

COVID 19 BUSINESS ACTION PLAN DEPARTMENTAL RISK ASSESSMENT

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| <p>Date: 24/07/2020</p> | <p>Assessed by: Robyn Evans</p> <p>Checked by:</p> | <p>Review Date:</p> | <p>*Or sooner if: There are reasons to believe the assessment is no longer valid. There are significant changes in the matters to which it relates following an accident or incident.</p> |
| <p>Location and Task:</p> <p>Huddersfield Giants Community Trust, The Zone, St Andrews Road, Huddersfield, HD1 6PT.</p> <p>Dance studio and Cheerleading / Dance / Gymnastics classes.</p> | | <p>Relevant Standards:</p> <p>Health and Safety at Work Act 1974 and supporting regulations including The Management of Health and Safety at Work Regulations 1999.</p> <p>Equality Act 2010.</p> <p>Safeguarding statutory guidance 2015 and supporting guidance from Kirklees Council.</p> <p>HGCT and Prime Contractor Policies.</p> <p>HGCT Huddersfield Health and Safety policy 2019</p> <p>HGCT Huddersfield Safeguarding for all policy 2019</p> <p>Huddersfield Giants Community Trust Policies.</p> | |
| <p>Scope of Risk Assessment:</p> <p>This risk assessment covers activities (cheerleading, dance and gymnastics) undertaken by Huddersfield Giants Community Trust and The Zone, the aim of this risk assessment is to provide an overview of risk management for HGCT in accordance to COVID- 19.</p> | | | |

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| <p>Number and description of employees involved in the activities covered by this assessment:</p> <p>Maximum capacity will be 15 athletes and 2 employees.</p> |
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| <p>Description of non-employees potentially at risk from the hazards identified within the assessment:</p> <p>Athletes of variable programs and activities.</p> |
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Risk Rating System

Risks are rated (a) with existing control measures in place and (b) once additional recommendations are implemented. Severity and likelihood of harm are estimated.

Severity of harm most likely to arise from the hazard

1= Minor or no injury 2= Time lost injury 3= Major injury or worse

Likelihood of the potential incident:

1= Unlikely/Infrequent 2= Possible/Occasional 3=Likely/Frequent

Risk Rating- Severity x Likelihood (as shown in the table on the right)

The priority of actions arising from the assessment depends on the overall risk rating.

| | | Likelihood | | |
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| | | 1 | 2 | 3 |
| Severity | 1 | 1 | 2 | 3 |
| | 2 | 2 | 4 | 6 |
| | 3 | 3 | 6 | 9 |

Risk rating of:
 6 or 9 = High priority
 3 or 4 = Medium priority
 1 or 2 = Low priority

| HGCT Dance and Cheer Department | | | | | |
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| Type of Risk Assessment: Generic/Specific | | | | | |
| Hazard | Person (s) at risk | Existing measures to control risk | Risk Rating Severity x Likelihood | Readiness Level | Additional risk control measures required |
| Class timetable will not allow for safe social distancing between classes entering and exiting. | Athletes Coaches Parents/Guardians | Introduce staggered start and finish times to reduce congestion and contact. Reduce the number of classes offered to allow time for required cleaning between classes. | | | Ensure all measures are clearly communicated to all athletes and parents. |
| Staff and coaches will not know how to keep themselves safe from exposure to COVID-19 | Staff Coaches | Clear training and communication with staff on their roles, protocol and any PPE measures. No spotting, handshakes, hi5's or hugs. | | | |
| Bubbling and staff ratios | Staff Coaches Athletes | - We will ensure athletes follow the advice and guidance issued on the government website and in accordance to our readiness | | | |

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| | Parents/guardians | <p>status and seek further advice from the British gymnastic association.</p> <ul style="list-style-type: none"> - We understand that athletes need to be placed in a bubble of no more than 15, when working with staff and external services they also need to form part of this bubble. - Per bubble, HGCT will ensure that there are 2 members of staff working at all times, and where possible the Dance Manager will act be on hand at all times in an external space for staff members to contact. | | | |
| <p>Staff and coaches will not know what to do if an athlete or parent presents with COVID-19 symptoms</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> | <p>Staff</p> <p>Coaches</p> <p>Athletes</p> <p>Parents/Guardians</p> | <p>Training to identify signs.</p> <p>Signs to be put up around the dance studio.</p> <p>Example: If an athlete develops a high temperature or a persistent cough while at the gym, they should:</p> <ul style="list-style-type: none"> - Return home immediately - Avoid touching anything | | | <p>Communicate clearly to athletes and parents that if they show any signs of COVID-19 they are to stay home and isolate for 14 days (as per NHS guidelines)</p> |

