGH**

### CONTROL MEASURES

1. **Vulnerable children** and young people (up to 18) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19> have been advised to shield. These children should not attend our classes for the time being.
2. **Vulnerable adults.** Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with pre-existing conditions as set out <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/> should work from home where possible. Clinically vulnerable individuals who cannot work from home, should be given the safest available on-site roles (staying 2m away from others when possible).
3. **Living with shielded or clinically vulnerable person.** If a child or a member of staff or our coaching teams lives with someone who is clinically vulnerable including those who are pregnant, they can attend classes on agreement with the vulnerable person.
4. **If a child or staff member lives in a household with someone who is extremely clinically vulnerable,** as set out in the Government guidelines shown above, it is advised they do not attend our classes until Aug 1<sup>st</sup> 2020.

**ALL STAFF, COACHES AND ASSISTANTS RETURNING TO WORK WITH LAGAD SHOULD READ AND FOLLOW THE GUIDANCE IN THIS AND OTHER DOCUMENTS.**

Remaining level of risk. **MEDIUM**

## **Hazard 2. Risk of spreading virus due to close contact with children i.e. 1:1 and restraint resulting in direct transmission of the virus.**

Level of risk **HIGH**

**List of our control measures to reduce risk – adding appropriate detail about the type and location of controls.**

1. Implement social distancing measures in bubbles and all communal areas.
2. No crossing over between bubbles; except for coaches/assistants who will remain in their bubble for 24hrs.
3. Classrooms and Sports Halls rearranged and access restricted between coach and pupil (1m area identified in setting) unless the coach/assistant is wearing a mask and protective eye wear. Please see Hazard 15 for more information.
4. No parents allowed on the premises. Children to be left at front door or where possible external school gate entrance (if enclosed).
5. LAGAD will make visors, gloves and aprons available to all staff/coaches (left at site) to deal with any spills of bodily fluid (vomit, wee, soiled clothing etc).
6. Training of effective donning and offing of PPE Equipment to be offered online to all staff and coaches.
7. Review Behaviour and Anti-Bullying Policy to include up scaled sanction of 'sit out' where necessary, if children are acting in a way staff or other children are put at risk.

### **PPE**

#### **Personal protective equipment (PPE) including face coverings and face masks.**

Wearing a face covering or face mask in schools or other educational settings is not recommended, however this only when social distancing cannot be maintained. Schools and other childcare settings do not require staff, children and assistants to wear face coverings.

LAGAD suggest that where 'handling' in gymnastics is required to prevent an accident occurring when using some of the equipment such as the vault or aerial rings, the supporting coaches should be wearing a face visor and gloves.

Remaining level of risk **MEDIUM**

**HAZARD 3; Emotional distress to staff, coaches and children – including anxiety may lead to absence, cross contamination due to covering requirements.**

**Level of Risk HIGH**

- 1 Inclusion of risk assessment process – input hazard identification and control measures for all working with LAGAD during this period.
- 2 Opportunity to access employee assistant support via Julia Doidge (Welfare Officer).
- 3 Staff and coach meeting – virtually- to discuss concerns regarding work load, anxieties or personal concerns.
- 4 Risk Assessment reviewed after day one, week one and fortnightly after that. This will remain flexible.
- 5 Designated staff/coach space for team members when/where necessary.
- 6 Provide guidance and planning before and during the week.

Remaining Level of risk **LOW**

**Hazard 4. Managing the safeguarding of gymnastics and dancers particularly as children may have been more vulnerable and exposed to challenging situations in recent weeks.**

Level of risk **HIGH**

1. Designated risk assessor and welfare officer on site every day.
2. Ensure all are aware of referral protocols, particularly around changes to procedures.
3. Suggest refresher welfare training to all staff and coaches on how to support children's mental health and well-being.
4. Remind staff and coaches to be vigilant and prepared to receive children should they wish to make a disclosure: Safeguarding – follow protocols and contact LIDDO.
5. All bubble leaders should be vigilant to the needs and behaviour of the children during class/camps.
6. Safeguarding requirements: <https://www.british-gymnastics.org/documents/departments/membership/safeguarding-compliance/safeguarding-and-protecting-children/7769-safeguarding-children-safe-environment-06-2016/file>
7. **Coaches having any concerns about particular children should raise these concerns with the LAGAD Welfare Officer: Julia Doidge.**

Remaining level of Risk **LOW**

### **Hazard 5: Emotional well-being of the children**

Level of Risk **HIGH**

1. Children to have a lead coach and assistant coach at all times.
2. Small numbers of children in each bubble to support their emotional needs.
3. Prepare children with a talk at the beginning of their return to classes.
4. Welfare Officer available to talk to children that are distressed.
5. Talk at the beginning of everyday / class outlining what the children will be learning and time for any questions.
6. Coaches to make time for incorporating mental health management – relaxation/yoga time.
7. All children requiring Trauma Support to be taken to and given support by the Welfare Officer.

