



**FULL RISK ASSESSMENT
2020-2021**

Including Covid 19 Risk Assessment & Updates

Updated 28th August 2020

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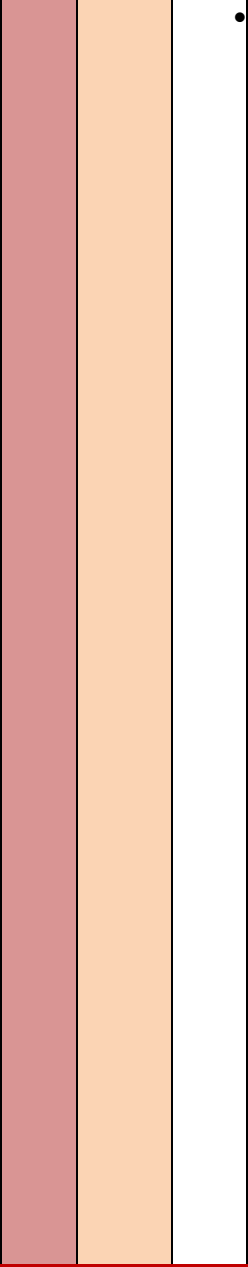
2 Covid-19 Risk Assessment

Risk Area	Risks Identified	Severity	Probability	Risk Factor	Risk Management	Responsibility
<p>The probability aspect of risk surrounding covid-19 will be directly related to the prevalence of the virus, and levels of community transmission locally. IGC will continue to monitor this information as reported by the Scottish Government through their online dashboard. In addition, IGC will review the policy and procedures regularly in line with changes to guidance from Scottish Gymnastics, British Gymnastics, the local authority and Scottish Government.</p>						
Gymnasts (under 12)	<ul style="list-style-type: none"> • Risk of Covid-19 transmission from one gymnast to another • Risk of Covid-19 transmission from coach to gymnast • Risk of Covid-19 transmission from gymnast to coach • Risk from all of the above to the health of participants, their family, friends, and the wider public from minor through to severe illness and death. 	5	3	•	<ul style="list-style-type: none"> • Parents will be advised that children should not attend when unwell, in particular when showing the symptoms publicly recognised – a persistent new cough, a fever, and or a loss or change to their sense of taste and or smell. • Gymnasts must not attend a session for 14 days where a member of their household or extended household has tested positive for Covid-19, or where they have been advised to self-isolate as a result of NHS Trace & Protect, or public health travel guidance. • Gymnasts will be informed and reminded of the importance of hand hygiene – coughing or sneezing into a tissue or their elbow, disposing of the tissue, and washing their hands accordingly. • All gymnasts will require to wash their hands before training, and to use hand sanitizer regularly during the session (at least between rotations). Handwashing should take place for 20 seconds. • Gymnasts should attend their session with clean clothing, and adhering to all hair and jewellery requirements. • Gymnasts will be coached within allocated groups and sessions, planned by IGC Lead Coach Team to reduce risk, and to allow compliance with Track and Trace expectations. 	<p>Lead Coach Team in capacity as Covid return planning group. with support from:</p> <ul style="list-style-type: none"> • Parents • Gymnasts • Coaches

				<ul style="list-style-type: none"> Gymnasts will be encouraged, through relevant sessions planning, to minimize contact where those over 12, and adults, including coaches where possible. Gymnasts will require to provide their own personal equipment (chalk, guards, loops, gloves, etc) Gymnasts will not be able to share food or drink. Gymnasts should bring minimal belongings to each session and may require carrying these around depending on venue space or session plan. 	
Gymnasts (over 12)	<ul style="list-style-type: none"> Risk of Covid-19 transmission from one gymnast to another Risk of Covid-19 transmission from coach to gymnast Risk of Covid-19 transmission from gymnast to coach. Risk from all of the above to the health of participants, their family, friends, and the wider public from minor through to severe illness and death. 			<p>Gymnasts over 12 will also be subject to the above mitigations, and additionally:</p> <ul style="list-style-type: none"> It is noted that whilst physical distancing is not now a policy requirement for those under 12. Current guidance states that children of a secondary school age (12+) should continue to maintain 2m distance out-with a school setting. Currently all gymnasts over 12 will require to maintain 2m distancing throughout training including from coaches and other adults. Gymnasts may breach distancing policy for a purpose of immediate safety or in an emergency. 	<p>Lead Coach Team in capacity as Covid return planning group. with support from:</p> <ul style="list-style-type: none"> Parents Gymnasts Coaches

Coach interaction & Coaching

- Risk of Covid-19 transmission from one coach to another
- Risk of Covid-19 transmission from coach to gymnast
- Risk of Covid-19 transmission from gymnast to coach
- Risk from all of the above to the health of participants, their family, friends, and the wider public from minor through to severe illness and death.



