

RED HOT FLAMES – COVID RISK ASSESSMENT

Guidance:

Risk assessment is a careful examination of what could cause harm, so that you can decide whether you have taken enough precautions or should do more to prevent harm, eliminate and/or control the risk. Risks associated with work activities must be assessed and appropriate risk control measures implemented. When thinking about risk assessment remember:

A Hazard is anything that may cause harm. **The Risk** is the chance high or low that somebody could be harmed, together with an indication of how serious the harm could be.

5 steps to Risk Assessment

1. Identify the hazards.
2. Decide who might be harmed and how.
3. Evaluate the risk and decide on the precautions.
4. Record your findings and implement them.
5. Review your risk assessment and update if necessary.

Review Process: We aim to keep the risk assessments under regular review and these should be amended following the guidance issued by government

1	Ensuring the gym is adequately prepared prior to opening
2	Cleaning
3	Training
4	Entry and Exit
5	Social Distancing
6	Toilet Facilities
7	Class Timetable
8	Symptomatic Individuals/positive cases
9	Storage of Training bags/footwear/drinks
10	Use of equipment
11	First Aid
12	Hygiene
13	Indoor 'short session stunt' training

RED HOT FLAMES – COVID RISK ASSESSMENT

Number	ACTIVITY	HAZARD	PERSON AT RISK (D, C, A, P)	MINIMUM EXCISTING CONTROL MEASURES	LIKLIHOOD 1 - 5	SEVERITY 1 - 5	RISK RATING
1	Ensuring the gym is adequately prepared prior to opening	The venue will be inadequately prepared in terms of hygiene before activities return and during activities Staff are unprepared training and resource wise to undertake cleaning and sanitising of equipment and gym areas (including PPE	(D, C, A, P)	<p>Deep clean of Studio and used equipment the evening before and wipe/cleaned by designated individuals within RHF prior to each session. This will include the cleaning of equipment, main touch points such as handles, toilets, mats.</p> <ul style="list-style-type: none"> • Development of a robust daily cleaning schedule including monitoring and cleaning before, during and after sessions. • Appropriate cleaning products and PPE purchased • Clear instructions for staff/coaches as to their role and responsibility in the preparation and cleaning of the gym and equipment • Source cleaning products and PPE and ensure that everyone is familiar with the use of these and are following the correct protocol for putting on and removing PPE • MICRO BAC – to be completed every 30 days to protect the Studio and equipment <p>*Are there any specific hazards that require additional control measures YES (delete as appropriate)</p> <p>If Yes please document additional control measures</p> <p>*Please also refer to cleaning schedule for ongoing cleaning of the gym going forward</p>	2	2	4

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2	Cleaning of the gym between sessions to ensure that the risk of infection is minimised at all times	Risk of infection is increased due to unclean surfaces harbouring germs.	(D, C, A)	<ul style="list-style-type: none"> • Ensure all surfaces are clean prior to starting the session • Ensure all equipment is cleaned after each session • Ensure correct hand washing is performed and that individuals use the appropriate – poster around the Studio • Ensure all staff/coaches use the sanitising station during session, before entering/leaving the Studio, before using equipment, • Ensure that all involved are familiar with the cleaning schedule • Ensure that cleaning of the Studio is supervised by RHF coaches/staff and they are satisfied before allowing entry to the following class. • Ensure that all cleaning is evidenced on the cleaning schedule and these are stored appropriately by the Director/coaches <p>*Are there any specific hazards that require additional control measures YES (delete as appropriate)</p> <p>If Yes please document additional control measures</p> <p>*Please refer to cleaning following positive cases for additional precautions/actions.</p>	2	2	4

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3	Training	Staff and coaches will not know what to do if an athlete or parent presents with Covid19 symptoms	(D, C, A)	<p>All coaches and their assistants to complete a training module on Covid-19 by the virtual college. A certificate must be gained and provided to the Programme Director before they are allowed to support with any classes within the Studio</p> <ul style="list-style-type: none"> • Training identifies the following symptoms: 1/ High temperature 2/ Persistent Cough 3/ Loss of taste or smell. • Parent/athletes to also have an awareness of the presentation of Covid-19 and to support our guidance/rules on attending a training session if they present with any symptoms • Develop posters/download from government website and display within the gym at all times. • Programme Director to ensure that she maintains her own knowledge and follows government guidance on a daily basis and shares any changes without delay by using the coaching communication tool - Whatsapp • All coaches and their assistants should take responsibility to ensure they check this group at all times and ensure the safety of the gym is maintained without fail. Without this they may jeopardise their position as coach. <p>**Are there any specific hazards that require additional control measures NO (delete as appropriate)</p> <p>If Yes please document additional control measures</p>	2	2	4