Remaining Level of Risk **VERY LOW**

## **Hazard 6: Lack of social distancing during drop-off and pick-up resulting in direct transmission of the virus.**

**Level of Risk** **VERY HIGH**

1. Where possible children must be dropped off at the exterior gate to the school. Where this is not possible, parents must stay 2m away from the front door and children come alone to the door.
2. A member of the LAGAD team will be at the school door/gate with visor, gloves and register to take children's temperatures as they arrive.
3. A member of the LAGAD team will be at the school door/gate with visor, gloves and register to take names as the children arrive and tick off register.
4. Staggered drop off and pick up times for different groups.
5. Instructions sent to parents via email regarding drop off and pick up protocols.
6. Parents reminded to wait patiently in line (outside the building) maintaining a 2m distance from each other.
7. Independent travellers to wait in line maintaining social distance.
8. Use Markers/spots placed outside the school (by the schools) for children and adults to wait.
9. Use different doors for drop off and pick up. Details to be sent to families in advance.
10. Instructions that children are not to bring coats and must carry all of their belongings in one back pack or tie bag. All items including shoes and clothing must be put in this bag when they arrive at the school for their gymnastics/dance class.
11. Pick up times. Parents to wait at identified zones to pick up their children. No adults allowed on the premises and clear markings where parents can stand.
12. Child to be overseen going back to adult by member of the LAGAD team. LAGAD to take details of adult if not a designated parent/carer.
13. Independent travellers to leave the premises socially distanced from each other (unless from the same family group).
14. Children should not be going home with others or on 'playdates'.
15. LAGAD staff to be on site throughout discharge process.

**Remaining Risk:** **MEDIUM**

## **Hazard 7: Lack of social distancing in the classroom/waiting room/ sports hall.**

**Level of Risk VERY HIGH**

1. Reduce the number of children in the group to 15:2 to enable social distancing. Where space does not allow this number of participants, the size of space will be measured and participant numbers will be calculated with a 1.5m distance between participants. Ratio of 8:1.
2. Ensure children do not mix during the day or on subsequent days. Coach and assistants to remain in one bubble for the week: 5 consecutive days. This will reduce the risk of cross contamination amongst the various groups.
3. The people that will have access to all children and all groups (welfare officer, toilet attendant and medical officer) will need to wear PPE (Minimum: Visor and gloves).
4. Remove excess furniture from the rooms used.
5. Children to remain 1.5m apart from each other throughout sessions.
6. Windows and external doors to remain open.
7. Air vent system in the sports hall to remain on.
8. One bubble/group to go out to work outdoors where/when possible.
9. Social distancing charter to be read to the children and agreed with them.
10. Children regularly reminded of social distancing requirements.
11. Lessons planned for socially distanced work throughout all sessions.
12. Feedback to use visual aids and only using contact where absolutely necessary to prevent accidents occurring. Coaches using contact MUST wear PPE.
13. Mark out area of gymnasts, dancers and coaches.
14. Bubble groups will remain together throughout the day.
15. Children are not to mix with any other bubbles throughout the day.
16. Bags are to remain in the same room as the children.

**Remaining Risk MEDIUM**

**Hazard 8: Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of virus.**

Level of risk: **VERY HIGH**

1. Toilet Assistant/Monitor to be on duty all day throughout camps. A maximum of 3 children will be allowed into the toilets at any one time.
2. Any more than 3 children waiting to use the toilet must queue in a socially distanced manner away from the communal hallway corridor.
3. Toilet seats, handles, taps and doors to be cleaned every hour by the toilet monitor.
4. Paper towels to be provided in all toilets. Children are not to use the hand dryers because of water droplet spread.
5. Extra signs in toilets to remind children to wash their hands. Toilet monitor to send children back that have not washed their hands.
6. Toilet main entrance door to be wedged open to reduce using hands.
7. Extra soap provided in boys and girls toilets. Toilet monitor to check regularly that this has not run out.