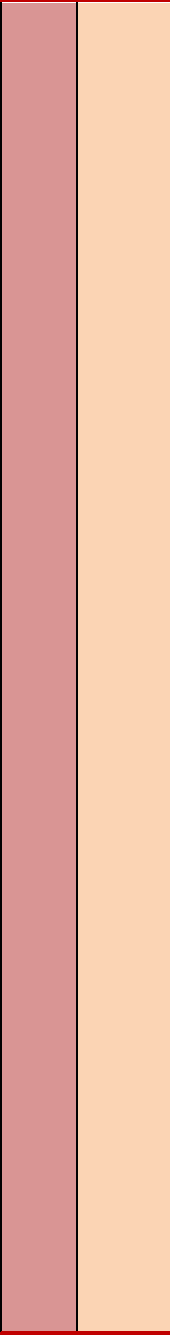
- Coaches must not attend any session if they are unwell and particularly if displaying any symptoms of the virus (as noted above).
- Coaches will be required to undertake a temperature check on arrival. Where a temperature greater than 37.8 is registered, they cannot attend the session – see coach temperature check procedure.
- Coaches must not attend a session for 14 days where a member of their household or extended household has tested positive for Covid-19, or where they have been advised to self-isolate as a result of NHS Trace & Protect, or public health travel guidance.
- All coaches will require to maintain good hand hygiene at all times.
- Hand washing and hand sanitizing will be required before and throughout a session (at least between each rotation).
- In line with guidance and current policy, all coaches, and other adults will require to maintain a physical distance of 2m.
- It is noted that the movement of equipment may require individuals to enter this 2m space for a short time, in this instance they should maintain a 1m distance, with the wearing of a face covering mandatory unless there is a medical reason that prevents them from doing so.
- Under current guidance, coaches must maintain a 2m distance from secondary aged gymnasts (over 12).
- With gymnasts under 12, there is no statutory guidance to remain distanced, however lessons should be planned at this point to encourage a 2m distance where possible.
- Coaches may breach distancing policy for a purpose of immediate safety or in an emergency.

Lead Coach Team in capacity as Covid return planning group. with support from:

- Gymnasts
- Coaches

Parent drop off and collection

- Risk of transmission from parent to coach
- Risk of transmission between parents
- Risk from all of the above to the health of participants, their family, friends, and the wider public from minor through to severe illness and death.



- Parents should not attend the venue if unwell, particularly if displaying symptoms of the virus.
- Parent entry to the hall will be restricted and controlled in line with the venue, and available space to reduce congregation.
- Parents will be required to adhere to physical distancing guidance at all venues.
- Parents will require to wear a face covering unless there is a medical reason that prevents them from doing so indoors during drop off and pick up
- Parents who are assisting in set up or take down will require to do so wearing a face covering unless there is a medical reason that prevents them from doing so, and following the guidance for coaches above.
- Sessions will be planned to reduce instances where large numbers of parents are arriving to drop off and leave at the same time. This will be through staggered start and finish times, and one way systems (working with the venues)
- Parents will be encouraged to attend close to class time for drop off and pick up to avoid crowding.
- Changes will be made to the collection and sign out procedure in order to support distancing requirements.
- Parents should communicate any notable points to coaches in advance of training (by email). Additionally, parents should notify coaches in advance, where possible, if they wish to discuss any matter with the coaches – this can then be scheduled either by phone, or in person where appropriate.
- Parents who wish to observe sessions will be required to notify the club in advance so that appropriate access can be determined and managed by the club and the venue in line with capacity, space and trace and protect guidance.

Lead Coach Team in capacity as Covid return planning group. with support from:

- Parents
- Gymnasts

<p>Group management / Track & Trace</p>	<ul style="list-style-type: none"> • Risk to public health through inability to track, trace and ultimately contain outbreaks caused within, or brought from out with the club setting. • Risk from the above to the health of participants, their family, friends, and the wider public from minor through to severe illness and death. • Risk to business continuity as a result of widespread outbreak. 			•	<ul style="list-style-type: none"> • Accurate registers of gymnasts, coaches, and adult helpers (including set up / take down) will be required to support Trace & Protect in the event of a Covid-19 case. • IGC will also require to add a note to the register if a parent (or parents) have stayed in the session, or on a balcony etc to observe. • Management of 2m distancing where required will allow a limitation of the numbers potentially affected / identified. • Where distancing is not a requirement, group bubbles will be allocated, ringfencing a maximum of 15 gymnasts together – each bubble will require to distance from other gymnasts in any session. This bubble will remain effective across the weekly schedule, and will only be changed by Lead Coaching Team where required. 	<p>Lead Coach Team in capacity as Covid return planning group. with support from:</p> <ul style="list-style-type: none"> • Parents • Gymnasts • Coaches
<p>Surface transmission – Equipment</p>	<ul style="list-style-type: none"> • Risk of transmission through contact with equipment and surfaces within the training sessions. • Risk from the above to the health of participants, their family, friends, and the wider public from minor through to severe illness and death. 			•	<ul style="list-style-type: none"> • The requirement for members not to attend when ill will reduce the risk of the virus being brought into a session. • Strict hand hygiene measure and re-iteration within all sessions will reduce risk of transmission. • The lead coaching team will implement a new equipment cleaning schedule during all sessions. • The cleaning schedule will identify how to clean, and how often to clean each piece of equipment – additional frequency will be planned for high touch points. • For hard to clean equipment, additional mitigations will be planned, these may include limiting number of gymnasts with access to the equipment, rotating equipment between groups, increased hand sanitizing etc. 	<p>Lead Coach Team in capacity as Covid return planning group. with support from:</p> <ul style="list-style-type: none"> • Parents • Gymnasts • Coaches

