



Axis Trampoline & Gymnastics Club

Risk Assessment

Date Completed: 01/08/20

Description and location of hazard	Who might be harmed	Existing control measures	A. Likely severity of injury (1 to 3)	B. Likely occurrence (1 to 3)	Risk rating (A) x (B)	Comments/Actions
<p>Centre Generic</p> <p>a) Slips, trips and falls b) Cuts/bruises c) Concussion/collision d) Broken bones e) Dislocation f) Sprains and strains g) Over exertion</p>	<p>Participants, Axis TC staff and members of the public.</p>	<ul style="list-style-type: none"> • Good housekeeping maintained (daily dry sweep and wet mop of all un-matted floors including café area, corridors, toilets etc). • Equipment faults leading to leaks to be reported quickly to centre management. • Adequate lighting provided in all areas. • All matted/carpeted areas to be vacuumed daily/weekly as per the centre's cleaning schedule. • No trailing cables or obstructions in walkways and any other trip hazards removed where possible – all staff to monitor this. • No food or drink on any of the gymnastics equipment or matted areas (except water sport bottles). • Axis TC staff to immediately clean up wet/dry spillages and leave the floor dry. • Axis TC staff to report any issues immediately to the coach/manager in charge of that day/session. • All gymnasts required to be accompanied to gym by a parent / carer before being released to the supervision of Axis TC staff. 	<p>1</p>	<p>2</p>	<p>2</p>	<p>Accident report forms available from Axis TC reception.</p> <p>First aiders on duty during operational hours.</p> <p>Ice packs available on request.</p>
<p>Trampoline / DMT Specific</p> <p>a) Trampoline / DMT setup / set down b) Landing awkwardly on head / neck / arms / legs c) Falling from trampoline / DMT to floor d) Vigorous physical activity (over exertion)</p>	<p>Participants and Axis TC staff.</p>	<ul style="list-style-type: none"> • Trampoline / DMT equipment setup / set down – only permitted with qualified and insured British Gymnastics Coaches present. • All trampoline / DMT 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 and as per Axis TC policy. • Axis TC's civil liability and personal accident insurance in place. • 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 trampoline / DMT equipment. • Appropriately sized and trained spotters present. • Only 1 gymnast to use the trampoline/DMT at any one time. • Appropriate spotting aids, including landing area, end decks, crash mats and floor mats deployed around the entire trampoline / DMT apparatus (where appropriate). • Full visual inspection of all apparatus and trampoline / DMT area carried out at regular intervals throughout the session, and any irregularities or problems addressed. 	<p>2</p>	<p>3</p>	<p>6</p>	<p>Accident report forms available from Axis TC reception.</p> <p>First aiders on duty during operational hours.</p> <p>Ice packs available on request.</p>

<p>Gymnastics Specific</p> <p>a) Apparatus setup / set down b) Landing awkwardly on head / neck / arms / legs c) Falling from raised apparatus to floor d) Vigorous physical activity (over exertion)</p>	<p>Participants and Axis TC staff.</p>	<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 and as per Axis TC policy. • Axis TC’s civil liability and personal accident insurance in place. • 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). • Full visual inspection of all apparatus and gymnastics area carried out at regular intervals throughout the session, and any irregularities or problems addressed. 	<p>1</p>	<p>3</p>	<p>3</p>	<p>Accident report forms available from Axis TC reception.</p> <p>First aiders on duty during operational hours.</p> <p>Ice packs available on request.</p>
<p>Tumbling Specific</p> <p>a) Apparatus setup / set down b) Landing awkwardly on head / neck / arms / legs c) Falling from raised apparatus to floor d) Vigorous physical activity (over exertion)</p>	<p>Participants and Axis TC staff.</p>	<ul style="list-style-type: none"> • Tumbling equipment setup / set down – only permitted with qualified and insured British Gymnastics Coaches present. • All tumbling 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 and as per Axis TC policy. • Axis TC’s civil liability and personal accident insurance in place. • 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 tumbling equipment. • All tumbling apparatus to be used in one direction of travel only to avoid possible injury to users. • Appropriate spotting aids, including landing area, crash mats and floor mats deployed throughout the entire tumbling area (where appropriate). • Full visual inspection of all apparatus and tumbling area carried out at regular intervals throughout the session, and any irregularities or problems addressed. 	<p>1</p>	<p>3</p>	<p>3</p>	<p>Accident report forms available from Axis TC reception.</p> <p>First aiders on duty during operational hours.</p> <p>Ice packs available on request.</p>
<p>FreeG Specific</p> <p>a) Apparatus setup / set down b) Landing awkwardly on head / neck / arms / legs c) Falling from raised apparatus to floor d) Vigorous physical activity (over exertion)</p>	<p>Participants and Axis TC staff.</p>	<ul style="list-style-type: none"> • FreeG equipment setup / set down – only permitted with qualified and insured British Gymnastics Coaches present. • All FreeG 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 and as per Axis TC policy. • Axis TC’s civil liability and personal accident insurance in place. • 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 FreeG equipment. • Appropriate spotting aids, including crash mats and floor mats deployed throughout the entire FreeG area (where appropriate). • Full visual inspection of all apparatus and FreeG area carried out at regular intervals throughout the session, and any irregularities or problems addressed. 	<p>1</p>	<p>3</p>	<p>3</p>	<p>Accident report forms available from Axis TC.</p> <p>First aiders on duty during operational hours.</p> <p>Ice packs available on request.</p>