Remaining Risk: **LOW**

**Hazard 9: Lack of social distancing during break times.****Level of Risk: Very High**

1. During camp there will be 2 breaks per morning and per afternoon. During these breaks, the children will stay in their bubbles and within the rooms that their group has been allocated that day.
2. If groups are to go outside, they will each be allocated one area. 2 groups at a time can go outside. 1 group in the Lower playground, the other group in the upper playground. Children will be reminded to remain socially distanced from each other.
3. Water fountains will be switched off.
4. Only socially distanced games allowed. Football, Hoops, Skipping ropes.
5. Children to talk to each other 1.5m apart.
6. Children to go to First Aid Officer as usual for bumps and bruises. Child to be taken by the bubble assistant and the main coach remains with the children.

**Remaining Risk: MEDIUM**

**Hazard 10: Lack of social distancing when eating snacks.**

**Level of Risk: VERY HIGH**

1. All children will need to remain where they are within their group bubble and classroom to have a snack.
2. All children must wash/clean their hands thoroughly in the classroom sink or with hand sanitiser (if in the sports hall) **before** they sit down to have their snacks.
3. Each child needs to go to get their snack from their bag one at a time.
4. All waste must be returned to the child's bag after eating snack.
5. All children must remain in their personal allocated space whilst eating their snack and during snack time.

**Remaining Risk: MEDIUM**

### **Hazard 11: Lack of Social Distancing in the corridors and communal spaces resulting in direct transmission of the virus.**

**Level of Risk: VERY HIGH**

1. Arrows will be placed on the floor in all communal spaces to showing which way/ side of the corridors children should pass. Use different coloured tape if possible.
2. There should be NO QUEUES in the corridors.
3. Tape will be put on the floor outside the toilet area to show where children should wait with 2m distance.
4. Children will remain in their classroom bubbles for breaks, unless using outside space where there will be one side up the stairs and one side down (keeping to their left hand side).
5. When children move between spaces as a bubble, there should be one member of the team in front and one behind.
6. ALL (children and adults) must adhere to the social distancing markings.
7. Internal doors to remain open, so that hands do not need to be used to open and close the doors.
8. Allow enough space to allow clear pathways for participants.
9. Is it possible in that space to use separate doors for incoming and exiting gymnasts/dancers?
10. Use 'IN' and 'OUT' doors if/where possible.
11. Clarify new rules to all present.
12. Make classes 15 minutes shorter to allow entry/exit and cleaning measures to take place between sessions and for children to have left before next group arrives.
13. Make sure everyone is aware of their roles within the team. Lead coach, first aid, cleaning, meet and greet.

**Remaining Risk: MEDIUM**

## **Hazard 12: Contact of shared resources resulting in indirect transmission of the virus.**

**Level of Risk: VERY HIGH**

1. Children will be asked to bring their own hand sanitisers to the camp.
2. LAGAD will supply hand sanitiser for those that don't have and for the staff. One bottle will be placed in each room and re-filled when/where necessary. Please note that washing hands (available in all classrooms) is a preferred way to keep hands clean.
3. Footless leggings will lessen the moisture of sweat or bodily fluid on shared areas.
4. Only items with wipeable surfaces to be used. These are to be wiped down between users where possible.
5. Create a cleaning schedule where necessary. This can also be communicated with the parents.
6. Clarify who is responsible for cleaning, First Aid and create an action plan for them.
7. Ensure that all equipment is set up prior to the start of the session.
8. Use floor markers (spaced out in line with social distancing measures).
9. Provide space to allow hand apparatus to be left and cleaned after session.
10. **Gymnastics Rollout mat** can be used, but must be vacuumed at the end of every morning/afternoon session using a Vacuum cleaner with a Hepa Filter.
11. **AIR TRACK:** Children to use non-slip socks when using the air track. They must bring their own to camp.
12. **VAULT:** Children to use non-slip socks and gloves on vault to lessen cross contamination.
13. **AERIAL HOOPS:** Children to use non-slip socks and gloves throughout session. Hoops to be wiped down after use.
14. **RUBBER PLACE SPOTS:** Can be used and must be wiped down (on both sides) between bubble groups of children.
15. **HULA HOOPS.** Each child to be given their own hoop. No swapping allowed. If a hoop rolls across the floor, that child needs to collect their own hoop whilst maintaining social distance from others. Hoops to be wiped down after use.