Surface transmission – facilities	<ul style="list-style-type: none"> • Risk of transmission through contact with equipment and surfaces out-with the training hall. • Risk from the above to the health of participants, their family, friends, and the wider public from minor through to severe illness and death. 			•	<ul style="list-style-type: none"> • IGC will ensure that all facilities hired for classes or other purposes can demonstrate appropriate cleaning measures and mitigations against Covid-19. • Changing rooms may be closed by venue to reduce risk. • Limited toilet capacity therefore gymnasts advised to go to the toilet before training. 	IGC Lead Coach Team
Monitoring, communicating and reviewing policies and procedures.	<ul style="list-style-type: none"> • Risk from lack of knowledge around processes and mitigations, by parents, coaches, adults, and other members. • Risk from failure to communicate changes to policies and procedures • Risk from members intentionally or accidentally failing to comply with measures in place. • Risk of transmission should policy or procedure requirements change due to new or altered requirements as outlined by the government / local authority. • Risk from the above to the health of participants, their family, friends, and the wider public from minor through to severe illness and death. 			•	<ul style="list-style-type: none"> • Gymnasts and parents informed of all initial plans and processes through mandatory information sessions. • Public feedback channel to be provided through the website soliciting comments, feedback and suggestions, as well as questions. • Minimum of weekly review by Lead Coaching Team in the early stages, taking consideration of wider coaching team feedback. • Regular review with wider Trustee, management, safeguarding etc. • Regular review with venue providers. • Regular, re-enforcing through social medial and email communications. • In-situ feedback to members in instances of accidental noncompliance. • Consideration of sanctions and disciplinary processes where there is evidence of intentional or repeated non compliance 	<ul style="list-style-type: none"> • IGC Lead Coach Team • Coaches • Board of Trustees • Safeguarding Officer

Covid-19 related amendments to all general risk assessments below are highlighted in red.

3 Training & Normal Operating Risk Assessment

Risk Area	Risks Identified	Severity	Probability	Risk Management	Responsibility
<p>Injury as a result of accident performing skills.</p>	<p>Gymnastics as a sport has increased inherent risk. Key areas where injury are more likely to occur may be as follows:</p> <ul style="list-style-type: none"> • Landings • Impact – tumbling, vaulting etc. • Release skills • Dismounts • Performing under competition stress • Injury in the development of a new skill. • Injury resulting from poor warm up • Injury resulting from poor level of concentration. • Injury resulting from overtraining. • Collisions <p>Additional risk currently identified as a direct result of de-training. Gymnasts will be more susceptible to injury as they return to training – particularly through physiological process of adaptation, and the risk of lost skills, lack of previous spatial awareness, growth and shape change, lack of focus, fatigue, etc.</p> <p>Higher risk of injury as a result of increased “set up and stand back” coaching.</p>	5	4	<ul style="list-style-type: none"> • Coaches to ensure sufficient warm up completed in each session. • Coaches to ensure adequate matting for all skills and prep work. • Coaches to check all equipment after set up and throughout session. • All gymnasts to be suitable prepared for skills performed at competitions. • Level of impact, repetition and risk should be appropriate to gymnast level and training frequency. • Adequate first aid provision is required at all sessions. <ul style="list-style-type: none"> • Appropriate session planning will be in place to ensure a managed and gradual return to training – focusing on number of hours, intensity of hours, and appropriate content of session. • Coaches may breach physical distancing in instances of gymnast safety during the performance of a skill/ • Guidance from Scottish Gymnastics will support the planning of such sessions. • Focus on Coach, Gymnast, and Parent education in the pre-return, and initial weeks will help to manage expectations and understanding. • Enhanced PPE required in line with up to date guidance around Covid-19 when undertaking first aid. See Accident and Incident process (August 2020 update). 	<p>All coaches under supervision of head coach / session lead coach.</p>

				<ul style="list-style-type: none"> Where required, all distancing is negated to deal with an emergency. 	
Injury as a result of equipment fault.	<p>Injury occurring through faults such as:</p> <ul style="list-style-type: none"> Unsafe, unsecured equipment Faulty equipment Gaps or rips in matting Insufficient matting 	4	2	<ul style="list-style-type: none"> Equipment to be maintained regularly in line with equipment strategy and plan. All coaches to be trained in set up and take down of all equipment. Facility staff to be trained in set up and take down of equipment where required. Coaches to ensure safe set up at all times. Coaches and gymnasts to report any faults or damage to equipment. Equipment to be replaced periodically or when required. All repairs to be completed to adequate quality standard. All equipment to be purchased from reliable and experienced supplier. Adequate first aid provision is required at all sessions. Enhanced PPE required in line with up to date guidance around Covid-19 when undertaking first aid. See Accident and Incident process (August 2020 update). Where required, all distancing is negated to deal with an emergency. 	All coaches under supervision of head coach / session lead coach.
Injury as a result of inadequate facilities.	<p>Injury occurring as a result of inadequacies such as:</p> <ul style="list-style-type: none"> Poor or insufficient lighting Unsuitable training temperature Unforeseen injury as a result of fittings, fixtures and furnishings. <p>Notable increased risk due higher volume (music and instruction) activities being held in the same hall.</p>	4	1	<ul style="list-style-type: none"> Bookings made in adequate sports or leisure related facilities. All new locations and venues assessed accordingly with venue specific risk assessment completed. Communication channels in place to report any concerns to facility providers. Adequate first aid provision is required at all sessions. Enhanced PPE required in line with up to date guidance around Covid-19 when 	Club Committee and Coaching Team