<p>Foam Pit Specific</p> <p>a) Landing awkwardly on head / neck / arms / legs b) Falling from raised apparatus to floor c) Being landed on by another gymnast whilst in the foam area d) Injury from foreign objects in the pit. e) Vigorous physical activity (over exertion)</p>	<p>Participants and Axis TC staff.</p>	<ul style="list-style-type: none"> • The use of the foam pit only permitted with qualified and insured British Gymnastics Coaches present. • All foam pit 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 and as per Axis TC policy. • Axis TC's civil liability and personal accident insurance in place. • All gymnasts required to be coached by a suitably insured coach who is qualified to coach to the level of participation. • Vigilance and specific instruction to all gymnasts regarding ensuring that the intended landing area is free from gymnasts before the next gymnast attempts their skill, thus avoiding being landed on. • Ensure that all users of the foam pit have removed everything from all pockets, and that any loose items (glasses etc) are also removed to avoid contaminating the pit with foreign objects which may cause injury to users. • Regular inspection and annual maintenance of all foam pit apparatus and area. • Appropriate spotting aids, including crash mats and foam padding deployed throughout the entire foam pit area (where appropriate). • Full visual inspection of all apparatus and foam pit area carried out at regular intervals throughout the session, and any irregularities or problems addressed. 	<p>1</p>	<p>3</p>	<p>3</p>	<p>Accident report forms available from Axis TC.</p> <p>First aiders on duty during operational hours.</p> <p>Ice packs available on request.</p>
<p>Trampoline Wall / Acrobatic Class Specific</p> <p>a) Landing awkwardly on head / neck / arms / legs b) Falling from raised apparatus to floor c) Striking the wall d) Vigorous physical activity (over exertion)</p>	<p>Participants and Axis TC staff.</p>	<ul style="list-style-type: none"> • The use of the trampoline wall area only permitted with either qualified and insured British Gymnastics Coaches or Industry Trained Specialist Coaches present. • All trampoline wall activities to be carried out in line with all (modified) best practice guidelines set out by British Gymnastics which all qualified coaches have been advised on during their qualification process and as per Axis TC policy. • Axis TC's and Axis Freedom's civil liability and personal accident insurance in place. • All gymnasts required to be coached by a suitably trained and insured coach who is qualified to coach to the level of participation. • Regular inspection and annual maintenance of all trampoline wall apparatus and all Acrobatic equipment and surrounding areas. • Appropriate spotting aids, including crash mats and floor mats deployed throughout the entire area to be utilised during each session (where appropriate). • Full visual inspection of all apparatus and areas to be utilised to be carried out at regular intervals throughout the session, and any irregularities / problems addressed. 	<p>1</p>	<p>3</p>	<p>3</p>	<p>Accident report forms available from Axis TC.</p> <p>First aiders on duty during operational hours.</p> <p>Ice packs available on request.</p>

<p>Aerials Apparatus / Class Specific</p> <p>a) Landing awkwardly on head / neck / arms / legs b) Falling from raised apparatus to floor c) Striking the wall d) Vigorous physical activity (over exertion)</p>	<p>Participants and Axis TC staff.</p>	<ul style="list-style-type: none"> • The use of the aerial equipment only permitted with Industry Trained Specialist Coaches present. • All best practice guidelines and most up to date training techniques to be observed/applied based on the prudent judgement and sound experience gained throughout the coach's training period. • Axis TC's and Axis Freedom's civil liability and personal accident insurance in place. • All gymnasts required to be coached by a suitably trained and insured coach who is qualified to coach to the level of participation. • Appropriate spotting aids, including crash mats and floor mats deployed throughout the entire area to be utilised during each session (where appropriate). • Full visual inspection of all apparatus and areas to be utilised to be carried out at regular intervals throughout the session, and any irregularities / problems addressed. • Axis TC & Axis Freedom are aware of L.O.L.E.R. regulations with regard to the "thorough examination" of all specialist aerial apparatus, slings, swivels, carabiners and cloches and in so far as it is safe and practicable to do so we adhere to these inspection regulations annually. This annual inspection scheme has taken into account: <ul style="list-style-type: none"> • The fact that the equipment was purchased from new by Axis Freedom in August 2016 and has not been used in any other setting. • The condition of the equipment (excellent). • The environment in which it is used (closed environment with little / no variation in temperature, humidity or UV light). • The number / frequency of lifting operations and loads lifted on a weekly basis (twice weekly for limited session length). 	<p>2</p>	<p>3</p>	<p>6</p>	<p>Accident report forms available from Axis TC.</p> <p>First aiders on duty during operational hours.</p> <p>Ice packs available on request.</p>
<p>Pre-school Specific</p> <p>a) Apparatus setup / set down b) Landing awkwardly on head / neck / arms / legs c) Falling from raised apparatus to floor d) Vigorous physical activity (over exertion)</p>	<p>Participants and Axis TC staff.</p>	<ul style="list-style-type: none"> • Pre-school equipment setup / set down – only permitted with qualified and insured British Gymnastics Coaches present. • All pre-school 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 and as per Axis TC policy. • Axis TC's civil liability and personal accident insurance in place. • 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 pre-school equipment. • Appropriate spotting aids, including crash mats and floor mats deployed throughout the entire pre-school area (where appropriate). • Full visual inspection of all apparatus and pre-school area carried out at regular intervals throughout the session, and any irregularities or problems addressed. 	<p>1</p>	<p>3</p>	<p>3</p>	<p>Accident report forms available from Axis TC reception.</p> <p>First aiders on duty during operational hours.</p> <p>Ice packs available on request.</p>