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| | | <ul style="list-style-type: none"> - They must then follow the guidance on self-isolation and not return to classes until their period of self-isolation has been completed. - All athletes in the same class and bubble will be asked to return home immediately and self-isolate for 14 days. <p>Staff to clean all areas where the athlete has been, following their removal from the gym, wearing PPE and under instruction.</p> | | | |
| <p>An athlete, coach or staff member who has been to the classes tests positive for COVID-19</p> | <p>Athletes Coaches Staff</p> | <p>Ensure all athletes contact details are up to date for contact tracing and contact all those who have been in the classes with the infected person.</p> <p>HGCT have an isolation room on site, and anybody participating in practice who receive symptoms of COVID 19 will be moved immediately to this destinations and NOK will be contacted to</p> | | | |

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| | | <p>arrange pick up and signposted to the nearest test centre.</p> <p>Use the NHS track and trace service to inform them of the incident and provide any relevant details.</p> <p>Make it clear to athletes and staff who have been in contact with the infected person that they must not attend the class and need to isolate for 14 days.</p> | | | |
| <p>Athletes will be nuclear on how to behave in class, and do not understand or follow the social distancing measures, markers and traffic flow created.</p> | <p>Athletes</p> <p>Coaches</p> <p>Staff</p> | <p>All younger classes – under 5s will not be opening during phase 1.</p> <p>All attending athletes are sent clear guidance on the measures that will be in place.</p> <p>No stunting, pyramids, spotting, handshakes, hi5's or hugs.</p> <p>Signage on the walls and markers on the floor to indicate instructions athletes should follow.</p> | | | <p>Ensure all measures are clearly communicated to all athletes and parents before they attend.</p> |

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| Athletes do not follow hygiene requirements as set out in the government guidelines (regarding handwashing, coughing into elbow etc) | Athletes Coaches Staff | <p>Additional signage reinforcing measures such as handwashing, coughing into elbow and the 'Catch it. Bin it. Kill it' message to be put up around the dance studio.</p> <p>Message regarding hygiene requirements are sent to all athletes before their return.</p> <p>Coaches to remind athletes about hygiene at the start of each class.</p> | | | <p>Create signage.</p> <p>Ensure there are hand sanitiser, tissues and bins available.</p> |
| During classes athletes will be unable to maintain social distancing. | Athletes | <p>Social distancing markers on the floor will show athletes how to move around the dance studio and where to train.</p> <p>Social distancing rules will be communicated to athletes prior to attending.</p> | | | <p>Communicate social distancing rules with athletes ahead of attendance.</p> |
| During classes coaches will be unable to maintain social distancing. | Athletes Coaches Staff | <p>Coaches to pre-plan how they will deliver classes in order to maintain social distancing.</p> <p>If appropriate, PPE to be worn (such as masks)</p> | | | <p>Plan effective training and delivery strategies.</p> |

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| <p>The storage of bags, shoes and water bottles etc will increase the risk of infection transmitted.</p> | <p>Athletes Coaches Staff</p> | <p>Athletes will be asked to bring the minimum required with them and come dressed ready for classes.</p> <p>Water bottles to be kept with the athlete in their designated space throughout the class.</p> <p>No eating in the dance studio.</p> | | | <p>Ask athletes to clearly mark water bottles with their name.</p> |
| <p>An area where an athlete presenting with COVID-19 / confirmed COVID-19 has been requires sanitising</p> | <p>Athletes Coaches Staff</p> | <p>Area to be evacuated and then cleaned by coaches in appropriate PPE.</p> | | | <p>Daily checking of the government website for updates and directive on any new required or recommended measures.</p> |
| <p>An athlete injures themselves during training, requiring medical assistance.</p> | <p>Athletes Coaches Staff First aider</p> | <p>First aiders will be equipped with adequate PPE (aprons, facemasks, gloves, mouth shield for CPR).</p> <p>If a first aider feels uncomfortable to approach the injured athlete, the coach must call the parent/guardian for collection or in case of emergency, 999.</p> | | | <p>Ensure all athletes contact details and medical notes are up to date and readily accessible on location.</p> |