				<ul style="list-style-type: none"> undertaking first aid. See Accident and Incident process (August 2020 update). Where required, all distancing is negated to deal with an emergency. 	
Injury to coach, helper, parent or public, and other potential injuries.	<p>Risk of injuries include:</p> <ul style="list-style-type: none"> Coach injured whilst supporting or spotting gymnast in training. Risk of slips, trips, falls and collisions while moving to, from or in a training venue. 	4	1	<ul style="list-style-type: none"> Coaches should use safe spotting methods suitable to their strength and to the level of the gymnasts. All members should endeavor to keep the gym organised, clear of obstacles and clean up any spills as soon as they happen. Adequate first aid provision is required at all sessions. Enhanced PPE required in line with up to date guidance around Covid-19 when undertaking first aid. See Accident and Incident process (August 2020 update). Where required, all distancing is negated to deal with an emergency. 	All members.
Gymnast, coach or helper illness.	<p>Risk of illness includes:</p> <ul style="list-style-type: none"> Episode of pre-existing medical condition (asthma, diabetes, allergies, panic / anxiety attacks, heart conditions etc.). Unexpected sudden illness (heart attack, stroke, fitting, sudden collapse). Gymnast feeling unwell during session or competition. Gymnast, coach, or helper presenting signs of Covid-19 – Symptoms of a persistent new cough, a fever, and or a loss or change to their sense of taste and or smell. 	5	3	<ul style="list-style-type: none"> All lead session coaches to be first aid trained. Access to first aid equipment and phone identified in each location. List of contact numbers and pre-existing medical conditions held by lead coach in each class. Additional first aid process in place to manage the occurrence of a suspected covid-19 case in line with Scottish Gymnastics and Government guidance. Enhanced PPE required in line with up to date guidance around Covid-19 when undertaking first aid. See Accident and Incident process (August 2020 update). Where required, all distancing is negated to deal with an emergency. 	Coaches and Safeguarding Officer

Damage to equipment.	Risks include: <ul style="list-style-type: none"> • Damage to equipment through misuse • Damage to equipment through poor storage and handling. • Damage to equipment through wear and tear. • Damage to equipment through misuse of cleaning chemicals 	3	3	<ul style="list-style-type: none"> • All equipment to be check before use by coaching team. • Equipment only to be used for appropriate activities. • Regular checked of equipment as part of repairs and replacement plan. • Coaches will be trained on appropriate cleaning process, which will be noted in the cleaning / COSHH plans. • Gymnasts undertaking any cleaning must be over 16, and should be supervised by lead coaches. 	Committee, appointed equipment officer and coaching team.
Damage to / loss of personal belongings.	Risks include: <ul style="list-style-type: none"> • Damage to participant, coach, or public's belongings. • Theft of personal belongings. 	2	3	<ul style="list-style-type: none"> • Personal belongings should be kept in a designated location at the side of the hall or venue away from activities. • Participants are advised not to bring items of high value to training. • Coaches to be made aware that use of tablets, laptops and phones etc is at their own risk. 	Coaching Team
Control of Substances Hazardous to Health (COSHH)	Risks include: <ul style="list-style-type: none"> • Illness or injury (including poisoning) as a result of contact with, or ingestion of chemicals, namely cleaning products, hand sanitizer, chalk, or other substances used or stores within and IGC space or session. • Illness or injury (including poisoning) as a result of contact with, or ingestion of substances used by, or stored by venue providers. • Damage to equipment or personal belongings as a result of contact with chemicals. 			<ul style="list-style-type: none"> • Record to be kept of all chemicals / substances used by IGC, noting their purpose, storage requirements, guidance for use, level of risk, and highlighting any hazardous nature. Data sheets must be available for all chemicals. • Record to be kept of training delivered to all coaches for the use of such chemicals or substances, and the appropriate elements of each substances risk assessment. • Safe chemical storage practices to be observed at all times. • Only persons with adequate training or supervision can use any of the listed chemicals or substances. • Where the risk associated to any substance is high – additional first aid provision or mitigating factors should be considered. 	Responsibility falls under the legal requirements of the Board of Trustees, with delegation to the Lead Coach Team. Responsibility of all trained individuals to ensure compliance.

4 Safeguarding and Welfare Risk Assessment

Risk Area	Risks Identified	Severity	Probability	Risk Management	Responsibility
Welfare issues out-with the IGC environment.	<p>Risks associated include:</p> <ul style="list-style-type: none"> • Signs of abuse, neglect or mistreatment out-with the club environment. <p>The Covid-19 lockdown has had a significant impact on the welfare of young people, unfortunately including the prevalence of abuse. All members should be aware of the increased likelihood of issues occurring out-with an IGC setting.</p> <p>Adjustments to sign out procedures may increase the risks associated with collection.</p>			<ul style="list-style-type: none"> • All coaches to attend Safeguarding workshop in line with SG procedures. • All young coaches encouraged to attend Safe In Your Hands workshop provided by Scottish Gymnastics. • IGC will always have an appointed Safeguarding officer who is aware of procedures for reporting concerns to third parties. • Sign out procedures in place to ensure all young gymnasts are collected by responsible adult. • SIGN OUT PROCEDURE WILL BE AMENDED FOLLOWING RETURN TO TRAINING – All members to be made explicitly aware of the new process. • Coaching team to be reminded on the signs of abuse, and the procedures in advance of the return to training post Covid lockdown. 	Safeguarding Officer & Coaching Team
Welfare and Safeguarding Risk Associated to specific Venues	<p>Increased welfare or safeguarding risks as a result of issues at specific venues including:</p> <ul style="list-style-type: none"> • Shared public facilities • Remote storage • Remote changing rooms / toilets • Shared changing rooms / toilets • High risk external areas • Increased traffic issues 			<ul style="list-style-type: none"> • IGC will operate in facilities that have been assessed and deemed appropriate – usually schools, community centres or sports centres where risk assessment is available. • A specific risk assessment will be completed detailing any additional points for every venue used. • A cover sheet will be prepared and available to class coaches outlining the 	Safeguarding Officer & Coaching Team