<p>Work Experience Students / Young Persons / Young Leaders</p> <p>a) Children are aged under 16. b) Young people are aged between 16-18. c) Children/young people are more at risk for injuries sustained at work due to youth and lack of experience in the workplace.</p>	<p>Participants, Work Experience Students, Young Leaders.</p>	<ul style="list-style-type: none"> • Risk assessment carried out and continually assessed for each new young person/child that is being brought into the business. • Induction carried out prior to any work being carried out. • Consultation/reviews should be carried out regularly with both the young person and their immediate supervisor to allow an opportunity for H&S issues to be raised by the young worker, and the young person should be tested to ensure understanding. • Exposure to physical risks, biological agents and chemical agents (high levels of noise, vibration, extreme heat/cold, toxic/dangerous substances etc) should be controlled at all times. • Tasks and workloads should be carefully considered and controlled/limited as appropriate. • Appropriate supervision and instruction should be provided by appropriately qualified/experienced staff at key/regular intervals. • Young workers under the age of 18 will not be required to work for longer than 8 hours per day or 40 hours per week. • There must be 12 hours rest time between shifts. • 2 rest days per week must be taken together. 	<p>1</p>	<p>1</p>	<p>1</p>	<p>Young person risk assessment / induction to be carried out prior to the commencement of any work being carried out.</p>
<p>Competitions</p> <p>a) See specific sections already listed above: i) Centre Generic ii) Trampoline / DMT Specific iii) Tumbling Specific b) Injuries sustained travelling to/from event c) Staying overnight</p>	<p>Participants, Axis TC staff and members of the public.</p>	<ul style="list-style-type: none"> • All control measures in place from the above discipline/location specific sections to be implemented. • Travel to/from all events to be with an appropriately insured driver, preferably with the parent/guardian of the gymnast. • When Axis TC staff are driving gymnasts under 18, they must never be alone in the vehicle with them. Another adult should be in the car at all times. • For all other rules and regulations regarding attending events, please refer to the British Gymnastics Health, Safety and Welfare Guidance (Safe Trips) document. 	<p>2</p>	<p>2</p>	<p>4</p>	
<p>Pregnant Staff</p> <p>a) Heavy lifting or carrying b) Standing or sitting for long periods without adequate breaks c) Exposure to toxic substances d) Long working hours</p>	<p>Axis TC pregnant staff member and her unborn child.</p>	<ul style="list-style-type: none"> • Where there are risks, Axis TC management should take reasonable steps to remove them. • If appropriate, offer the employee suitable alternative work (at the same rate of pay). • If appropriate, temporarily change the employee's working hours and/or working conditions. • If these risks cannot be removed, then the employee should be suspended on full pay for as long as necessary to protect her health and safety, and that of her child. • A discussion between mother and employer should take place to agree maternity leave requirements and duration. 2 weeks must be taken after birth, and 52 weeks may be taken as part of Statutory Maternity Leave. 	<p>1</p>	<p>1</p>	<p>1</p>	<p>Pregnant staff to inform the employer in writing of their pregnancy at least 15 weeks prior to the beginning of the week the baby is due for appropriate working changes to be made. If this is not possible, the employer must be told as soon as possible.</p>
<p>Fire</p> <p>Serious/fatal injuries could be sustained from burns/smoke inhalation.</p>	<p>Participants, Axis TC staff and members of the public.</p>	<ul style="list-style-type: none"> • Fire evacuation procedures and assembly points communicated to all Axis TC staff. • All Axis TC staff are trained to use fire extinguishers, but the main priority is to evacuate the building. • Axis TC staff will be on site to ensure that maximum numbers are not exceeded. • Fire exits are all clearly marked. • Access to fire exits and extinguishers to be kept clear at all times. • Fire alarm system maintained as part of service contract • Fire alarm to be directly and automatically linked to emergency response in the event of unplanned sounding. 	<p>3</p>	<p>1</p>	<p>3</p>	<p>Axis TC staff are all informed of what to do in the event of a fire as part of their induction process.</p> <p>This information to be regularly updated as part of planned staff meetings / training.</p>