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4	Entry and Exit into the Gym	The venue won't be able to facilitate social distancing measures for athletes and parents accessing the gym and car parking facilities if designated entries and exits are not followed.	(D, C, A, P)	<ul style="list-style-type: none"> • Limit the number of participants in each class • Parents / Guardians asked to drop off only, no entry into the gym permitted • Introduce staggered start and finish times to reduce congestion and contact • Parents should wait in their cars until the very last minute for drop off and pick up to avoid unnecessary contact • Signage will clearly indicate entrances and exits for all those visiting the Studio. • Social distancing to be practiced whilst waiting to enter the Studio • Stop all non-essential visitors • Adults can only enter the building if required to pay for sessions/speak with RHF staff. The reception area must be clear • Ensure that entry and exit to the gym is supervised by RHF staff/coaches ensure that social distancing is maintained at all • Ensure face covering are worn on entering the Studio – adults and children over 10yrs it is compulsory and only those with a medical exemption are accepted to enter without a face covering once the evidence has been shown. • Ensure all those entering the building temperatures are taken and recorded any recorded temperature over 38.7 will not be allowed access to the Studio. If the thermometer indicates amber 38.5 and above the athlete's temperature will be taken up to 3 times and a quick assessment of athlete's health will be asked i.e do they feel unwell, loss of taste etc • All entering the Studio will be required to hand sanitise on entry <p>*Are there any specific hazards that require additional control measures No (delete as appropriate)</p> <p>If Yes please document additional control measures</p>	2	2	4

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5	Social Distancing	Increased risk of infection due to lack of social distancing	(D, C, A, P)	<ul style="list-style-type: none"> •Ensure there are sufficient staff to manage and supervise the organised activity to ensure that social distancing is maintained • All coaches and staff to be trained on all procedures and be familiar with social distancing and how this applies to the training session. • Lessons/classes are to be planned in advance to ensure that social distancing is maintained • Ensure all measures are clearly communicated to athletes and those using the Studio • No entry allowed to anyone not needed to be in the Studio at that time. • Coaches will ensure Social distancing is maintained during training session using the flooring panels/dots <p>*Are there any specific hazards that require additional control measures No (delete as appropriate)</p> <p>If Yes please document additional control measures</p>	2	2	4

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6	Toilet Facilities	Risk of infection is increased due to surfaces harbouring germs. Inability to maintain social distancing measures in the toilette facility	(D, C, A, P)	<ul style="list-style-type: none"> •Maintenance of a robust daily cleaning schedule including monitoring and cleaning toilet facilities before, during and after sessions. • Clear instructions to RHF staff/coaches as to their role and responsibility in supervising and maintaining the cleaning of the toilet facility • Only one athlete to use toilet facilities at any time • Signage on doors and walls reminding athletes to wash hands thoroughly using soap and water for 20 seconds. • Provide suitable and sufficient rubbish bins/push pedal in these areas with regular removal and disposal. • Ask athletes to go to the toilet before they arrive at the Studio to minimise the use of the washroom facilities • Ensure the toilet facilities are cleaned between all classes <p>*Are there any specific hazards that require additional control measures No (delete as appropriate)</p> <p>If Yes please document additional control measures</p>	2	2	4

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7	Time Table	The activity/class timetable will not allow for safe social distancing between teams entering and exiting the floor / hallways / gym	(D, C, A, P)	<ul style="list-style-type: none"> • Introduce staggered start and finish times to reduce congestion and contact • Class sizes to be reviewed to allow for social distancing • Reduce the number of classes offered to allow time for required cleaning between classes • Ensure all measures are clearly communicated to athletes and parents. • Regular updates of the class time table. <p>Are there any specific hazards that require additional control measures No (delete as appropriate)</p> <p>If Yes please document additional control measures</p>	2	2	4

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8	Symptomatic individuals/ positive cases	Potential transmission of COVID-19, resulting in people contracting the virus. Heightened risk to the individual if they are not treated in a timely manner	(D, C, A, P)	<ul style="list-style-type: none"> • Training to identify signs • Flowchart of appropriate action steps (following NHS guidelines) to be put up around the gym, and training provided for coaches and staff. • Example: If an athlete develops a high temperature or a persistent cough while at the gym, they should: -Return home immediately. On their return to home they must then follow the guidance on self-isolation and not return to the gym until their period of self-isolation has been completed. • Staff to clean all areas where the athlete has been, following their removal from the gym. • Advise the athlete to use the nhs 111 service and follow guidance that the government issue on track and trace. • To follow all guidance and implement rules on athletes not attending sessions if they have been advised to self-isolate <p>*Are there any specific hazards that require additional control measures No (delete as appropriate)</p> <p>If Yes please document additional control measures</p>	2	2	4