				main points for each venue (fire procedure, contacts, toilets, first aid provision etc.).	
Welfare and safeguarding issues related to the interaction between adults and children.	<p>The nature of sports club organization and coaching creates interaction between adults and children, therefore creating the risk of safeguarding issues including but not limited to:</p> <ul style="list-style-type: none"> • Exposure to behavior and or activities unsuitable for participants under 18. • Allegations of wrongdoing against coaches or other adults. • Inappropriate behavior of participating adult or public towards participants under 18. <p>Parties identified within this risk category include but are not restricted to:</p> <ul style="list-style-type: none"> • Gymnasts • Parents • Helpers • Committee Members • Coaches • Officials • Event Staff • Facility Staff • Public 			<p>Inverness Gymnastics Club has a full and comprehensive safeguarding and welfare policy that is renewed annually, and operated within the overarching policies of Scottish and British Gymnastics. Key points within this policy include:</p> <ul style="list-style-type: none"> • The provision of a safeguarding officer who is made available to all members and their families. • Robust and appropriate recruitment processes relating to coaches, helpers and committee members (including PVG application and vetting through Scottish Gymnastics). • Guidelines on ratios, numbers and minimum supervision requirements that exist to protect gymnasts from harm and coaches / helpers from wrongful allegations by removing ambiguity or opportunity in the club's training programme. • Outlines of required safeguarding training for all helpers, coaches and adults working directly with members, in line with SG and BG requirements. • Recording, reporting and review procedures to be taken in the event of complaint, allegation or concerns. 	Safeguarding Officer & Coaching Team

5 Trips, Travel and Accommodation Risk Assessment

At this current time, IGC does not intent to undertake any trips or travel to other venues. This policy will be reviewed at the end of the Autumn term in line with Covid related restrictions.

Risk Area	Risks Identified	Severity	Probability	Risk Management	Responsibility
Travel and Travel	<p>Risks associated include:</p> <ul style="list-style-type: none"> • Accidents and resulting injury. • Delays, breakdowns, no-shows etc. resulting in change to itinerary or missed events. • Impact on event or trip • Possible changes to itinerary. • Requirement of additional resources – accommodation, food, etc. 	5	3	<ul style="list-style-type: none"> • Itinerary planned in advanced and made available to all involved and club safeguarding officer. • Time planned for delays, disruption and minor unforeseen changes. • Third party travel providers to be assessed ensuring all insurance and risk assessment is in place. 	Trip Leader in consultation with Appointed Trip Welfare Individual and club Safeguarding Officer.
Safeguarding and Welfare	<p>Safeguarding risks include:</p> <ul style="list-style-type: none"> • Lack of adequate supervision of under 18s • Exposure to behavior and or activities unsuitable for participants under 18. • Allegations of wrongdoing against coaches or other adults. • Inappropriate behavior of participating adult or public towards participants under 18. • Heightened Risk of injury or accident to participants. 	5	2	<ul style="list-style-type: none"> • All trips to be discussed with the club safeguarding officer to ensure compliance to procedures. • Ratios for training and travel to be outlined in advance. • Appointed welfare person to be identified for all overnight trips – this does not have to be the club SO but must be a club member with PVG check and up to date safeguarding. They must not be the trip leader or the trips lead coach. • Welfare policy adhered to throughout all aspects of the trip. 	Trip Leader in consultation with Appointed Trip Welfare Individual and club Safeguarding Officer.
Accommodation	<p>Risks include:</p> <ul style="list-style-type: none"> • Security of gymnasts • Security of belongings • Adequate fire safety • Sufficient provision for basic comfort • Sufficient provision for basic intimate needs. • Appropriate rooming arrangements. 	4	4	<ul style="list-style-type: none"> • Accommodation booked with companies or provider that can be easily risk assessed by the club – ideally a known brand. • Assessment where required of all fire safety and any unforeseen risks to be conducted by coaches and welfare team on arrival. 	Trip Leader in consultation with Appointed Trip Welfare Individual and club Safeguarding Officer.

				<ul style="list-style-type: none"> Rooming list to ensure that gymnasts and adults / coaches are in separate rooms as per policy. Rooming list available to trip leader and safeguarding appointed person with room checks as deemed appropriate. <p>** ACCOMODATION TO BE BOOKED WITH REPUTED AND ACCEPRABLE RISK ASSESSED PROVIDER IN ADVANCE**</p>	
Disruption – Major Incident	<p>Possible incidents may include:</p> <ul style="list-style-type: none"> Car accident Fire Flood Extreme weather Civil disruption Terrorism Proximity to major crime. <p>Possible risks include:</p> <ul style="list-style-type: none"> Impact on itinerary Impact of feasibility of trip Financial impact Requirement of additional resources Requirement for sufficient communication, 	1	5	<ul style="list-style-type: none"> All drivers to ensure that cars (hired or owned) have up to date safety checks, insurance and MOT as well as checking tyres, water etc before trip. All coaches, trip leaders and welfare appoints to be contactable throughout the trip. In the event of an unforeseen major incident, trip leader must establish and action plan and line of communication prioritizing safety of all individuals. Support and communication with key organizations (police, event teams etc) is key. Whereabouts of all participants should be known at all times, with times and place to meet clarified regularly. 	Trip Leader in consultation with Appointed Trip Welfare Individual and club Safeguarding Officer.
Injury as a result of accident performing skills.	<p>Gymnastics as a sport has increased inherent risk. Key areas where injury are more likely to occur may be as follows:</p> <ul style="list-style-type: none"> Landings Impact – tumbling, vaulting etc. Release skills Dismounts Performing under competition stress Injury in the development of a new skill. Injury resulting from poor warm up Injury resulting from poor level of concentration. Injury resulting from overtraining. 	4	4	<ul style="list-style-type: none"> Coaches to ensure sufficient warm up completed in each session. Coaches to ensure adequate matting for all skills and prep work. Coaches to check all equipment after set up and throughout session. All gymnasts to be suitable prepared for skills performed at competitions. Level of impact, repetition and risk should be appropriate to gymnast level and training frequency. 	All coaches