<p>COSHH</p> <p>a) Skin irritation and/or eye damage caused due to contact with any cleaning chemicals. b) Prolonged contact with water (and detergent) causing skin irritation/damage. c) Vapour from bleach and other cleaning chemicals can cause breathing problems.</p>	<p>Axis TC staff</p>	<ul style="list-style-type: none"> All chemical containers clearly labelled. Where possible, cleaning chemicals marked 'irritant' should not be purchased and milder alternatives sourced instead. Long-handled mops and brushes, and strong rubber gloves and disposable gloves will be provided and used as appropriate. All cleaning chemicals to be used by trained staff and kept secured when not being used. Washing up by hand to be kept to a minimum. Washing of hands recommended after the use of any cleaning chemicals/bleach. 	<p>1</p>	<p>2</p>	<p>2</p>	<p>Eye wash station available as part of first aid kit.</p> <p>Staff reminded to thoroughly dry hands after hand washing.</p> <p>Staff reminded to check for dry/red/itchy skin on their hands and to report to centre management if this occurs.</p>
<p>Electrical</p> <p>Individuals could suffer serious/fatal injuries as a result of electric shock</p>	<p>Participants, Axis TC staff and members of the public.</p>	<ul style="list-style-type: none"> Electrical installation/system and all electrical outlets and portable devices visually inspected weekly and results recorded. Defects to be reported immediately to the centre management. Electrical installation/system inspected and tested by an electrician every five years. Staff trained to check equipment before use and to report any defective plugs, discoloured sockets or damaged cable and equipment. Senior staff to know where fuse box is and how to safely switch off electricity in an emergency Plugs, sockets etc suitable for kitchen environment to be used as appropriate. Access to fuse boxes kept clear. 	<p>3</p>	<p>1</p>	<p>3</p>	<p>Defibrillator kept on site as part of first aid provision in event of electric shock affecting heart/pacemaker rhythm.</p>
<p>Car Park</p> <p>Gymnasts / parents / staff members being struck by a moving vehicle.</p>	<p>Participants, Axis TC staff and members of the public.</p>	<ul style="list-style-type: none"> Axis staff uniform and hi-vis vest to be worn at all times. Walkie talkie to be carried at all times with other units available at reception/office. Extreme caution and road sense should be exercised at all times. Ensure that you can be clearly seen by the drivers of all vehicles, including our customers and any HGVs/forklifts etc. Use clear, unambiguous hand gestures and instructions when directing traffic to avoid driver confusion. Never put yourself in a position where you can be struck by a moving vehicle, e.g. standing in front of a car that is parking/reversing. Monitor the movement of our customers to/from their cars and our venue, particularly bearing in mind younger gymnasts. 	<p>3</p>	<p>1</p>	<p>3</p>	<p>If weather is sunny, please use the sun cream provided.</p> <p>If weather is raining, please use the umbrella provided.</p>
<p>1:1 Sessions</p>	<p>Participants and Axis TC staff.</p>	<ul style="list-style-type: none"> All 1:1 sessions to be conducted with another responsible adult member of Axis TC staff within the gymnasium environment. Where possible and/or appropriate, the participant should be accompanied by a chaperone or other individual (e.g. parent, support worker etc). At no time should the Axis TC staff member responsible for the 1:1 session isolate themselves with the participant where they are not in full view of other Axis TC staff and/or gym users. Any specific or additional needs for the participant which may need to be considered for the safety of the session to be maintained for both the staff member and the participant should be collected and discussed with the staff member prior to any session taking place. 	<p>1</p>	<p>1</p>	<p>1</p>	<p>Ensure any specific or additional needs are discussed with the supervising coach prior to any session taking place.</p>

<p>Manual Handling</p>	<p>Participants and Axis TC staff.</p>	<ul style="list-style-type: none"> All Axis TC staff have been advised of appropriate manual handling techniques. Axis TC staff are reminded that they must not attempt to lift items that appear too heavy but ask for assistance. Commonly used heavy items to be stored no higher than waist height. Suitable mobile steps/ladders provided, and staff trained to use them safely. Sinks set at good height to avoid stooping/over-reaching. 	<p>1</p>	<p>1</p>	<p>1</p>	
<p>Illness / Accidents / First Aid</p> <p><i>Individuals could suffer from any of the following:</i></p> <p>a) Gymnastics activity-related accident b) Heart attack or other coronary incident c) Attend club with an existing injury or illness</p>	<p>Participants, Axis TC staff and members of the public.</p>	<ul style="list-style-type: none"> Accident / first aid management process in place and all staff aware of their various roles in the event of a first aid incident / accident / emergency. Accident book on site and readily available, and all accidents/injuries to be recorded. Adequate number of qualified first aiders provided during all hours of club operation. Formal first aid training provided for as many staff as possible on a regular basis. A fully stocked and regularly reviewed and replenished first aid kit to be on site at all times. A defibrillator with both adult and child chest pads on site at all times. Incident review process in place to correlate accidents/incidents and to assess whether any remedial changes in systems / processes / ways of working are required. All accidents/injuries to be reviewed and reported under RIDDOR and to British Gymnastics as necessary. 	<p>2</p>	<p>1</p>	<p>2</p>	<p>At least one qualified first aider to be on duty during operational hours.</p>
<p>DSE (Display Screen Equipment)</p> <p><i>Workers utilising display screen equipment for more than 1 x hour could be exposed to chronic health risks associated with screen-based work.</i></p>	<p>Axis TC staff</p>	<ul style="list-style-type: none"> Individual DSE risk assessment to be carried out on all staff who use portable/permanent screen equipment for 1 hour or more at any one time. The keyboard should be separate from the screen. A flexible workstation environment should exist to find a comfortable keying and mouse position. The screen should be clearly readable (screen size / flicker / brightness / screen swivel / glare-free). All software and hardware should be suitable and fit for purpose. The work surface should be of an appropriate size for the task in hand. The chair should be adjustable and suitable for the task in hand. The feet should be flat on the floor when at the workstation. The workroom should be suitable and fit for purpose (enough room / no glare / appropriate lighting / suitable air temperature). 	<p>1</p>	<p>1</p>	<p>1</p>	
<p>Contact with steam hot water and hot surfaces.</p>	<p>Participants, Axis TC staff and members of the public.</p>	<ul style="list-style-type: none"> Staff trained in risks of releasing steam associated with coffee/hot water machines. Water mixer taps provided where possible. Hot water dispenser to be kept out of reach of children by isolating behind the reception desk. Care should be taken around the hot tap of the hot water dispenser as this remains hot at all times. 	<p>1</p>	<p>1</p>	<p>1</p>	<p>Ensure that staff are trained in the use of the coffee machine and hot water dispenser.</p> <p>Display 'hot water' signs at sink and 'hot surface' signs by the hot water dispenser.</p>

