

Risk Assessment for location:	Bracknell Trampoline Centre	Review frequency:	As and when Government guidance is changed
Date assessed:	29/06/2020 (updated 10/07/2020)	Reviewed by:	Sue Lawton
Assessed by:	Toni Horton	Date Reviewed:	

Risk Ratings:

Worst Case Outcome					Likelihood					Risk Rating Outcome X Likelihood		
10	8	5	3	1	10	8	5	2	1	High	Medium	Low
Fatality	Severe Injury	Lost time Injury	Minor Injury	No Injury	Certain	Very likely	likely	Unlikely	Remote	50-100	20-49	1-19

Who is affected?	Identified Hazards	Control measures	Risk rating	Further action required?
Staff, parents and members	Awareness of and adherence to policies and procedures	<p>All staff, parents and members are aware of all relevant policies and procedures relating to COVID-19:</p> <ul style="list-style-type: none"> Risk assessment and return to training advice for staff and members have been prepared in accordance with British Gymnastics (BG) advice, guidance on Gov.uk website and the HSE https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of- 	N/A	All documents will need reviewing and updating as required and when revisions are made to Government and BG guidelines

		<p>grassroots-sport-and-gym-leisure-facilities https://www.hse.gov.uk/coronavirus/working-safely/index.htm https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance</p> <ul style="list-style-type: none"> • BG Toolkit re return to training has been reviewed • BG Webinars attended to ensure all factors have been considered • Staff have been consulted on return to training plan and suggestions and recommendations included. • Risk assessment will be provided to Brakenhale school <p>Staff have been consulted and advised prior to Centre returning including:</p> <ul style="list-style-type: none"> • Zoom meetings • Ability to input suggestions and recommendations into the return to work plan. • All staff will be required to attend a meeting at the centre prior to reopening to ensure that they understand all procedures and processes. • Scale diagrams of the Centre have been created showing the 2 metre distancing and positioning and movement of coaches and members. <p>Parents and members:</p> <ul style="list-style-type: none"> • Social Distancing plans have been communicated based on 2 metres social distancing. The centre will open on this basis regardless of Government guidelines at the time of reopening. • Procedures on entering, exiting, infection control 		<p>Confirmation from parents that they have read and agreed to the guidance.</p>
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		<p>and movement around the centre have been communicated to the members by email. Agreement that the rules have been read and understood must be received back from the member via email for the member to return to training.</p> <ul style="list-style-type: none"> • Zoom meetings have been set up to explain the new procedures and take any questions from parents • A video of the process will be completed once access to the centre is allowed and prior to reopening • Return to training advice and procedures will be posted on social media and ETC website before reopening • Posters and signs will be placed around the Centre as prompts for members. • When the Centre opens up to more users, additional procedures and notifications will be created. 		
Staff, parents and members	Social Distancing	<ul style="list-style-type: none"> • Government guidelines for ventilation require a minimum of 100sqft per occupant. We are well within this requirement with the Centre being over 500sqm (5,382sqft) in total. This would allow for 53 occupants and we are aiming for an average of occupancy of 23. • Reduced numbers to return initially to the centre based on 2 metre social distancing. • Class sizes reduced to 3 (or 4 where space allows) and training bubbles created to reduce risk of cross infection. • Spreading classes over more trampolines for social distancing purposes. • Small private classes to be allowed following the same 2 metre social distancing rules. • Timetable has been revised to allow for staggered 	<p>Worst case=10</p> <p>Likelihood=2</p> <p>Risk Rating= Medium</p>	<p>To be updated as required by revised Government guidelines</p>

		<p>start/end times and session time reduced. This is required for social distancing and to allow for cleaning between sessions.</p> <ul style="list-style-type: none"> • Warm ups to be completed on the spot • Conditioning will continue to take place either online or outside. • Signage, taped walkways and Velcro spots will be placed around the centre to encourage appropriate social distancing. • Members will be instructed on how and when to move around the centre. • Safe pathways will be created to allow users to distance from others when needing to leave the group to use the toilet. All members will be asked to use the toilet prior to arriving at the centre to reduce the number of trips required during training sessions. • A one way system will operate for training bubbles to move between their turns. • Staff and parents will be asked to remind members that there should be no hugging, touching, high fives or sharing of personal belongings. • Coaches will not be allowed to undertake any manual support on the trampoline or have any physical contact with club members unless required in case of accident. • Mat pushing will be possible as social distancing can be maintained, but it is the coaches' choice whether they are willing to use them. 		
Staff	Mental health and wellbeing	<ul style="list-style-type: none"> • The Staff has been involved in the return to training process, via Zoom, email and phone calls, to ensure their needs and concerns have been voiced. • All staff have been asked make the decision whether 	<p>Worst case=5</p> <p>Likelihood=2</p>	<p>Regular contact with staff to ensure their needs and</p>