	<ul style="list-style-type: none"> Collisions 			<ul style="list-style-type: none"> Adequate first aid provision is required at all sessions. <p>** LOCATION OF FIRST AID AT FACILITY AND NEAREST A&E HOSPITAL TO BE INDICATED IN ADVANCE**</p>	
Injury to coach, helper, parent or public, and other potential injuries.	<p>Risk of injuries include:</p> <ul style="list-style-type: none"> Coach injured whilst supporting or spotting gymnast in training. Risk of slips, trips, falls and collisions while moving to, from or in a training venue. 	4	3	<ul style="list-style-type: none"> Coaches should use safe spotting methods suitable to their strength and to the level of the gymnasts. All members should endeavor to keep the gym organised, clear of obstacles and clean up any spills as soon as they happen. Adequate first aid provision is required at all sessions. 	All members.
Gymnast, coach or helper illness.	<p>Risk of illness includes:</p> <ul style="list-style-type: none"> Episode of pre-existing medical condition (asthma, diabetes, allergies, panic / anxiety attacks, heart conditions etc.). Unexpected sudden illness (heart attack, stroke, fitting, sudden collapse). Gymnast feeling unwell during session or competition. 	3	3	<ul style="list-style-type: none"> All lead session coaches to be first aid trained. Access to first aid equipment and phone identified in each location. List of contact numbers and pre-existing medical conditions held by lead coach in each class. <p>** ALL COACH AND GYMNAST MEDICAL CONDITIONS OR MEDICATION INFO TO BE AVAILABLE IN ADVANCE AND THROUGHOUT THE TRIP**</p>	Coaches and Safeguarding Officer
Food, Drink and Sustenance	<p>Risks include:</p> <ul style="list-style-type: none"> In-sufficient time to eat between travel, training etc. Gymnasts not eating or drinking enough to maintain a safe level of energy and hydration for activities. Gymnasts under-eating for reasons including; fussy eater, eating disorders, attention seeking etc. Poorly planned provision of meals – no available restaurants, juice stops etc. Allergies and dietary requirements / intolerances. 	2	5	<ul style="list-style-type: none"> Provision of adequate food and drink to be planned into the itinerary of any trip. Welfare appoints and coach responsibility to identify any signs of dehydration or hunger. Welfare appoint and coaching team to monitor food intake and ensure all gymnasts are eating when required. Any dietary requirements to be considered when booking restaurants or purchasing food. 	Trip Leader in consultation with Appointed Trip Welfare Individual and club Safeguarding Officer.

				** ALL DIETARY REQUIREMENTS TO BE IDENTIFIED IN ADVANCE**	
Supervision	<ul style="list-style-type: none"> Gymnasts welfare at risk due to lack of supervision. Coaches / adults at risk of allegation due to inappropriate ratios. Inability to identify issues or resolve unforeseen problems as a result of poor supervision ratios. 	2	4	<ul style="list-style-type: none"> Sufficient adults to travel with all trips and overnight stays. Allocated jobs with regards to supervision (within the requirements of PVG and SG qualified individuals). All gymnasts aware of how inform trip welfare person or leader at all times (24 hours) – room number, room phone number etc. Daily brief held by supervising adults and trip leader to plan for the days events and share any concerns etc. 	Trip Leader in consultation with Appointed Trip Welfare Individual and club Safeguarding Officer.
Insurance	<ul style="list-style-type: none"> Gymnasts, coaches, helpers or other individuals travelling with the club incur a situation, accident or loss or belongings for which they are not covered. 	2	5	<ul style="list-style-type: none"> All gymnasts and coaches must hold appropriate insurance with BG to cover their performance / training. Travel insurance must be sought in advance specific to proposed activities for international trips and events. 	Safeguarding Officer, Trip Leader
Conduct	<p>Risks include breach of clubs code of conduct by:</p> <ul style="list-style-type: none"> Gymnasts Coaches Parents Committee Members / Volunteers and Helpers 	4	4	<ul style="list-style-type: none"> Trip and travel code of conduct re-issued for every over night stay. Gymnasts to be reminded of key elements and expectations on behavior on arrival at events, accommodation etc. Trip leader and appointed welfare officer to deal with any immediate concerns as interim measure prior to returning home. Disciplinary procedures can be fully implemented on return. <p>** TRIP AND TRAVEL CODE OF CONDUCT TO BE REISSUED FOR ALL OVERNIGHT TRIPS IN ADVANCE**</p>	Trip Leader in consultation with Appointed Trip Welfare Individual and club Safeguarding Officer.

6 IGC Organised Events and Competition Risk Assessment

In line with Scottish Gymnastics, and recognizing the limitations on capacities and events, IGC does not plan to undertake any events in 2020, however this policy will be kept under review.

Risk Area	Risks Identified	Severity	Probability	Risk Management	Responsibility
Fire Safety	<ul style="list-style-type: none"> • Risk of injury or death • Risk of damage to property • Interruption of event / training as a result of false alarm. 	5	1	<ul style="list-style-type: none"> • Key information cover sheet available for each venue noting the fire evacuation procedures in detail. • Safe use of certified electrical equipment at all venues. • Any issues or concerns reported immediately. • Floor manager in each session appointed fire safety lead in the event of emergency. 	Floor manager and event planning team.
Child Welfare	<ul style="list-style-type: none"> • Risk of missing child • Child not collected at end of event • Risk of abduction • Risk of inappropriate interaction with gymnast from member of the public. • Risk of inappropriate interaction with gymnast from coach, helper or volunteer. 	5	1	<ul style="list-style-type: none"> • All clubs invited to attend event must be registered with BG and SG therefore adopting their safeguarding and welfare policies. • Clubs to identify coaches and helpers in advance of event • Floor passes required to access 'non-spectator' areas of the competition. • Clubs and IGC parents made aware that the IGC coaches and committee are not responsible for children out with their competition sessions, warm up, and medal presentations. • All visiting clubs made aware of their responsibilities prior to the event. • Adherence to SG / BG safeguarding policies at all times. 	Event planning team, Floor manager, IGC Welfare Officer and All attending club coaches.