COVID-19 SPECIFIC RISK ASSESSMENT

Description and location of hazard	Who might be harmed	Existing control measures	A. Likely severity of injury (1 to 3)	B. Likely occurrence (1 to 3)	Risk rating (A) x (B)	Comments/Actions
<p>Travel to / from Club Premises</p> <p><i>Direct transmission of the virus:</i></p> <p>a) <i>By travelling on public transport</i> b) <i>By not socially distancing when using bikes</i> c) <i>When sharing car journeys with individuals not outside their own household / support bubble.</i></p>	<p>Participants, Axis TC staff and members of the public.</p>	<ul style="list-style-type: none"> • All visitors to the Club may travel to the Club via one of the following travel methods: <ul style="list-style-type: none"> • Their own personal car. Individuals should only travel with other members of their own household or support bubble. • A bicycle. Care should be taken to avoid crowded routes and ensure social distancing is maintained when locking/unlocking bicycles. • Public transport. This type of travel should be discouraged at all times. If this is the only method of transport available, then a face mask should be worn and social distancing should be observed at all times. • Walking / running. Care should be taken to stay 2m away from all other users of roads/pavements whilst travelling via this method. • Gymnasts should arrive for the session fully dressed for their session. Changing on-site will be banned due to lack of appropriate changing facilities. • Gymnasts will not be allowed to train if any of their household members are in self-isolation. • Parents and staff are reminded that any vulnerable members of the household should not attend any sessions until further notice. 	2	2	4	
<p>Entering / Exiting the Building</p> <p><i>Direct transmission of the virus:</i></p> <p>a) <i>By bringing virus into the building from home</i> b) <i>Contracting the virus by touching communal surfaces within the building</i></p>	<p>Participants, Axis TC staff and members of the public.</p>	<ul style="list-style-type: none"> • Arrival and departure times for individual sessions will be staggered so that the number of people using entrances and exits is kept to a minimum at all times. • A specific hand washing station will be provided at the main entrance door and anyone entering the building will be required to wash their hands prior to entry. • The main entrance doors will be used as a IN access point, and the cafe fire exit will be used as an OUT access point, creating a one-way traffic system within the pinch point of the foyer. • Gymnasts for each group will be met outside by the coach in charge of their session. Once all present, they will be escorted at all times by their coach throughout the building. At the conclusion of the session, the coach will release them into the care of their parents/carers outside the building in the gazebo. • Where gymnasts are not collected straight after a training session, the child will remain in the gazebo under staff supervision where they can wait for their parents so as not to have any cross over with arriving children. • A hand sanitiser will be available by the café fire exit door, allowing all individuals exiting the building to sanitise their hands prior to exiting the building. • Care should be taken when walking along the stone chipped walkway down the side of the building after exiting the premises. • Shoes should be worn at all times upon exit, and a coat if the weather is cold/rainy. 	2	2	4	<p>Parents of new gymnasts joining for the first time will be accepted into the building, but once all paperwork has been completed, they will be asked to leave the building.</p>

Axis TC Staff Working from Home	Axis TC Staff	<ul style="list-style-type: none"> • Due to both lack of electronic connectivity and work computer hardware resources within the business, unfortunately there is no working from home provision for any administrative job role within Axis TC. • Due to the face-to-face nature of delivering gymnastics and trampoline related disciplines, coupled with the requirement to use specific pieces of apparatus which are not available at home, there is no working from home provision for any coaching role within Axis TC. 	0	0	0	
Cleaning of Facilities & Equipment <i>Direct transmission of the virus by touching communal surfaces within the building.</i>	Participants, Axis TC staff and members of the public.	<ul style="list-style-type: none"> • All work areas and equipment including stationary apparatus, foam blocks, end decks, frame pads, push in mats, beam covers, free-standing equipment such as free weights, mats, balls etc should all be frequently cleaned between each session. • Extensive cleaning sprays and cloths will be provided for use. • Special attention to be paid to high use items/areas such as door handles, entry buzzer, rails, touchpoints/walls in corridors/stairs, bins and recycling containers. • Handwashing should take place immediately after cleaning has concluded. 	2	2	4	
Personal Hygiene <i>Direct transmission of the virus</i>	Participants, Axis TC staff and members of the public.	<ul style="list-style-type: none"> • Handwashing facilities will be provided with running water, soap and paper towels. • Tissues/centre feed towel will made freely available. • Hand sanitisers will be made freely available. • Handwashing before entering the building to be enforced using the provided hand wash station. • Appropriate signage to encourage enhanced handwashing. • Appropriate signage to encourage enhanced respiratory hygiene (Catch It, Bin It, Kill It). • Encourage coughing/sneezing into crook of elbow. • Handwashing before and after visiting the toilet to be enforced. • Hand sanitising prior to exiting the building to be enforced using the provided hand sanitisers. 	2	2	4	
Maximum Number <i>Direct transmission of the virus</i>	Participants, Axis TC staff and members of the public.	<ul style="list-style-type: none"> • Maximum numbers in the facility are normally set to 180 (4 x single door fire exits, with 1 x door discounted). • Government guidance stipulates providing a minimum of 100ft² per person, which for the calculated size of the gym (10,000ft²) is a maximum of 100 people. • This number will be greatly reduced by the implementation of other social distancing rules, reduction in class size, reduction in contact time, and increasing the distance between groups to ensure effective and worthwhile activity. • In the absence of any kind of fresh air mechanical ventilation system, all doors/windows should remain open during opening hours, including the roller shutter door to encourage as much natural ventilation as possible. 	2	2	4	
Queue Management <i>Direct transmission of the virus</i>	Participants, Axis TC staff and members of the public.	<ul style="list-style-type: none"> • Markings displayed clearly on the floor throughout the gym to encourage appropriate distancing (2m/1m+). • Stickers/tape/signage with arrows to be used to encourage social distancing and to identify traffic direction, exercise/group zones, queue management etc. 	2	2	4	