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9	Storage of bags, clothes and water bottles	Increased risk of spreading infection	(D, C, A)	<ul style="list-style-type: none"> • Athletes will be asked to bring the minimum required with them and to come dressed for class. Any jackets/items of clothing are to be kept in their own bag and placed on the designated storage shelves in each Studio. • Water bottles to be kept in their designated storage shelving provided for each studio • No eating in the Studio <p>*Are there any specific hazards that require additional control measures No (delete as appropriate)</p> <p>If Yes please document additional control measures</p>	2	2	4

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10	Use of any designated equipment within the gym such as poms/tumble equipment	Increased risk of spreading infection	(D, C, A)	<ul style="list-style-type: none"> • Poms will only be used if necessary and each athlete’s own. No poms are to be shared • Where possible individuals should bring their own personal equipment for use if needed on the direction of the coach eg- dance blocks • If tumble equipment is used, athletes should hand sanitise hands before use and equipment clean between each training session. <p>*Are there any specific hazards that require additional control measures Yes(delete as appropriate)</p> <p>If Yes please document additional control measures</p>	2	2	4

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11	An athlete injures themselves during training, requiring medical assistance	Increased risk of infection, or the spread of an infection between the athlete and attending first aider	(D, C, A)	<ul style="list-style-type: none"> • First aiders will be equipped with adequate PPE (facemasks, gloves, mouth shield for CPR) • If a First Aider feels uncomfortable to approach the injured athlete, the coach must call the parent for collection or in the case of emergency, 999 • RHF staff/Coaches will have access to athletes contact details and to either call parents or assist paramedics with information • All other athletes to sit down within their designated training area – assistant coach to ensure that social distancing is still maintained. • Any treatment is documented in the First aid book and evidence slip given to Parent on collection <p>*Are there any specific hazards that require additional control measures No (delete as appropriate)</p> <p>If Yes please document additional control measures</p>	2	2	4

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12	Athletes do not follow hygiene requirements as set out in the government guidelines (regarding handwashing, coughing into elbow etc)	Athletes increasing their risk of infection, or the spread of an infection to themselves or others	(D, C, A, P)	<ul style="list-style-type: none"> • Additional signage reinforcing measures to be put up around the Studio. • Communication is sent to all those who attend the Studio regarding hygiene requirements • Coaches to remind athletes about hygiene at the start and during the class <p>*Are there any specific hazards that require additional control measures No (delete as appropriate)</p> <p>If Yes please document additional control measures</p>	2	2	4

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13	Indoor 'short session stunt' training	Athletes increasing their risk of infection, or the spread of an infection to themselves or others	(D, C, A)	<ul style="list-style-type: none"> • Limited to a maximum of 15 minutes per day. • Stunt group 'bubbles' of up to 6 athletes should be formed (made up of athletes already within the whole team bubble) - consistent athlete groups between sessions; plus 1 or 2 staff members • Stunting with risk mitigations including compulsory face mask for aged 4+ • Other athletes should always be the 2 metre social distance guidelines away from the designated bubble • Any athlete who cannot wear a mask must but be assessed by the head coach, athletes under the age of 18 must have written consent from their parents/Guardians <p>*Are there any specific hazards that require additional control measures No (delete as appropriate)</p> <p>If Yes please document additional control measures</p>	2	2	4

By signing this risk assessment, you are confirming that all the above control measures are in place and you have shared this document with your staff

Assessors signature:

Date:

****This risk assessment has been created by using the Sport Cheer England template which was designed to assist Cheerleading coaches and gym/Dance studio owners in their preparation for a return to training****

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Risk Assessment Covid – RED HOT FLAMES

Please Note: Programme Director should review risk assessments annually or when any significant change occurs following government guidelines

Coding: D – Director C – Coaches A - Athletes P – Parent

Risk Matrix

Severity	1	2	3	4	5
Likelihood	Insignificant	Minor	Moderate	Major	Fatal
Very High (5)	5	10	15	20	25
High (4)	4	8	12	16	20
Medium (3)	3	6	9	12	15
Low (2)	2	4	6	8	10
Very Low (1)	1	2	3	4	5

Risk ratings and recommended actions timescale

HIGH	16 - 25	Immediate action required to stop the activity or reduce and control the risk
MEDIUM	10 -15	Urgent action required NOW to reduce and/or control the risk within 2 weeks at the latest
LOW	4 - 9	Keep under regular review and investigate further measures to reduce the risk
VERY LOW	1 – 3	Acceptable risk but monitor and seek to improve the situation where practicable to do so