Injury as a result of accident performing skills.	<p>Gymnastics as a sport has increased inherent risk. Key areas where injury are more likely to occur may be as follows:</p> <ul style="list-style-type: none"> • Landings • Impact – tumbling, vaulting etc. • Release skills • Dismounts • Performing under competition stress • Injury in the development of a new skill. • Injury resulting from poor warm up • Injury resulting from poor level of concentration. • Injury resulting from overtraining. • Collisions 	5	3	<ul style="list-style-type: none"> • Coaches to ensure sufficient warm up completed in each session. • Coaches to ensure adequate matting for all skills. • Coaches to check all equipment after set up and throughout session. • All gymnasts to be suitable prepared for skills performed at competitions. • Judges to report any concerns to floor manager • Adequate first aid provision is required at all competitions. 	All coaches under supervision of judges and floor manager.
Injury as a result of equipment fault.	<p>Injury occurring through faults such as:</p> <ul style="list-style-type: none"> • Unsafe, unsecured equipment • Faulty equipment • Gaps or rips in matting • Insufficient matting 	4	2	<ul style="list-style-type: none"> • Equipment to be checked regularly in • Floor plan and set up to be planned and managed in advance of event. • Facility staff to be trained in set up and take down of equipment where required. • Coaches to ensure safe set up at all times. • Coaches and gymnasts to report any faults or damage to equipment. 	Floor manager and all coaches.
Injury as a result of inadequate facilities.	<p>Injury occurring as a result of inadequacies such as:</p> <ul style="list-style-type: none"> • Poor or insufficient lighting • Unsuitable training temperature • Unforeseen injury as a result of fittings, fixtures and furnishings. 	4	1	<ul style="list-style-type: none"> • Bookings made in adequate sports or leisure related facilities. • All new locations and venues assessed accordingly with venue specific risk assessment completed. • Communication channels in place to report any concerns to facility providers. • Adequate first aid provision is required at all events. 	Event planning team, floor manager and facility staff.
Injury to coach, helper, parent or public, and other potential injuries.	<p>Risk of injuries include:</p> <ul style="list-style-type: none"> • Coach injured whilst supporting or spotting gymnast in training. • Risk of slips, trips, falls and collisions while moving to, from or in a training venue. 	4	1	<ul style="list-style-type: none"> • Coaches should use safe spotting methods suitable to their strength and to the level of the gymnasts. • All participants should endeavor to keep the gym organised, clear of obstacles and clean up any spills as soon as they happen. • Adequate first aid provision is required at all events. 	Floor manager and all coaches and event officials.

Gymnast, coach or helper illness.	<p>Risk of illness includes:</p> <ul style="list-style-type: none"> • Episode of pre-existing medical condition (asthma, diabetes, allergies, panic / anxiety attacks, heart conditions etc.). • Unexpected sudden illness (heart attack, stroke, fitting, sudden collapse). • Gymnast feeling unwell during session or competition. 	5	3	<ul style="list-style-type: none"> • All events to identify appointed first aider(s) and first aid provision. • Coaches should have information on conditions and medical requirements as well as emergency contact details. 	Floor manager, facility management, coaches and appointed first aiders
Damage to equipment.	<p>Risk includes:</p> <ul style="list-style-type: none"> • Damage to equipment through misuse • Damage to equipment through poor storage and handling. • Damage to equipment through wear and tear. 	3	3	<ul style="list-style-type: none"> • All equipment to be check before use by coaching team. • Equipment only to be used for appropriate activities. 	Coaches and event floor manager.
Damage to / loss of personal belongings.	<p>Risk included:</p> <ul style="list-style-type: none"> • Damage to participant, coach, or public's belongings. • Theft of personal belongings. 	2	3	<ul style="list-style-type: none"> • Advanced details of event should note that IGC. does not take responsibility for peoples belonging's • Participants are advised not to bring items of high value to training. • Coaches to be made aware that use of tablets, laptops and phones etc. is at their own risk. • People are encouraged not to hold seats using their bags or belongings. 	Event management team and floor manager / seating marshals


7 Outdoor Training Risk Assessment

Risk Area	Risks Identified	Severity	Probability	Risk Management	Responsibility
<p>COVID 19</p> <p>Coach misconduct or failure to follow Government Guidelines</p> <p>Participant misbehaviour, misconduct or failure to follow Government Guidelines</p>	<p>Participants, coaches.</p> <p>Risks include:</p> <ul style="list-style-type: none"> • Risk of catching or spreading COVID-19. 	5	2	<ul style="list-style-type: none"> • All Coaches briefed and understand the Government Guidelines and British Gymnastics directive for coaching outside • Ratios of coaches/ supervisory adults and participants meets the Government Guidelines appropriate at the time. • Social distancing will be adhered to in line with the accepted recommendations, • Hand sanitizer will always be available • Gymnast groups should remain the same as much as possible. Any swapping will be recorded. • Registers and attendance records must be kept up to date. • All participants and coaches should adhere to government rules when travelling to and from the activity with particular focus on social distancing and number of contacts. • All participants and parents briefed on activity, parameters and Government Guidelines. • Sharing of any equipment should be minimized, and where required, appropriate sanitizing should be conducted regularly (ideally between uses). 	Led Coach – Planning and delivering session
Injury	Participants. Risks include:	4	3	<ul style="list-style-type: none"> • Up to date medical information must be available for all participants – sought from 	