		<p>they wish to return to work.</p> <ul style="list-style-type: none"> • All staff have been provided with details of the minimum return to work PPE required • The Staff has been questioned on the level of risk they are prepared to undertake with regard to First Aid. • After returning to work, if any member of staff is concerned regarding hygiene or other fears around COVID-19, they can contact the Head Coach to discuss. 	Risk Rating= Low	concerns are still being met.
Staff, parents and members	Hygiene Practice	<ul style="list-style-type: none"> • Centre has been deep cleaned. • Signage will be installed throughout the Centre to remind members of hygiene process. • All members will be asked to wash their hands thoroughly before attending the centre. • Hand sanitiser will be provided in reception and toilets. • Members and staff will be asked to bring their own hand sanitiser for use during sessions. • Members may not leave the Hall to fill water bottles, so must bring sufficient water with them. • All members and staff will be required to come dressed for training and bring a named bag big enough to hold their training diary, pen, water, hand sanitiser, chalk, tissues and to store shoes. Any essential medication should also be brought in the bag. All non-essential items must be left at home. • External doors will be open to allow for improved air circulation. • Staff must inform the Finance Officer when stocks begin to run low, so reordering can be completed 	Worst case=10 Likelihood=2 Risk Rating= Medium	Check daily for replenishment needs

		before stock runs out.		
	Infection Control	<ul style="list-style-type: none"> • Reduced number of people will be allowed in the centre – reduced class size, no spectators or non-members/staff allowed • Total Session times have been reduced to 1.5 hours and members should arrive and leave promptly. • Members and staff to be kept in training bubbles to reduce risk of cross infection. • Staff rotas and member registers will be kept for at least 21 days to aid any Test and Trace request • Car park users will be asked to park and approach the centre observing social distancing. Markers will be placed 2 metres apart in the fenced area approaching the centre. Parents are responsible for their children observing these rules. • Parents will not be allowed in the Centre. They will be asked to remain in cars until pickup time. • Members will be signed in at the door using training group registers. • Members will be advised to arrive and be picked up promptly. • Members and staff will be asked to come to the Centre in their training kit. • Members and staff will bring anything they need for the session in a bag that remains with them at all times. Member bags will be hung on a hook when they are on the trampoline. • No personal use items are to be left in the Centre. • Any unnecessary furniture will be moved aside to allow for adequate social distancing in the reception area and Centre. • Any large items that cannot be moved will be 	<p>Worst case=10</p> <p>Likelihood=2</p> <p>Risk Rating= Medium</p>	Check daily for replenishment needs

		<p>covered with Plastic to allow easier cleaning and reduce risk of spread of infection.</p> <ul style="list-style-type: none">• The pit will be closed and covered with Plastic• The kitchen will be closed.• The reception area will be closed for use except for entry and exit to class and whilst waiting for pickup if becomes ill.• Hand washing signs and reminders will be given.• Antibacterial hand wash, hand sanitiser and paper towels will be provided for all toilets.• Bins will be provided in all toilets and throughout the Centre for disposal of PPE and tissues/hand towels• Cleaning and disinfecting will be undertaken before the first session, between each session (high use items) and at the end of the day. Disposable aprons and gloves will be provided for cleaning.• Where there is a suspected case of COVID-19, thorough cleaning of areas used by the person will be undertaken. Any cleaning material/PPE will be placed in a bag, sealed and kept for 72 hours before disposal.• Cleaning Register to be used to track daily cleaning tasks.• Antibacterial wipes, disposable aprons and gloves will be provided on each bed.• If IT equipment is to be used, appropriate antibacterial wipes will be provided to clean between uses.• Music will not be played so that members and staff are not required to shout.• PPE used is at the discretion of the coach/member. <p>The government have advised that using a face mask</p>		
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		<p>will not protect you, but may marginally protect others if you are infected with COVID-19.</p> <ul style="list-style-type: none"> • Advice on the use of face masks will be provided to members and staff. • All attendees to the centre will be reminded to either sneeze or cough into tissues or their elbow. Tissues should then be disposed of in waste disposal bins • If there is more than one confirmed case of COVID-19 associated with the Centre, the local Health Protection Team will need to be notified. Details can be found below: <p>PHE Thames Valley Health Protection Team (South East). Tel 0344 225 3861</p>		
Staff, parents and members	Member and staff safety	<ul style="list-style-type: none"> • Parents should be readily available should their child become ill as they will be requested to pick them up immediately from Reception. • Members will only be allowed to leave once an appropriate adult can be seen (unless they are known to be allowed to leave unsupervised) • Data sheets have been provided for all cleaning chemicals being used. • All cleaning chemicals (except for Antibacterial wipes, hand sanitiser and hand soap) are locked in the store cupboard when not in use. • Emergency contact details to be checked prior to reopening 	<p>Worst case=10</p> <p>Likelihood=1</p> <p>Risk Rating= Low</p>	
Staff, parents and members	Ill Health	<p>Staff, parents and members will all be advised of the symptoms of COVID-19 e.g. -</p> <ul style="list-style-type: none"> • Persistent cough • Difficulty in breathing 	<p>Worst case=10</p> <p>Likelihood=2</p>	<p>Follow Government guidance and update as required.</p>

		<ul style="list-style-type: none"> • High temperature • Loss of sense of smell and taste <p>And kept updated for any change in guidance on symptoms.</p> <p>Club members are asked not to attend the Centre:</p> <ul style="list-style-type: none"> • If there is a current instance of COVID-19 in their household • If they have any of the symptoms of COVID-19 listed above • For 14 days after returning from abroad (or in line with current Government guidelines) • If they are feeling generally unwell (including headaches) and until they have been well for 24 hours • Children often have no symptoms other than loss of smell or taste. They should not return if they have a loss of smell and taste. <p>If a member displays any symptoms of COVID-19 at training, they will be asked to move out of the hall into the reception area and parents will be contacted to pick up the member as soon as possible.</p> <p>The member should follow current government guidelines. With the implementation of the government track and trace strategy, anyone with symptoms is instructed to isolate and get tested. If positive, people in close contact within the previous 48 hours will be contacted by track and trace and asked to self-isolate.</p>	<p>Risk Rating= Medium</p>	
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		A COVID-19 guidance document has been created in line with current NHS Test and Trace policies for distribution to all members and staff.		
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