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| | | Coaches will have athletes contact details and notes readily accessible on location to either call parents or assist paramedics with information. | | | |
| Access to toileting | Athletes Coaches Staff First aider | <ul style="list-style-type: none"> - Participants will be able to access the downstairs toilets, and we also have an accessible disabled toilet. - Participants will be chaperoned to facilities to reduce traffic and crossing over bubbling. - Staff will be able to use the separate toilets accommodated next door to the assigned working area. - Staff will monitor toilets and usage, have a maximum of 2 at any given time. <p>Hand washing facilities inside the toilets will always be observed and replenished, along with clear signs to remind people to wash their hands before and after use.</p> | | | |
| Inclusion and diversity | Athletes | <ul style="list-style-type: none"> - We will ensure equality and diversity is a key factor in all provision under the original | | | |

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| | <p>Coaches Staff First aider</p> | <p>policy that stands in the company.</p> <ul style="list-style-type: none"> - We will ensure as part of the sign up and enrolment process we have identified participants who may need additional support to participate in lessons and camps, and an assessment of needs form will be completed along with a risk assessment and all information shared with families. | | | |
| <p>Monitoring meeting areas such as common areas and stairwells</p> | <p>Athletes Coaches Staff First aider</p> | <ul style="list-style-type: none"> - HGCT will be using The Zone premises for the whole of camps and session activity. - Participants and staff will receive a clear health and safety briefing prior to employment and during the first morning of delivery, to indicate clear usage of the building in relation to reducing the amount of time areas are commonly used. - The building has been arranged to allow each bubble their own space, and to maintain 2m distancing. - We have a work space, and a common space to allow young people the | | | |

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| | | <p>opportunity for comfortable lunch and break times.</p> <ul style="list-style-type: none"> - Passages have been mapped out to reduce the movement around the building to get to destinations. - Along with entrances and entrances. | | | |
| Access and moving around the building | <p>Athletes</p> <p>Coaches</p> <p>Staff</p> <p>First aider</p> | <ul style="list-style-type: none"> - The car park will be visibly marked out with a drop off and pick up coned area, and athletes will queue 2m apart upon arrival. - They will be staggered 2 by 2 to move through the hallways into the situated spaces, and at no point will the whole group be dismissed at the same time. - Toilet access, and breakout communal spaces are within close proximity to reduce movement around the building. - And prior and post breaks, touch points will be wiped down to minimise any risk. - Lunch will be situated in the dance studio to avoid access movement. | | | |

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| Safeguarding | <p>Athletes</p> <p>Coaches</p> <p>Staff</p> <p>First aider</p> | <ul style="list-style-type: none"> - HCGT Dance department will maintain all Safeguarding practice and welfare for all participants and staff when required under the HGCT safeguarding for all Policy. - HGCT, will consider additional welfare options and support, considering the age range of some of our participants it may mean additional welfare needs to be put in place. - All safeguarding concerns or disclosures will need to be reported directly to Senior Safeguarding Lead, who will work with Kirklees Safeguarding Team. | | | |
| Studio space | <p>Athletes</p> <p>Coaches</p> <p>Staff</p> <p>First aider</p> | <ul style="list-style-type: none"> - All children will be asked to store outside belongings safely, and ensure drinks bottles are kept to the side of the studio not in any walk ways. - Staff will be on hand to identify hazards such as slips and wet surfaces, trips from floor tape or loose belongings and falls from any equipment usage and gym apparatus. - When children use apparatus, staff are required | | | |


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| | | <p>to work in pairs to spot young people, and the floor for any falls is protected with soft cushioned mats.</p> <ul style="list-style-type: none"> - Cables are tucked away in a glass cabinet, where all electronical items are stored and out of reach. - Practice is safe and accommodates the volume of children to the studio space. - Walk ways and entrances, young children are chaperoned by staff at all times and signed in and out by parent/guardian to collection and arrival. | | | |
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| <p>Ongoing Monitoring/Management Required:</p> <p>Weekly check in of risk assessment progress</p> <p>Monthly review of risk assessment in reference to COVID 19 and readiness status</p> |
| <p>Weekly check in of risk assessment progress:</p> <p>Annual review of risk assessment:</p> |

Action Plan:

| Issue | Further Action Required | Action by Whom | Action by When | Initials & Dates completed |
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Record of review:

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| Assessed by: Robyn Evans | Signature: REvans | Name: Robyn Evans | Date: 24/07/2020 |
| Checked by: Katy Stockdale | Signature  | Name: | Date: 31/07/20 |
| Reviewed by: | Signature | Name: | Date: |