<p>First Aid Provision</p> <p><i>Direct transmission of the virus between the casualty and the first aider.</i></p>	<p>Participants, Axis TC staff and members of the public.</p>	<ul style="list-style-type: none"> • All staff to be issued with a washable bum bag which will be personal to them, and for which they will be responsible at all times. The kit will contain: <ul style="list-style-type: none"> • Fabric/washable face mask • Disposable gloves • Disposable apron • Small hand sanitiser bottle • Small alcohol wipes • Packet of tissues • Small packet of assorted plasters/micropore tape • 2 x bags to put first aid waste in • Try to assist at a safe distance from the casualty as much as you can and minimise the amount of time sharing a breathing zone. • If the casualty is capable, tell them to do things for you, but treating the casualty properly should be the primary concern. • Staff to observe PPE use as much as possible whilst administering first aid, washing hands prior to and after using any provided PPE. • Particular attention should be paid to sanitation measures immediately afterwards, including disposal of first aid debris and thorough hand washing. • If CPR is required, use only chest compressions and defibrillator. Do not use rescue breaths. 	2	3	6	
<p>Face Coverings</p> <p><i>Direct transmission of the virus</i></p>	<p>Participants, Axis TC staff and members of the public.</p>	<ul style="list-style-type: none"> • It is important to know that the evidence of the benefit of using a face covering to protect both yourself and others is weak, and the beneficial effect is likely to be small. • Therefore, face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. • Face coverings may be worn by any staff member should they wish to do so, and this will be supported. • Ensure that hands are washed thoroughly prior to and after applying/removing the face mask. 	2	2	4	
<p>Movement of Gymnasts</p> <p><i>Direct transmission of the virus</i></p>	<p>Participants, Axis TC staff and members of the public.</p>	<ul style="list-style-type: none"> • One-way walking routes should be clearly identified, and that social distancing should be promoted when entering, moving about and exiting the facility. • Stickers/tape/signage with arrows to be used to encourage social distancing and to identify traffic direction, exercise/group zones, queue management etc. • Where social distancing cannot be maintained due to space restrictions • Gymnasts should be instructed to only bring minimal items to training as this will need to be taken around with them in a plastic tray assigned at the door. 	2	2	4	
<p>Changing Rooms</p> <p><i>Direct transmission of the virus</i></p>	<p>Participants, Axis TC staff and members of the public.</p>	<ul style="list-style-type: none"> • After careful consideration, it has been decided that social distancing is impossible within the changing areas, and a 1 in 1 out system would also be difficult to manage. • As such, the changing rooms will remain closed during this period of COVID-related safety measure implementation. 	0	0	0	

<p>Bike Storage</p> <p><i>Direct transmission of the virus</i></p>	<p>Participants, Axis TC staff and members of the public.</p>	<ul style="list-style-type: none"> • Appropriate signage to encourage social distancing when accessing bike racks. • Ensure handwashing or an alcohol hand sanitiser is used immediately after touching any of the bike rack surfaces. 	2	2	4	
<p>Car Parking</p> <p><i>Direct transmission of the virus</i></p> <p><i>Effective management of the movement of people through our facility and ensuring social distancing takes place.</i></p>	<p>Participants, Axis TC staff and members of the public.</p>	<ul style="list-style-type: none"> • Car parking in the Axis car park is to be banned for all. Parking should be encouraged on the main road. • The car park should be coned off to allow for a one-way system to be implemented for the drop-off and pick-up of children before/after sessions. • Parents to be instructed to wait in their cars for the duration of the session. • Car park monitors to be in attendance during the collection/drop off times for all sessions. • Gymnasts under 16 only released into the care of a parent/carer who has driven them to/from the session when the appropriate car reaches the drop-off/pick-up point. 	2	2	4	
<p>Reception/Café</p> <p><i>Direct transmission of the virus</i></p>	<p>Participants, Axis TC staff and members of the public.</p>	<ul style="list-style-type: none"> • Main reception desk to have a perspex screen erected allowing for protection from face to face contamination. • Transparent semi-permanent screens to be erected to create discrete holding areas for gymnasts to wait until collected at the start of each session by their coach. • Café workstation to be cleaned before each staff member finishes their shift. • Appropriate signage to encourage social distancing and safe queueing within the premises. • Stickers/tape/signage with arrows to be used to identify traffic direction. • All seating areas will be closed and removed from service. • Paperwork from parents encouraged to be reduced by the use of online booking forms. • Contactless payment encouraged as the preferred method of payment. 	2	2	4	
<p>Gym Area</p> <p><i>Direct transmission of the virus</i></p>	<p>Participants, Axis TC staff and members of the public.</p>	<ul style="list-style-type: none"> • Stickers/tape/signage with arrows to be used to identify traffic direction, exercise zones, group zones etc. • Regular announcements to all groups promoting social distancing. • Transparent semi-permanent screens to be erected to create discrete work areas and/or traffic routes through the gym. • Closing or removing some items of equipment to enable social distancing. • Limit the number of people in some areas to allow social distancing. • Coaches should be working solo with their assigned groups. Where this is not possible, and coaches are paired up or interact with each other whilst coaching, side to side or back to back working will be encouraged between coaching staff, rather than face to face working. • Movement around the gym will be strictly limited to essential movement between apparatus, and the coach in charge of that group will move to that piece of apparatus with the gymnasts. 	2	2	4	