16. **LANDING MAT:** If children put their hands down on the landing mat, they must wipe the mat themselves with a wipe that will be on site at all times.
17. **FLOOR MATS:** One mat to be allocated per child. To be marked as belonging to a particular gymnast/dancer with their own water bottle. These must be thoroughly sprayed and wiped at the end of every bubble group use.
18. **Soft Play Shapes:** Can be used if children are using non-slip gloves and surfaces can be wiped after each morning/afternoon block.
19. **A-SYMETRICAL BARS:** Not to be used at the moment as cannot be adequately cleaned between users.
20. **RHYTHMIC RIBBONS, BALLS AND HOOPS:** One to be allocated to each child. To be clearly sprayed/wiped at the end of every session.
21. All coaches to wipe clean with alcohol based spray **ALL** equipment thoroughly after every morning and afternoon session.
22. Items with soft material tops (beam) are not to be used at all. These cannot be wiped adequately clean.
23. Climbing frame in main hall is out of bounds.

Remaining Risk: **MEDIUM**

**Hazard 13: Risk of spreading virus due to poor hygiene resulting in indirect transmission.****Risk Level: VERY HIGH**

1. Hand gel dispenser in all rooms and entrance to school.
2. Hand gel order in large quantities.
3. Extra soap available by sinks.
4. Children to wash hands on: -
  - entry to school,
  - before break,
  - before snack,
  - after using toilet,
  - any time they cough or sneeze,
  - before leaving to go home.
5. Children reminded to sneeze into the crook of their elbow.
6. Washing hands posters put up.
7. Reminders of how to wash hands properly at the beginning of every session.
8. Reminders not to touch face.
9. Reminders that all long hair must be tied up BEFORE entering the building.

**Remaining Risk: MEDIUM**

**Hazard 14: Risk of Infection due to lack of cleaning resulting in indirect transmission of the virus.****Risk of Transmission: VERY HIGH**

1. LAGAD to have an agreement created between the facility owner/manager to check who has specific responsibilities including cleaning, use of toilets, air flow, access to cleaning products and correlation of risk assessments. Communicate with the site manager of each location on a weekly basis to check that the following measures have been carried out.
  - Deep cleaning carried out before LAGAD arrives for classes.
  - Air ventilation systems checked prior to our rental for efficient and effective performance.
  - Premises Management checks have been undertaken for safe use of heating, water, lighting and other electronic equipment.
  - School to take on full responsibility for full deep cleaning of premises should any of our bubble group users later test positive for Covid19.
  - All surfaces handles, toilets, light switches and shared equipment to be thoroughly cleaned by the school letting the site.
  - PPE (Visor, gloves, mask and apron) to be available at every venue used at the weekends.
  - LAGAD to see audit of cleaning and check space is fit for use.
  - LAGAD to take full responsibility for our own equipment and ALL used equipment must be cleaned thoroughly after use.
  - Where equipment is shared use with the school, LAGAD need to have a contract in place clearly stating who is responsible for equipment cleaning after school use.
  - No soft toys allowed in the school premises. Children CANNOT bring in school teddy, cuddly friend etc.

**Remaining Risk: MEDIUM**

**Hazard 15: Risk of infection due to illness whilst in class/camp.**Risk **VERY HIGH**

1. Facility must have an allocated room that can be used in the event of a suspected COVID19 case.
2. All children to have their temperatures taken **before** entering the building.
3. Parents asked to keep their children at home if anyone in the household has a temperature.
4. Concerns about a child/member of the team to be reported to the onsite First Aider.
 **Signs to watch out for: -**
  - temperature,
  - continuous cough,
  - loss of smell.
5. First Aider to don full PPE and person taking into isolation.
6. Children in that bubble to be relocated and taken to a break out space/spare classroom.
7. Initial location of ill child to be thoroughly deep cleaned by site manager at the school.
8. First Aider to call parents child to immediately come and collect. LAGAD to provide information on where the nearest testing site is located.
9. Staff and families of children in that bubble to be informed and asked to monitor health conditions until test results are confirmed. Negative or Positive.
10. Negative test result means bubble can continue.
11. Maintain contact with ill child's family to find out test result.
12. Advise all families in that bubble of the current situation.
13. Positive test result – contact all families at that location. CLOSE classes until the school/church hall or community centre have carried out a full deep clean.

Remaining risk: **MEDIUM**

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

**Risk Assessment Method**

**VERY HIGH** Unacceptable risk – immediate action required.

**HIGH** Risk reduction required – high priority.

**MEDIUM** Risk – actions required so far as are reasonable in practise.

**LOW** Risk – Low priority – keep under review.

**VERY LOW** Risk – Low risk – keep under review.

Risk Assessment Report written by Jessica Shenton 08/07/2020

To be reviewed every 2 weeks.

22/07/2020.....

05/08/2020.....

19/08/2020.....

02/09/2020.....

15/09/2020.....