	<ul style="list-style-type: none"> Gymnastics activity, although managed, could lead to accidental injury. 			<p>BG Gymnet in advance. Coach to be responsible for individual medical needs.</p> <ul style="list-style-type: none"> Suitable supervision to meet participant needs. All sessions must have an appropriate first aider present (normally the lead coach) First aid provision must be available. First aiders to familiarise themselves with the symptoms of Covid-19. First aid equipment to be checked and additional nitrile gloved and sanitizer to be made available. First aiders to try and maintain social distancing measures, where treatment of a injured person doesn't allow this, in an emergency, for example, a serious accident, people do not have to stay 2m apart if it would be unsafe to do so. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands. Only follow British Gymnastics guidance for endorsed activity, ensuring activity choices are made to minimise the injury and illness risk/NHS burden as a priority consideration. Ensuring local emergency medical cover/assistance can be accessed in the event of a potential life or limb threatening injury requiring immediate extrication and urgent medical care or hospitalisation. 	
Safeguarding	Coaches and Participants. Risks include:	5	2	<ul style="list-style-type: none"> Ensure there are always 2 adults present in a supervisory capacity. 1 coach and 1 supervisory adult for an activity group of 5 participants. These adults should always have sight of the activity. 	Head Coach, Lead Coaches & Safeguarding Officer

				<ul style="list-style-type: none">• Club Safeguarding Officer should be made aware of all planned sessions, noting the participants, location, times, and coach / adult provision• The lead coach will be L2 or above, with all safeguarding requirements in place and up to date (notwithstanding Covid related delays)• Plan in place to detail action taken, if coach or participants are approached by unknown members of the public.	
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8 Venue Specific H&S Overview – Inverness Leisure Centre

 <p>Inverness Gymnastics Club</p>	<h3>INVERNESS GYMNASTICS CLUB: VENUE SPECIFIC INFORMATION SHEET</h3>	
	<p>Inverness Leisure Centre Bught Lane Inverness IV3 5SS 01463 667500 General Manager: Steve Clelland</p>	<p>Current Booking Schedule: Monday 6:30-9:30pm – Courts 5-8 Tuesday 3:30-6:30pm – Courts 5&6 Wednesday 3:30-10:00pm – Courts 5-8 Friday 3:30-9:30pm – Courts 5&6</p>
<h3>FIRE SAFETY PROCEDURE</h3>		
<p>On Hearing The Fire Alarm Cease all activity and await instruction from facility management team – where possible, wait at the closest fire exits. When instructed to do so, evacuate through the nearest fire exit. ALL PHYSICAL DISTANCE REQUIREMENTS ARE TEMPORARILY SUSPENDED DURING ANY EVACUATION</p> <p>On Discovering a Fire Raise alarm breaking call-point located next to fire exits. Evacuate class immediately to meeting point. Follow further instructions from facility management team or emergency services.</p> <p>Meeting Point: Rear of Car Park or as directed by Duty Manager</p> <p>Contingency / Welfare Point: If situation requires, facility management team will direct all users to one of the following secure, sheltered points: The Floral Hall, The Botanic Greenhouses, Queens Park Athletics Stadium.</p>		
<h3>FIRST AID PROVISION</h3>		
<ul style="list-style-type: none"> • IGC stores some first aid provision – ice packs plasters etc. in the club cupboard. Inverness Leisure will have adequate trained first aiders on site at all time, with a fully stocked medical room available next to the athletics track doors. • CONSIDERATION SHOULD BE GIVEN TO ENHANCED PPE REQUIEMENTS CURRENTLY IN PLACE AS PART OF COVID-19 RISK ASSESSMENT 		
<h3>TOILETS</h3>		
<ul style="list-style-type: none"> • Toilets are located opposite the main hall (often across another booking). Coaches should consider the age of gymnasts, experience and knowledge of the facility when allowing them to leave the hall. • CURRENT LIMITTIONS ARE IN PLACE AT THE VENUE SO LESS TOILETS ARE AVAILABLE 		
<h3>OTHER KEY POINTS</h3>		
<ul style="list-style-type: none"> • Inverness Leisure operates a pool alarm system for emergencies, this may be mistaken for the fire alarm. To distinguish this, the pool alarm is accompanied by a flashing light in the top corner of the sports hall. • Due to the nature of the hall layout, gymnasts will be required to cross other bookings to go to the toilet or to enter or leave the hall. This may include adult football. This should be taken into consideration when permitting gymnasts to go to the toilets • Increased traffic of adults in proximity to session as a result of new Covid layout 		

9 Event Specific Risk Assessment Template

EVENT SPECIFIC INFORMATION			
Venue	[event specific info]	Date & Time	[event specific info]
Expected Numbers	Gymnasts ## Coaches ## Helpers ## Spectators ## TOTAL ##	Appointed First Aider	[event specific info]
Fire Evacuation Notes	<p>On Hearing The Fire Alarm [event specific info]</p> <p>On Discovering a Fire [event specific info]</p> <p>Meeting Point: [event specific info]</p> <p>Contingency / Welfare Point: [event specific info]</p>	First Aid Provision	<p>[event specific info]</p> <p>Nearest Hospital: [event specific info]</p>
Other Key Risk Management	<ul style="list-style-type: none"> [event specific info] 		