<p>Staff Room / Break Times</p> <p><i>Direct transmission of the virus</i></p>	<p>Axis TC Staff</p>	<ul style="list-style-type: none"> • Staff will be encouraged to bring only the minimum number of personal items to shift with them. • Only 2 people will be permitted in the staff room at any one time. • Lingering in the staff room will be strongly discouraged. • Where possible, breaks should be taken outside. • Break times will be staggered where possible when shift length dictates that a break should be taken. • For many shifts, official lunch/tea breaks will not be required due to the brevity of the shift length. As such, the staff room will require minimal usage by these staff members. • Weather permitting, outside areas will be encouraged for use during break times whilst observing social distancing. • All surfaces and appliances (microwave/toaster/kettle etc) will be encouraged to be cleaned/wiped down after each use. • All surfaces and appliances will be cleaned/wiped down at the end of each day as part of the close down procedures. 	<p>2</p>	<p>2</p>	<p>4</p>	
<p>Dance Studio</p> <p><i>Direct transmission of the virus</i></p>	<p>Participants, Axis TC staff and members of the public.</p>	<ul style="list-style-type: none"> • Studio to be allocated to certain groups for conditioning sessions as part of the rota. Other groups/individuals banned from using this space unless specifically allocated. • Stickers/tape/signage with arrows to be used to identify traffic direction, exercise zones, group zones etc. • The class should be planned and delivered with social distancing as a priority. • The dance studio will remain closed to private hires during the week during this period of COVID-related safety measure implementation. • When not in use for conditioning sessions, it may be used as a staff break-out area due to the small staff room. 	<p>2</p>	<p>2</p>	<p>4</p>	
<p>Managers Office</p> <p><i>Direct transmission of the virus</i></p>	<p>Axis TC Staff</p>	<ul style="list-style-type: none"> • Only 1 person will be permitted to be in the manager's office at any one time. • Lingering in the office when not required to be there will be strongly discouraged. • Any personal belongings should be taken away with you, and any cups/mugs to be removed and washed thoroughly at the conclusion of your shift. • All work surfaces, keyboards, monitors, mice, printer etc to be wiped down at the conclusion of your shift. 	<p>2</p>	<p>2</p>	<p>4</p>	
<p>Toilets</p> <p><i>Direct transmission of the virus</i></p>	<p>Participants, Axis TC staff and members of the public.</p>	<ul style="list-style-type: none"> • Appropriate signage to encourage social distancing when accessing toilets area. • Staff members to monitor toilet area capacity, which should be kept to a minimum at all times. • Hands should be washed prior to entering the toilet cubicles and again after having used the toilet facilities. • Toilets, sinks and all surfaces in the toilet area will be cleaned/wiped down after each group/rotation of gymnasts has left the building. • All users of the toilet facilities will be encouraged to touch as few surfaces as possible and leave the toilet area as they would wish to find it. 	<p>2</p>	<p>2</p>	<p>4</p>	

<p>Coaching Sessions</p> <p><i>Direct transmission of the virus</i></p>	<p>Participants, Axis TC staff.</p>	<ul style="list-style-type: none"> • The number of classes that will be allowed to operate within the gym will be limited so as not to exceed the maximum recommended number as per government guidelines. • A maximum of 6 gymnasts per group will be permitted per coach across all disciplines. • A maximum of 3 gymnasts per trampoline to allow for social distancing. • Gymnasts will be assigned to a designated coach from when the gymnasts arrive to after they leave. • Where possible, coaches will be rota'd together, so they usually work with the same person to reduce risk of transmission. • Coaches should where at all possible socially distance themselves from the gymnasts that are in their coaching group and any other staff colleagues they are working with. • The supporting of skills is currently prohibited. • Gymnasts will not be able to move between coaches who are not allocated to their specific group. • Shouting should be discouraged at all times due to the increased risk of transmission from aerosol/droplets. • All gymnasts should be encouraged to use the toilet prior to their session starting as toilet use should be minimised during the session itself. • Coaches should be verbally checking with all gymnasts on arrival that none of them have been suffering from symptoms of COVID-19 (Cough, Fever, Shortness of Breath, Sore Throat). • Coaches to ensure that all gymnasts understand their role in ensuring that social distancing takes place throughout their visit, and remind throughout session. 	<p>2</p>	<p>2</p>	<p>4</p>	
<p>Management / Staff Meetings</p> <p><i>Direct transmission of the virus</i></p>	<p>Axis TC staff</p>	<ul style="list-style-type: none"> • Meetings to be conducted electronically/remotely wherever possible. • If meeting to be conducted on-site, the meeting to be conducted outside if possible. • If meeting to be conducted indoors, use well ventilated room, and strict social distancing to be enforced. • Hand sanitiser to be provided in meeting room. • Avoid transmission during meeting, e.g. avoiding sharing pens, paperwork and other objects. 	<p>2</p>	<p>2</p>	<p>4</p>	
<p>Clinically Vulnerable Workers</p> <p><i>Direct transmission of the virus</i></p>	<p>Axis TC staff</p>	<ul style="list-style-type: none"> • Discussions will be had with any staff members who are classed as either clinically extremely vulnerable (shielded), clinically vulnerable (those with an underlying medical condition), or those staff members who are living with someone in the shielded group. • Axis TC will commit to do everything 'reasonably practicable' to protect shielded workers from harm. • Shielded workers are prevented from returning to work in England before 1st August 2020. 	<p>2</p>	<p>2</p>	<p>4</p>	
<p>Inbound/Outbound Goods</p>	<p>Axis TC Staff</p>	<ul style="list-style-type: none"> • Where possible, having single workers load/unload vehicles, or the same pairs of people where more than 1 person is required. • Encourage drivers to stay in their vehicles where this does not compromise their safety. 	<p>2</p>	<p>2</p>	<p>4</p>	

<p>Pregnant Staff</p> <p><i>Direct transmission of the virus</i></p> <p>a) Heavy lifting or carrying b) Standing or sitting for long periods without adequate breaks c) Exposure to toxic substances d) Long working hours</p>	<p>Axis TC pregnant staff member and her unborn child.</p>	<ul style="list-style-type: none"> Where there are risks, Axis TC management will take reasonable steps to remove them. If appropriate, the employee will be offered suitable alternative work (at the same rate of pay). If appropriate, temporary changes to the employee's working hours and/or working conditions will be made. If these risks cannot be removed, then the employee will be suspended on full pay for as long as necessary to protect her health and safety, and that of her child. A discussion between mother and employer should take place to agree maternity leave requirements and duration. 2 weeks must be taken after birth, and 52 weeks may be taken as part of Statutory Maternity Leave. 	2	2	4	
<p>Identification of Potential Infection</p> <p><i>Whilst on site if the following symptoms are identified:</i></p> <p>a) Cough b) Fever c) Shortness of breath d) Sore throat</p>	<p>Participants, Axis TC staff and members of the public.</p>	<ul style="list-style-type: none"> If a possible infection source has been identified, the parents of the gymnast are to be called immediately to collect their child, and the manager on duty to be informed. An isolation area will be made available to accommodate the affected individual until they are collected by parents. These areas will be the upstairs dance studio in the first instance, or the managers office if the studio is being used for a session. The affected individual should be supervised at all times by a member of staff, with appropriate social distancing. The affected person should be advised to get a COVID test, and not return to the gym until this has been done and they are satisfied that there is no infection. All areas which were contacted by any member of that group to be heavily cleaned/sanitised immediately upon departure. Incident should be reported to British Gymnastics and to RIDDOR. 	3	3	9	No further action required other than as listed.
<p>Disability Groups</p>	<p>Participants, Axis TC staff and members of the public.</p>	<ul style="list-style-type: none"> Disability groups to be limited to 2 gymnasts maximum per session, with one accompanying adult per participant. Accompanying adults to wear a self-provided facemask throughout the session. Gymnasts may sit with their accompanying adult whilst waiting for their turn. Accompanying adults to be socially distant from one another whilst waiting with their child to take their turn. The coach should socially distance themselves from both gymnasts and accompanying adults as much as is practicable. Where social distancing cannot take place (e.g. to physically assist a participant), then a full-face shield should be worn by the coach, sanitiser gel to be used by both gymnast and coach prior to and after the contact has taken place. The time of contact should be limited as much as possible. 	2	2	4	
<p>Returning from Category 1 or Category Countries</p>	<p>Participants, Axis TC staff and members of the public.</p>	<ul style="list-style-type: none"> Category 1 Countries Travelers should self-isolate, even if asymptomatic, and use the 111 online coronavirus service to find out what to do next. Go home or to your destination and then self-isolate. Category 2 Countries Travelers do not need to undertake any special measures, but if they develop symptoms, they should self-isolate and call NHS 111. 	2	2	4	No further action required other than as listed.

Birthday Parties	Participants, Axis TC staff and members of the public.	<ul style="list-style-type: none"> • Due to the occasion, we feel that children of all ages will be harder to control in a group setting, and ensuring that social distancing takes place throughout the party, in both the gym and in the party room was going to be difficult to impossible. • Pre-school parties (soft play) are currently banned in the government's guidance. • If we were to control group size and behaviour to ensure that social distancing was to take place, having multiple groups of non-bubbled kids together each week puts our staff (and consequently our club gymnasts) at risk. • With all of this taken into consideration, we do not feel that we are in the position to be able to run a fun, yet socially distant and COVID-secure birthday party. 	0	0	0	Birthday parties to be cancelled until further notice.
Wellbeing and Support a) <i>Gymnasts parents and staff may be experiencing a variety of emotions in response to the pandemic such as stress, anxiety or low mood.</i> b) <i>This may be particularly relevant for vulnerable children.</i>	Participants, Axis TC staff and members of the public.	<ul style="list-style-type: none"> • All staff should be aware of and monitor all participants in their groups for signs of altered anticipated behaviour. • Staff should support the rebuilding of friendships and social engagement within sessions. • Staff should address and equip gymnasts to respond to issues linked to coronavirus. • Staff should support them with approaches to improving their physical and mental wellbeing. • If unsure of what to do in any given situation, the situation is to be referred to the club welfare officer or a member of the senior management team. 	2	1	2	

Score	3	2	1
Column A: Severity of injury:	Major Injury or death	Injury requiring medical treatment	Minor or no injury
Column B: Likely occurrence:	Regular exposure of several employees / gymnasts to hazard.	Occasional exposure of few employees / gymnasts to hazard.	Exposure to hazard very rare.

Risk Score	Response Times	Risk Score	Response Times
9	Immediate cessation of activity until interim controls are agreed and implemented	3&4	Review on change of process or if circumstances change. Provide additional training, supervision and monitoring.
6	Critically examine the areas of exposure in the process and agree timetable for completion of all agreed actions	<3	12 months review (date of next audit). No real changes in procedure required to reduce risk further

Risk Assessment carried out by:	Signed:	Date:	Date of next review:

Action Plan				
Date of Review	Further action required	By whom	By when	Completed